

How to Register Instructions with Collin County Community College District

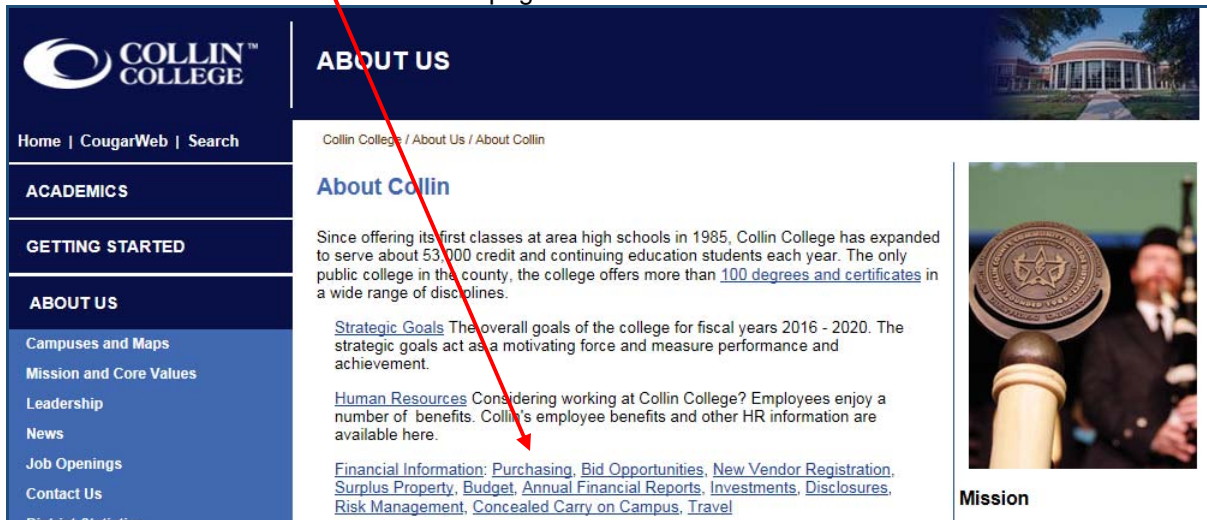
1. Go to Collin College's website.



2. Left mouse click on **ABOUT US**.

How to Register Instructions with Collin College

- Left mouse click on [Purchasing](#), [Bid Opportunities](#), [New Vendor Registration](#), or [Surplus Property](#) which will be located in the middle of the page.



COLLIN COLLEGE

Home | CougarWeb | Search

ACADEMICS

GETTING STARTED

ABOUT US

Campuses and Maps

Mission and Core Values

Leadership

News

Job Openings

Contact Us

ABOUT US

Collin College / About Us / About Collin


About Collin

Since offering its first classes at area high schools in 1985, Collin College has expanded to serve about 53,000 credit and continuing education students each year. The only public college in the county, the college offers more than [100 degrees and certificates](#) in a wide range of disciplines.

[Strategic Goals](#) The overall goals of the college for fiscal years 2016 - 2020. The strategic goals act as a motivating force and measure performance and achievement.

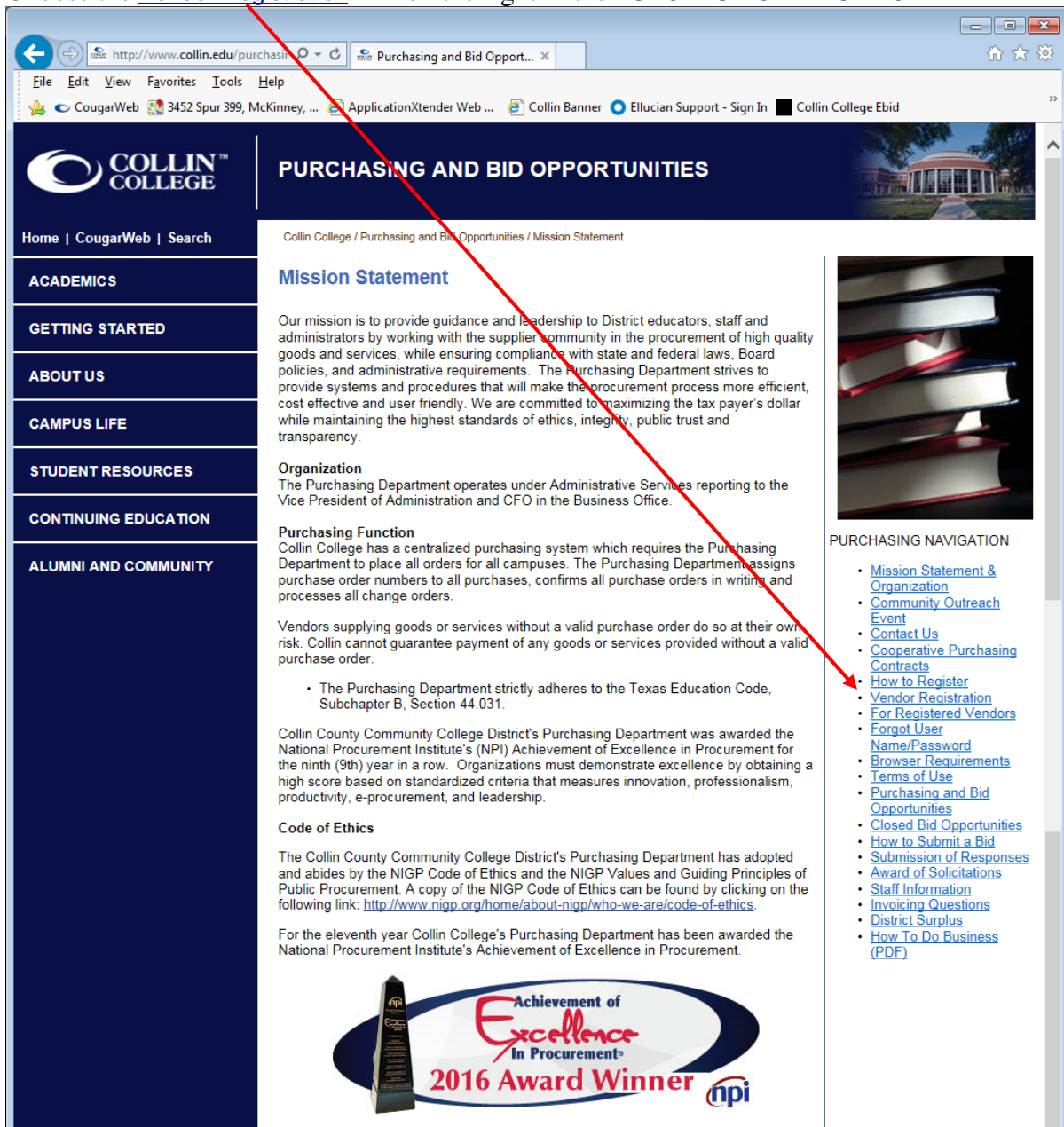
[Human Resources](#) Considering working at Collin College? Employees enjoy a number of benefits. Collin's employee benefits and other HR information are available here.

