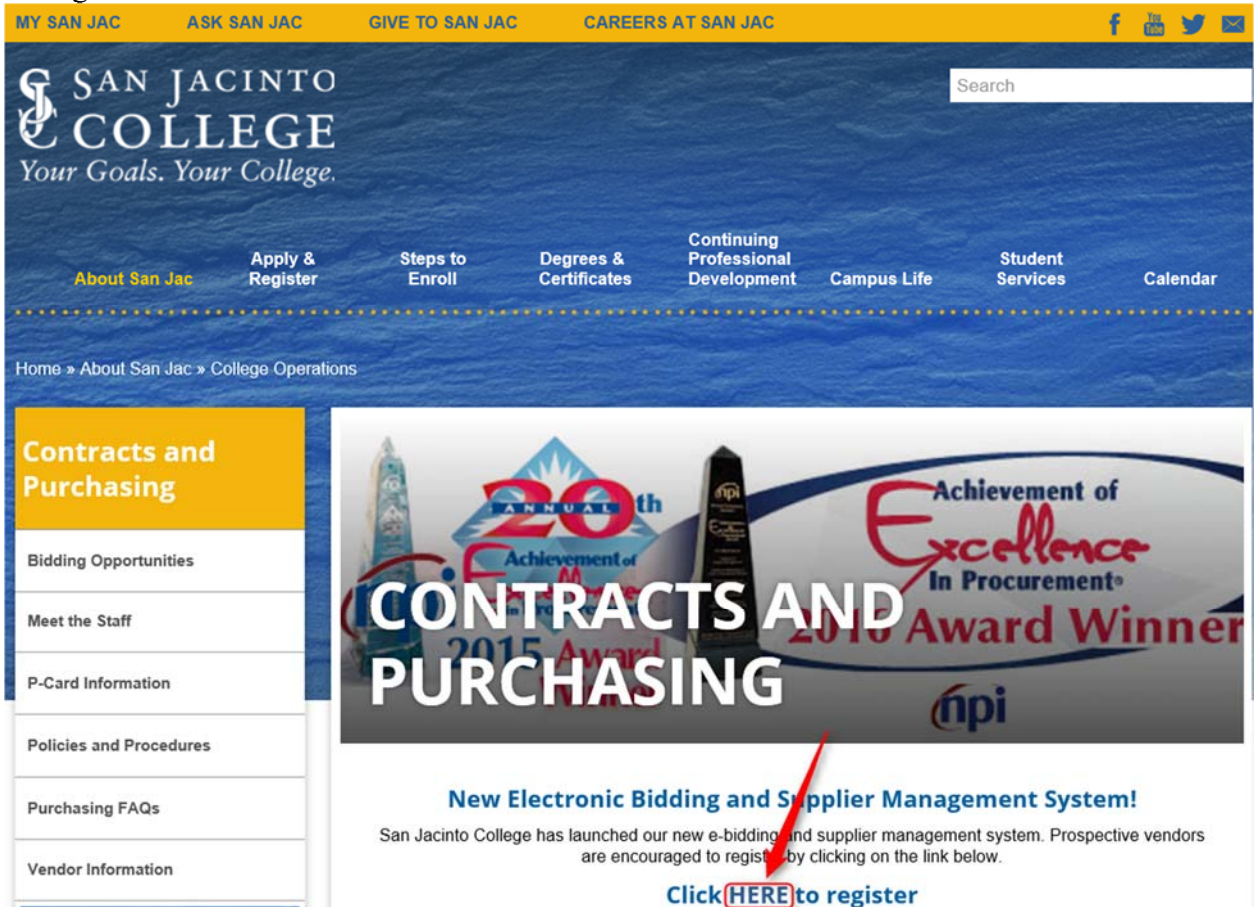


Supplier Registration Instructions

1. Go to Contracts & Purchasing Services website www.sanjac.edu/purchasing. Click the [Here](#) link to register.



The screenshot shows the San Jacinto College Purchasing website. The top navigation bar includes links for MY SAN JAC, ASK SAN JAC, GIVE TO SAN JAC, and CAREERS AT SAN JAC. The main header features the college logo and tagline "Your Goals. Your College." along with a search bar. A secondary navigation bar lists various services: About San Jac, Apply & Register, Steps to Enroll, Degrees & Certificates, Continuing Professional Development, Campus Life, Student Services, and Calendar. The breadcrumb trail reads "Home » About San Jac » College Operations".

The main content area is titled "Contracts and Purchasing" and includes a sidebar with links to Bidding Opportunities, Meet the Staff, P-Card Information, Policies and Procedures, Purchasing FAQs, and Vendor Information. The central banner features a large graphic celebrating the "20th Anniversary Achievement of Excellence in Procurement 2015 Award Winner" by npi. Below the banner, a red arrow points to the text "Click **HERE** to register", where "HERE" is enclosed in a red box.

2. Click [Supplier Registration](#).



The screenshot shows the registration page on the San Jacinto College Purchasing website. The header includes the college logo and tagline "PURCHASING". Below the header, it says "Welcome to San Jacinto College!".