[Financial Information: Purchasing, Bid Opportunities, New Vendor Registration, Surplus Property, Budget, Annual Financial Reports, Investments, Disclosures, Risk Management, Concealed Carry on Campus, Travel](#)



Mission

4. Choose the [Vendor Registration](#) link on the right in the PURCHASING NAVIGATION.



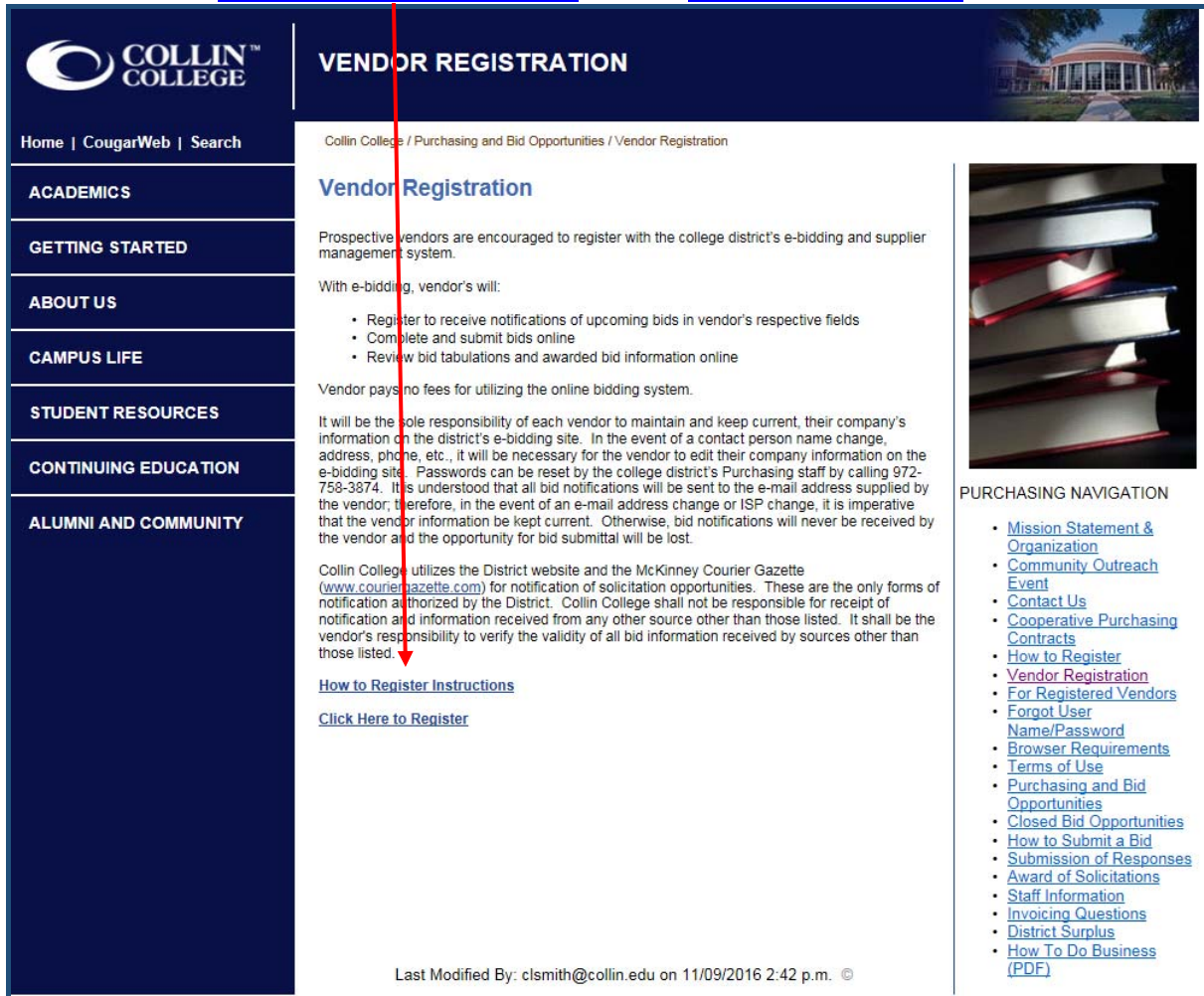
The screenshot shows the Collin College Purchasing and Bid Opportunities website. The browser address bar displays <http://www.collin.edu/purchasing>. The website header includes the Collin College logo and the title "PURCHASING AND BID OPPORTUNITIES". A navigation menu on the left lists various categories: Home | CougarWeb | Search, ACADEMICS, GETTING STARTED, ABOUT US, CAMPUS LIFE, STUDENT RESOURCES, CONTINUING EDUCATION, and ALUMNI AND COMMUNITY. The main content area is titled "Mission Statement" and contains information about the Purchasing Department's mission, organization, and function. A red arrow points from the "Vendor Registration" link in the "PURCHASING NAVIGATION" menu to the "Vendor Registration" link in the same menu.