The main content area has a "Need to register?" section with a red arrow pointing to the "Supplier Registration" link. To the right of this section are input fields for "User Name:" and "Password:" with a "Sign In" button. Below the password field is a link for "Forgot your User Name/Password?".

At the bottom of the page, there are four links: "San Jacinto College", "Awarded Bid Information", "Current Bid Opportunities", and "Closed Bid Opportunities".

- Review the Terms and Conditions and either Accept to move forward or Cancel.

Terms and Conditions (Step 1 of 7)

San Jacinto Community College District, herein after referred to as College Web Site (Online Sourcing) Application Terms and Conditions of Access and Use

The College's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the College and IWT as a designated agent.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award.

The content and solicitations of this system are intended for the sole use of authorized users and MAY NOT be resold, republished, or referenced without the College and IWT's expressed written consent.

In order to use this site, user's browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit

[Printer-Friendly Version](#)

- Enter company information (* denotes required fields). Click **Next** to proceed.

Company Information (Step 2 of 7)

** indicates a required field*

Company Information	
* Company Name	<input type="text"/>
Legal Name	<input type="text"/>
* Organization Type	-- Select --
Formation Date (mm/dd/yyyy)	<input type="text"/>
Formation State	-- Select --
* Tax ID Number (no dashes)	<input type="text"/>
DUNS (no dashes)	<input type="text"/>
Website	<input type="text"/>
Company Description	<input type="text"/>
Annual Gross Sales	-- Select --
Number of Employees	<input type="text"/>
* Excluded from Federal Procurement	No

5. Enter address information. If the Remittance and Correspondence addresses are the same as Primary, you can click [Same as Primary Address](#).

Address Information (Step 3 of 7)				
<i>* indicates a required field</i>				
Primary Address (Required)				
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Missouri <input type="text"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="text"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Remittance Address (Required)				
Same as Primary Address				
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Missouri <input type="text"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="text"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Correspondence Address (Optional)				
Same as Primary Address				
* Address	<input type="text"/>			
	<input type="text"/>			

6. Select Special Classifications if any apply.

Vendor Classification (Step 4 of 7)
** indicates a required field*

Special Classifications

Special Classifications

- Small Business Enterprise
As defined by the U.S. Small Business Administration (SBA)
- Minority Business Enterprise
As defined by the Texas Gov Code Chapter 2161
- Women Business Enterprise
As defined by the Texas Gov Code Chapter 2161
- Disadvantaged Business Enterprise
As defined by the Texas Gov Code Chapter 2161
- Persons with Disabilities Business Enterprise
As defined by the Texas Gov Code Chapter 2161

7. Select Commodity Codes. Click **Add or Remove Selections**.

Vendor Commodities (Step 5 of 7)
** indicates a required field*

Commodity Codes

*** Commodities** **Warning* No commodity codes selected. This may prevent you from being notified of new event opportunities.*

a. Use the search box or click on the plus symbols (+) to expand the listing and look for the commodities that your firm can supply.

Selected Commodities:

Commodities

- Audio and Visual
- Building Maintenance
- Construction and Contracting
- Domestic
- Entertainment and Arts
- Environmental
- Farming, Forestry, Live Plant and Animal, Marine, Mineral, Mini
- Food and Beverage
- Furniture and Furnishings
- Industrial and Manufacturing
- Instructional and Education
- Medical and Health
- Office and Business
- Professional Services
- Power and Energy
- Security, Public Order and Safety
- Sports and Recreation
- Technology
- Transportation

b. Select appropriate Commodities. Multiple commodities can be selected.

<input type="text" value="computer"/> [Search]	[Save Selections]
Search Results for 'computer':	Selected Commodities:
[Select] Computer, Networking, and Internet Services	[Delete] Computer, Networking, and Internet Services
[Select] Computer, Networking, and Internet: Equipment and [Save Selections]	
[Show Treeview]	

c. Click **Save Selections**.

<input type="text" value="computer"/> [Search]	[Save Selections]
Search Results for 'computer':	Selected Commodities:
[Select] Computer, Networking, and Internet Services	[Delete] Computer, Networking, and Internet Services
[Select] Computer, Networking, and Internet: Equipment and [Save Selections]	
[Show Treeview]	

d. Click **Next**.