PURCHASING NAVIGATION

- [Mission Statement & Organization](#)
- [Community Outreach Event](#)
- [Contact Us](#)
- [Cooperative Purchasing Contracts](#)
- [How to Register](#)
- [Vendor Registration](#)
- [For Registered Vendors](#)
- [Forgot User Name/Password](#)
- [Browser Requirements](#)
- [Terms of Use](#)
- [Purchasing and Bid Opportunities](#)
- [Closed Bid Opportunities](#)
- [How to Submit a Bid](#)
- [Submission of Responses](#)
- [Award of Solicitations](#)
- [Staff Information](#)
- [Invoicing Questions](#)
- [District Surplus](#)
- [How To Do Business \(PDF\)](#)

How to Register Instructions with Collin College

5. Scroll to see the [How to Register Instructions](#) and the [Click Here to Register](#) links.



COLLIN COLLEGE

Home | CougarWeb | Search

ACADEMICS

GETTING STARTED

ABOUT US

CAMPUS LIFE

STUDENT RESOURCES

CONTINUING EDUCATION

ALUMNI AND COMMUNITY

VENDOR REGISTRATION

Collin College / Purchasing and Bid Opportunities / Vendor Registration

Vendor Registration

Prospective vendors are encouraged to register with the college district's e-bidding and supplier management system.

With e-bidding, vendor's will:

- Register to receive notifications of upcoming bids in vendor's respective fields
- Complete and submit bids online
- Review bid tabulations and awarded bid information online

Vendor pays no fees for utilizing the online bidding system.

It will be the sole responsibility of each vendor to maintain and keep current, their company's information on the district's e-bidding site. In the event of a contact person name change, address, phone, etc., it will be necessary for the vendor to edit their company information on the e-bidding site. Passwords can be reset by the college district's Purchasing staff by calling 972-758-3874. It is understood that all bid notifications will be sent to the e-mail address supplied by the vendor; therefore, in the event of an e-mail address change or ISP change, it is imperative that the vendor information be kept current. Otherwise, bid notifications will never be received by the vendor and the opportunity for bid submittal will be lost.

Collin College utilizes the District website and the McKinney Courier Gazette (www.couriergazette.com) for notification of solicitation opportunities. These are the only forms of notification authorized by the District. Collin College shall not be responsible for receipt of notification and information received from any other source other than those listed. It shall be the vendor's responsibility to verify the validity of all bid information received by sources other than those listed.

[How to Register Instructions](#)

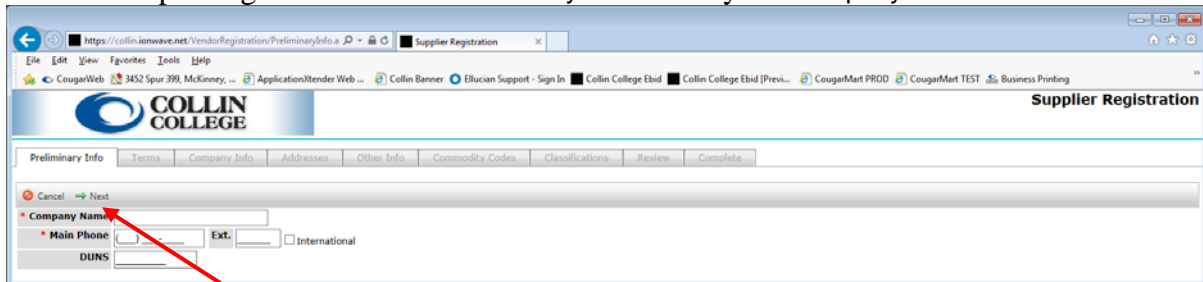
[Click Here to Register](#)

Last Modified By: clsmith@collin.edu on 11/09/2016 2:42 p.m. ©

PURCHASING NAVIGATION

- [Mission Statement & Organization](#)
- [Community Outreach Event](#)
- [Contact Us](#)
- [Cooperative Purchasing Contracts](#)
- [How to Register](#)
- [Vendor Registration](#)
- [For Registered Vendors](#)
- [Forgot User Name/Password](#)
- [Browser Requirements](#)
- [Terms of Use](#)
- [Purchasing and Bid Opportunities](#)
- [Closed Bid Opportunities](#)
- [How to Submit a Bid](#)
- [Submission of Responses](#)
- [Award of Solicitations](#)
- [Staff Information](#)
- [Invoicing Questions](#)
- [District Surplus](#)
- [How To Do Business \(PDF\)](#)

6. Left mouse click on the [Click Here to Register](#) link to begin the registration process.
7. The first step in registration is the Preliminary Info. Enter your Company Name and Main Phone.



Supplier Registration

Preliminary Info | Terms | Company Info | Addresses | Other Info | Commodity Codes | Classifications | Review | Complete

Cancel Next

* Company Name

* Main Phone Ext. ☐ International

DUNS

NOTE: Fields with an asterisk (*) are required.

8. Left mouse click on the Next button.

How to Register Instructions with Collin College

9. The next tab are the Terms. Scroll to read all of the District's Terms and Conditions before checking the “**I Accept the Collin College Purchasing Terms and Conditions.**”

COLLIN COLLEGE Supplier Registration

Preliminary Info **Terms** Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Next

Collin College Purchasing Terms and Conditions

Collin County Community College District herein after referred to as District Web Site Application Terms and Conditions of Access and Use

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering with the online bidding web site alone does not constitute acceptance as an approved supplier for future bidding notifications.

In order to use this site, your browser must support JavaScript. For best results, we recommend Internet Explorer 6.x or greater (PC) and Safari 1.2 or greater (Apple OS X).

AOL USERS SHOULD USE THE RECOMMENDED BROWSER (above) AND NOT USE AOL'S STANDARD BROWSER.

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software when accessing and using this site.

Trusted Site: User agrees to make this site a "trusted" site in your browser's internet options

☐ **I Accept the Collin College Purchasing Terms and Conditions** [Printer-Friendly Version](#)

10. Left mouse click on the Next button.

11. On the Company Info tab, the **Trade Name (dba)** will be automatically entered from the Preliminary Info.

COLLIN COLLEGE Supplier Registration

Preliminary Info **Terms** **Company Info** Addresses Other Info Commodity Codes Classifications Review Complete

Save and Next

Company Information

* **Trade Name (dba)** A Brand NEW Company

Legal Name (if different)