Vendor Commodities (Step 5 of 7)	
<i>* indicates a required field</i>	
Commodity Codes	
* Commodities [Add or Remove Selections]	Computer, Networking, and Internet Services
[Previous]	[Next]

8. Enter Primary User Information. Click **Next**.

User Information (Step 6 of 7)									
<i>* indicates a required field</i>									
Primary User Information									
Prefix	[Select Prefix] ▾								
* First Name	<input type="text"/>								
Middle Name	<input type="text"/>								
* Last Name	<input type="text"/>								
Title	<input type="text"/>								
* Email	<input type="text"/>								
* Email Confirm	<input type="text"/>								
Phone	<table border="1"><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr><tr><td>1</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Country	Area	Number	Ext	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
1	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Fax	<table border="1"><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr><tr><td>1</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Country	Area	Number	Ext	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
1	<input type="text"/>	<input type="text"/>	<input type="text"/>						
* User Name	<input type="text"/>								
* Password	<input type="text"/>								
* Password Confirm	<input type="text"/>								
* Time Zone	[Select Time Zone] ▾								
[Previous]	[Next]								

9. Confirm all information and click **Submit Registration**.

Review and Submit (Step 7 of 7)

Company Information		[Edit]
Company Name	San Jac, Inc.	
Legal Name		
Organization Type	Government Entity	

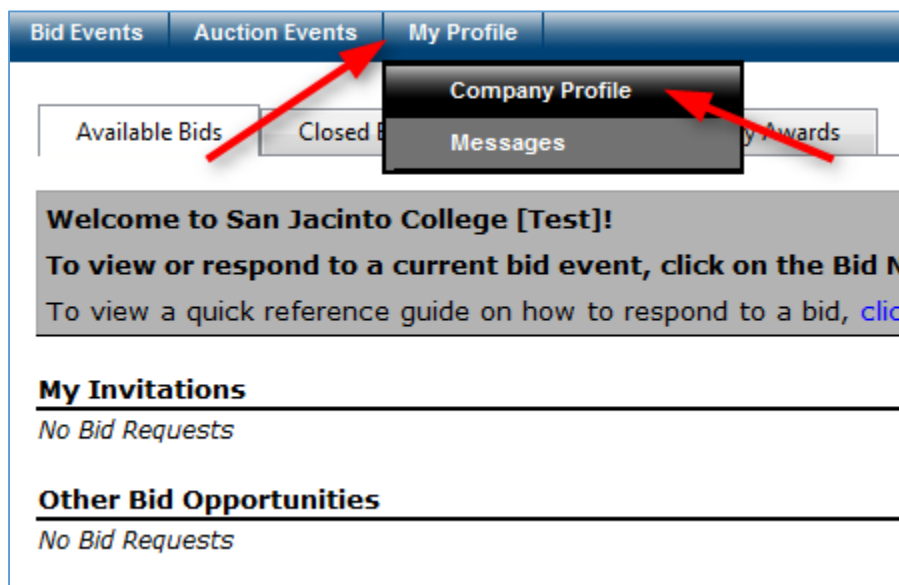
10. Once your vendor account has been activated, you will receive an email from sanjac@cusotmer.ionwave.net confirming activation. You may add additional Users to your company's account.

11. Log in using your User Name and Password.



The image shows the San Jacinto College Purchasing website. At the top is the college logo and the text "SAN JACINTO COLLEGE PURCHASING". Below this is a "Welcome to San Jacinto College!" message. The main section is a login form with fields for "User Name:" and "Password:". A red arrow points to the "User Name:" field. To the right of the password field is a "Sign In" button. Below the login fields are links for "Need to register?", "Supplier Registration", and "Forgot your User Name/Password?". At the bottom, there are links for "San Jacinto College", "Current Bid Opportunities", "Active Contracts", "Awarded Bid Information", and "Closed Bid Opportunities".

12. Hover over **My Profile** and click on **Company Profile**.



The image shows a user profile menu and dashboard. The menu has tabs for "Bid Events", "Auction Events", and "My Profile". A red arrow points to the "My Profile" tab. A dropdown menu is open under "My Profile", showing options for "Company Profile" and "Messages". A red arrow points to the "Company Profile" option. Below the menu is a dashboard with a "Welcome to San Jacinto College [Test]!" message. It includes instructions on how to view or respond to a current bid event and a link to a quick reference guide. Below this are sections for "My Invitations" and "Other Bid Opportunities", both showing "No Bid Requests".

13. Select the **User** tab and click **New** to add additional users.

The screenshot shows a web application interface for 'Company Profile Maintenance - San Jac, Inc.'. At the top, there are navigation tabs: 'Bid Events', 'Auction Events', and 'My Profile'. Below this, the main content area is titled 'Company Profile Maintenance - San Jac, Inc.' and includes a 'History' link. The 'Supplier Name' is 'San Jac, Inc.' and the 'Status' is 'Active'. A horizontal menu contains tabs for 'Profile', 'Commodities', 'Special Classifications', 'Address Book', and 'Users'. The 'Users' tab is selected, and a red arrow points to it. Below the menu, there are action links: '*New', 'Edit', 'Unlock/Reset Password', and 'Activate/Inactivate'. A table lists users with columns for 'First Name', 'Middle Name', and 'Last Name'. One user is listed: John Smith. A red arrow points to the 'New' button. At the bottom, it says 'Items 1-1 shown of 1'.

<input type="checkbox"/>	First Name	Middle Name	Last Name <small>Δ</small>
<input type="checkbox"/>	John		Smith

Please ensure that sanjac@cusotmer.ionwave.net has been added to your Safe Senders email list.