* **Organization Type** -- Select --

Formation Date

* **Tax ID Number** -- Select -- ☒ FEIN ☐ SSN/ITIN ☐ Other

DUNS

Website

Company Description

Company Address

* **Address 1**

User Information

* **User Name / Login**

* **Password**

* **Verify Password**

Prefix

* **First Name**

* **Last Name**

Title

* **Email**

* **Verify Email**

Office Phone () - - Ext. ☐ International

Mobile Phone () - - ☐ International

* **Time Zone** -- Select --

How to Register Instructions with Collin College

12. At a minimum enter **Company Information** required fields:

The screenshot shows the 'Supplier Registration' form for Collin College. The 'Company Information' tab is active. The form includes fields for Trade Name (dba), Legal Name (if different), Organization Type (a dropdown menu is open showing options like Sole Proprietorship, Partnership, C Corporation, S Corporation, Limited Liability Company, Limited Liability Partnership, Non-Profit, Government Entity, Foreign Entity, and Other), Formation Date, Tax ID Number, DUNS, Website, and Company Description. Below these are fields for Company Address (Address 1, Address 2, Address 3). To the right, the 'User Information' tab is partially visible, showing fields for User Name / Login, Password, Verify Password, Prefix, First Name, Last Name, Title, Email, Verify Email, Office Phone, Mobile Phone, and Time Zone.

- Select **Organization Type**
- Tax ID Number**

13. At a minimum enter **User Information** required fields:

The screenshot shows the 'Supplier Registration' form for Collin College, now on the 'User Information' tab. A red box highlights a password requirement: 'Password must contain a minimum of 8 characters consisting of at least 1 number, 1 letter and 1 special character @#\$%&!*^_~+={}()\|[]:;<>.,?/~'. The form includes fields for User Name / Login (JSMITH), Password (masked with dots), Verify Password (masked with dots), Prefix, First Name (John), Last Name (Smith), Title, Email (jsmith@google.com), Verify Email (jsmith@google.com), Office Phone, Mobile Phone, and Time Zone. The Time Zone dropdown menu is open, showing options like Atlantic Time, Eastern Time, Central Time (selected), Mountain Time, Pacific Time, Alaska Time, Hawaii-Aleutian Time, and various time zones with Daylight Savings observations.

How to Register Instructions with Collin College

- a. **User Name / Login**
- b. **Password** (Note: Password requirements in Red.)
- c. **Verify Password**
- d. **First Name**
- e. **Last Name**
- f. **Email**
- g. **Verify Email**
- h. **Select Time Zone**

14. At a minimum enter **Company Address** required fields:

Supplier Registration

Save and Next

Company Information

* Trade Name (dba) A Brand NEW Company

Legal Name (if different)

* Organization Type -- Select --

Formation Date

* Tax ID Number - FEIN SSN/ITIN Other

DUNS

Website

Company Description

User Information

* User Name / Login

* Password

* Verify Password

Prefix

* First Name

* Last Name

Title

* Email

* Verify Email

Office Phone () - - Ext. International

Mobile Phone () - - International

* Time Zone -- Select --

Company Address

* Address 1

Address 2

Address 3

* City

* State/Province -- Select --

* Zip/Postal

* Country United States

* Main Phone (972) 548-0000 Ext. International

Toll Free () - - Ext. International

Fax () - - International

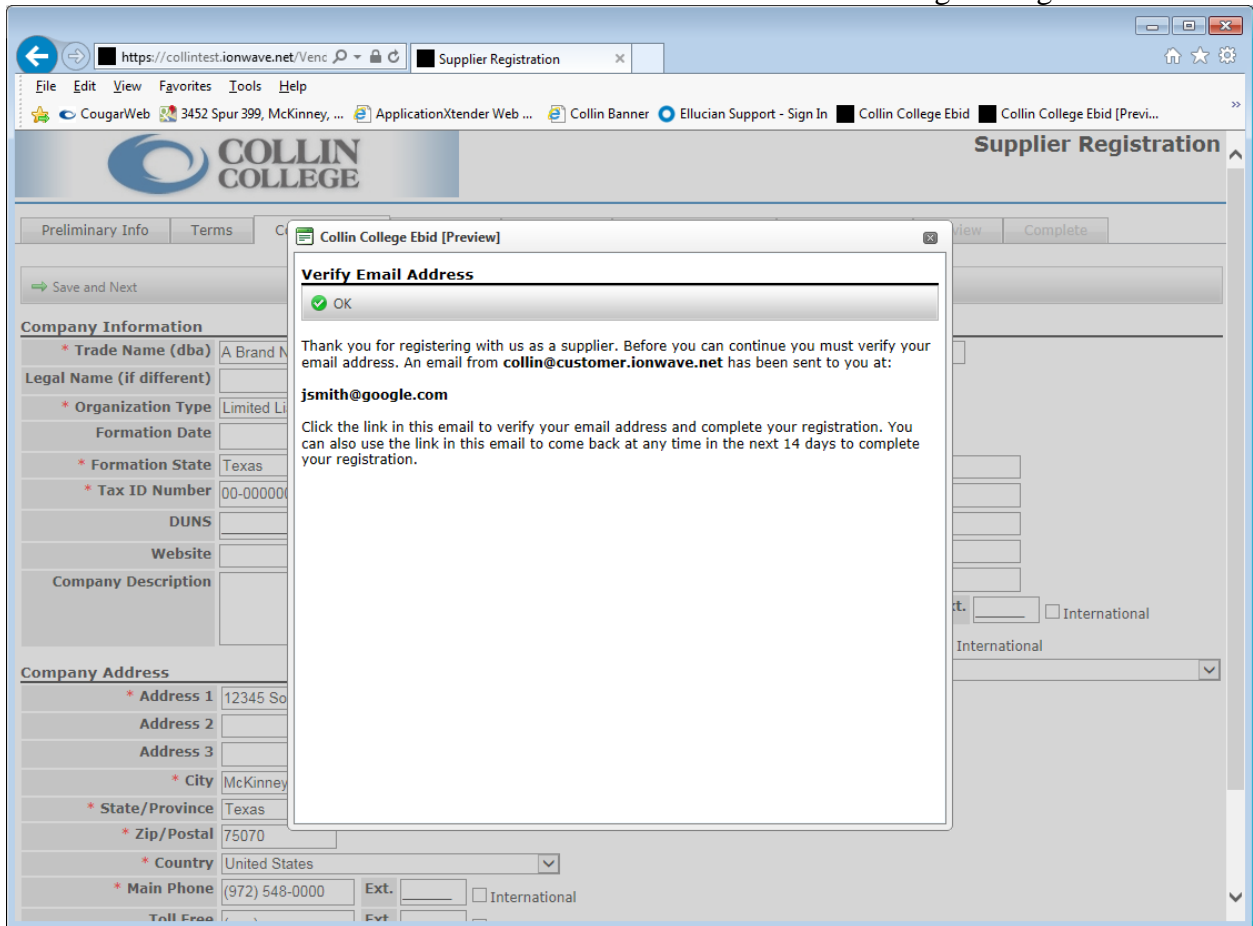
Contact Name

Email

- a. **Address 1**
- b. **City**
- c. Select **State/Province**
- d. **Zip/Postal**
- e. Select **Country**
- f. **Main Phone** will be automatically entered from the Preliminary Info.

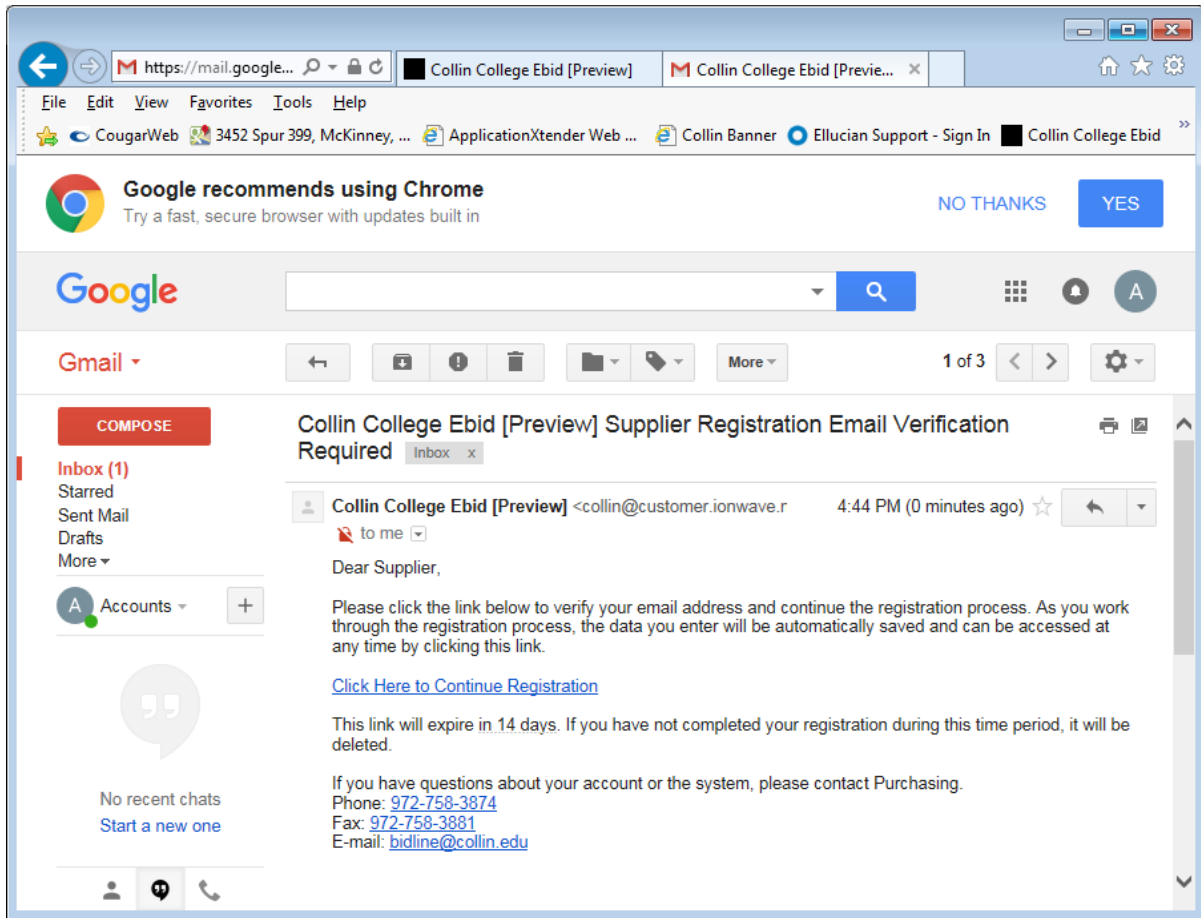
How to Register Instructions with Collin College

15. Left mouse click on Save and Next button. You will receive the following message:



How to Register Instructions with Collin College

16. Follow the instructions.



17. After clicking the link in the e-mail, you will be taken back to the **Supplier Registration: Company Info.**

The screenshot shows the 'Supplier Registration' form with the 'Company Info' tab selected. The form is divided into two main sections: 'Company Information' and 'User Information'.

Company Information:

- * Trade Name (dba): A Brand NEW Company
- Legal Name (if different):
- * Organization Type: Limited Liability Company
- Formation Date:
- * Formation State: Texas
- * Tax ID Number: 00-0000000 (Selected: FEIN, Other: SSN/ITIN, Other: Other)
- DUNS:
- Website:
- Company Description:

User Information:

- * User Name / Login: JSMITH
- Prefix:
- * First Name: John
- * Last Name: Smith
- Title:
- * Email: CCCCCAcctsPay5@gmail.com
- Office Phone: () - - - - - Ext. () - - - - - International
- Mobile Phone: () - - - - - International
- * Time Zone: Central Time

How to Register Instructions with Collin College

18. Left mouse click on the Save and Next button. You will be taken to the Addresses tab.

The screenshot shows the 'Supplier Registration' form for Collin College, specifically the 'Addresses' tab. The form has a header with the Collin College logo and the title 'Supplier Registration'. Below the header is a navigation bar with tabs: 'Preliminary Info', 'Terms', 'Company Info', 'Addresses' (selected), 'W-9', 'Other Info', 'Commodity Codes', 'Classifications', and 'Review'. A 'Complete' button is located below the navigation bar. The main content area has a green 'Add Address' button with a right arrow and a 'Next' button. Below this is a text block: 'By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.' The 'General/Corporate Address' section is highlighted. It contains fields for 'Address' (12345 Somewhere St, McKinney, TX 75070), 'Phone' ((972) 548-0000), 'Toll Free', 'Fax', 'Contact Name', and 'Email'. There are edit and delete icons to the right of the fields.

19. Please use the Add Address button to add addresses for purchase order and payment addresses.

This screenshot is identical to the one above, showing the 'Supplier Registration' form for Collin College, 'Addresses' tab. It displays the navigation bar, the 'Add Address' button, the explanatory text, and the 'General/Corporate Address' section with its respective fields and edit/delete icons.

20. After adding additional addresses Save.

This screenshot shows the 'Supplier Registration' form for Collin College, 'Addresses' tab, with the 'Add New Address' dialog box open. The dialog box has a 'Cancel' button and a 'Save' button. It contains the following fields: 'Address 1' (Attn), 'Address 2' (678 Leading Ln), 'Address 3' (empty), 'City' (McKinney), 'State/Province' (Texas), 'Zip/Postal' (75071), 'Country' (United States), 'Phone' ((972) 548-0001), 'Ext.' (empty), 'Toll Free' (empty), 'Fax' (empty), 'Contact Name' (empty), 'Email' (empty), and 'Address Type' (checkboxes for Bid/Quote Mailing, Payment, Purchase Order (checked), and Emergency Contact). The 'Purchase Order' checkbox is checked.

21. Left mouse click on the Next button.

22. You will have the opportunity to complete a **Substitute W-9 Tax Identification Form**. The (Company) **Name** will come from the **Legal Name** field and the **Business name** will come from the **Trade Name (dba)**. The **Federal Tax Classification**, **Address**, **City**, **State**, **Zip**, and **TIN** will be automatically entered from your registration. Enter C, S, or P in the box for a LLC tax classification.

The screenshot shows the 'Supplier Registration' page for Collin College. The 'W-9' tab is selected. Below the navigation tabs, there is a 'Save and Next' button. The main section is titled 'Substitute W-9 Tax Identification Form'. It contains the following fields and options:

- Name:** Parent Company (as shown on your income tax return)
- Business name/disregarded entity name:** A Brand NEW Company (if different from above)
- Federal Tax Classification:**
 - ☐ Individual/sole proprietor
 - ☐ C Corporation
 - ☐ S Corporation
 - ☐ Partnership
 - ☐ Trust/estate
 - ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership):
 - ☐ Other
- Exempt payee code:** (if any)
- Exemption from FATCA reporting code:** (if any)
- Address:** 12345 Somewhere St
- City, State, Zip:** McKinney, TX 75070
- Taxpayer Identification Number (TIN):** 00-0000000

Below the form fields is the 'Certification & Electronic Signature' section. It includes the following text and checkboxes:

Under penalties of perjury, I certify that:

- ☒ The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- ☒ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- ☒ I am a U.S. citizen or other U.S. person (defined in instructions), and
- ☐ The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

At the bottom, there are fields for 'Signature - Type your full name here' and 'Today's date' with a calendar icon.

23. Answer the **Certification & Electronic Signature** questions.

24. Enter your full name.

25. Enter the date or use calendar widget to select a date.

26. Click on the **Save and Next** button to proceed.

How to Register Instructions with Collin College

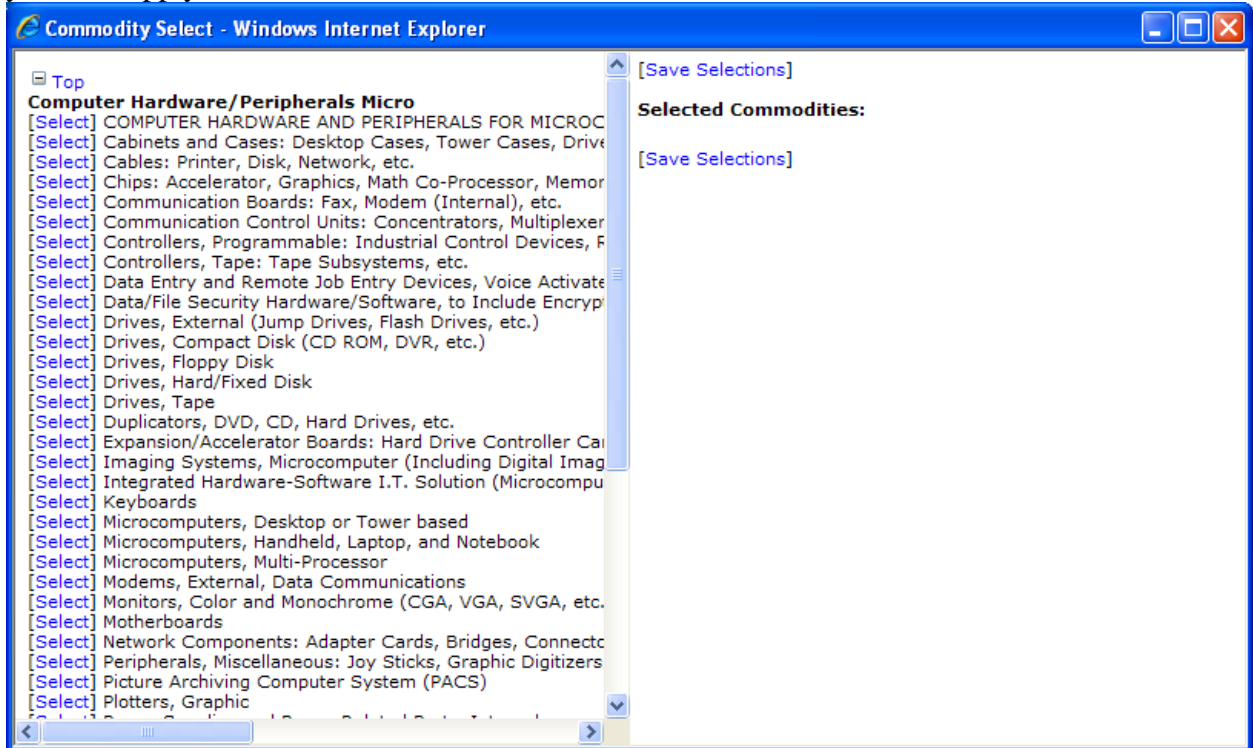
27. Enter any appropriate information on the Other Info tab then left mouse click on the **Save and Next** button to proceed.

The screenshot shows the 'Supplier Registration' form for Collin College, specifically the 'Other Info' tab. The form has a header with the Collin College logo and the title 'Supplier Registration'. Below the header is a navigation bar with tabs: 'Preliminary Info', 'Terms', 'Company Info', 'Addresses', 'W-9', 'Other Info' (selected), 'Commodity Codes', 'Classifications', and 'Review'. A 'Complete' button is located below the navigation bar. The main content area of the 'Other Info' tab contains a 'Save and Next' button with a green arrow icon. Below this button is a 'Business Type' section with a list of checkboxes: Broker, Contractor, Distributor, Manufacturer, Manufacturers Agent, Retailer, Service Provider, and Wholesaler. At the bottom of the form is a 'Number of Employees' section with a text input field.

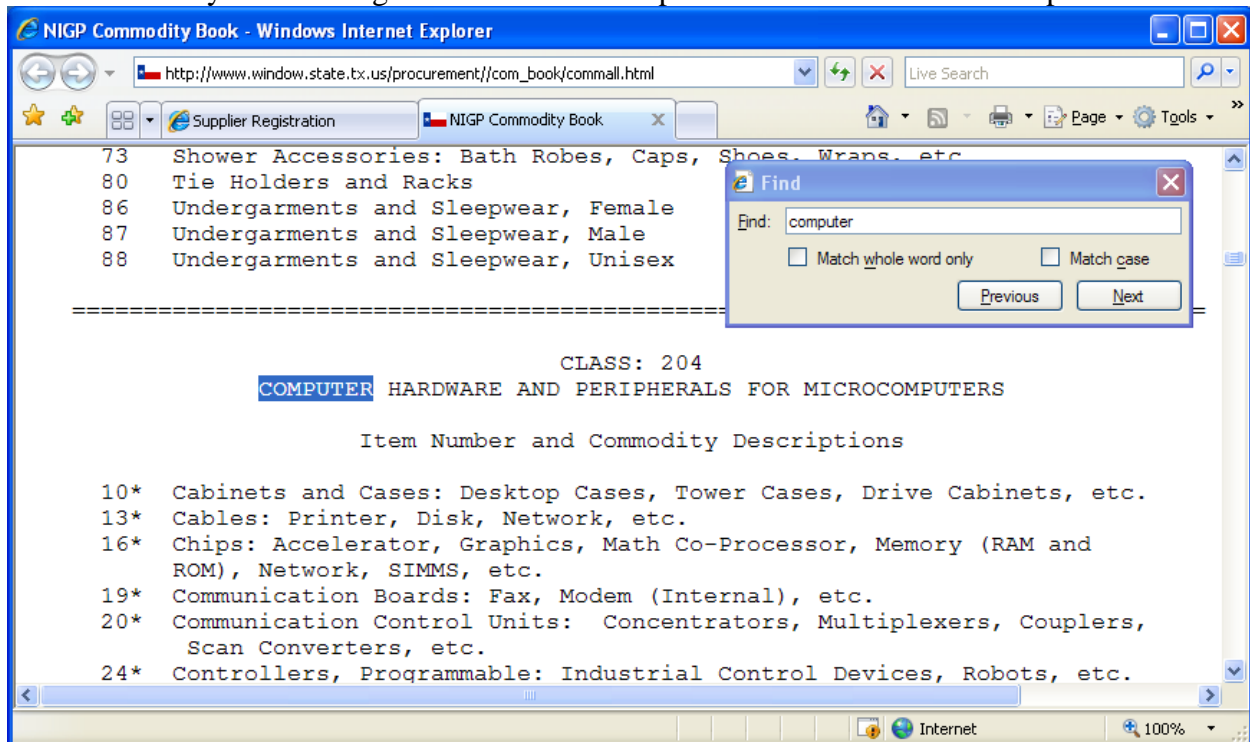
28. To select your commodities, click on the [\[Add or Remove Selections\]](#) link. This will bring up the Commodity Select window.

The screenshot shows the 'Commodity Select' window, which is a list of various commodity categories. The window has a blue title bar that reads 'Commodity Select - Windows Internet Explorer'. On the left side, there is a list of commodity categories, each preceded by a plus sign in a square box. The categories include: Abrasives, Acoustical Tile, Insulating Materials, And Supply, Addressing, Copying, Duplicating Machine Supply, Agricultural Crops And Grains, Agricultural Equipment And Accessories, Agricultural Equipment And Implement Parts, Air Compressors And Accessories, Air Conditioning, Heating, And Ventilating Equip, Aircraft and Airport Equipment Parts, and Supplies, Decorations, Entertainment, Gifts, Toys, Etc, Animals, Birds, Marine Life, and Poultry, Live, (including Access, Appliances And Equipment, Household Type, Art Equipment And Supplies, Art Objects, Automotive Accessories, Automotive And Trailer Equipment And Parts, Automotive And Trailer Bodies, Automobiles, Trucks, Trailers, Automotive Shop/Related Equipment/Supplies, Badges, Awards, Emblems, Name Tags, Etc, Bags, Bagging, Ties, And Erosion Sheeting, Etc, Bakery Equipment, Commercial, and Barber and Beauty Shop Equipment and Supplies. On the right side of the window, there is a 'Selected Commodities:' section with a 'Save Selections' button. At the bottom of the window, there is a scroll bar.

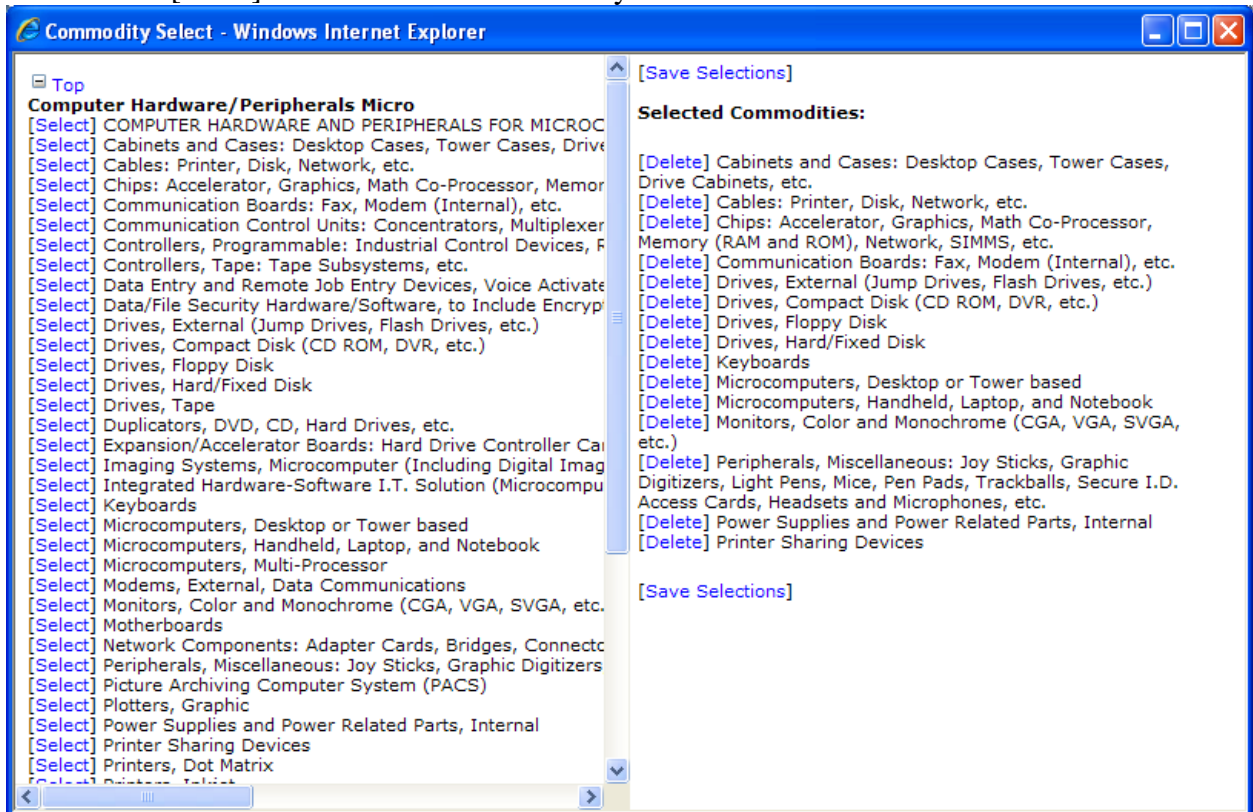
29. You can click on the plus symbols to expand the listing and look for the commodities that you can supply.



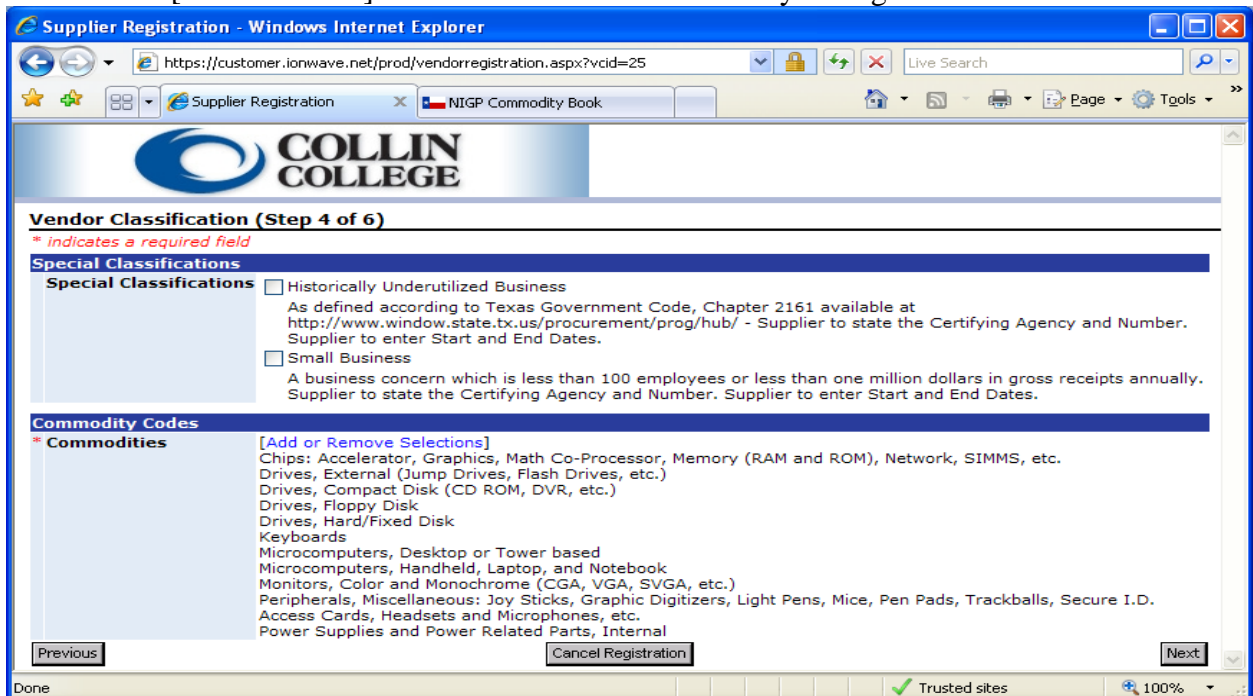
HINT: To word search go to the [NIGP Commodity Book on the State of Texas Comptroller of Public Accounts website](http://www.window.state.tx.us/procurement/com_book/commall.html), do a Ctrl + F, enter a keyword, such as "computer," and click on Next. This will assist you in finding the class code descriptions and item number descriptions.



30. Click on the [\[Select\]](#) link beside each commodity to add it to the Selected Commodities list.



31. Click on the [\[Save Selections\]](#) link to add the commodities to your registration.



32. In **Vendor Classification** select any special classifications and the commodities that you can provide.

Supplier Registration - Windows Internet Explorer

https://customer.ionwave.net/prod/vendorregistrat

Supplier Registration

COLLIN COLLEGE

Vendor Classification (Step 4 of 6)

** indicates a required field*

Special Classifications

Special Classifications ☐ Historically Underutilized Business
As defined according to Texas Government Code, Chapter 2161 available at <http://www.window.state.tx.us/procurement/prog/hub/>

Commodity Codes

*** Commodities** ***Warning*** No commodity codes selected. This may prevent you from being notified of new event opportunities.
[\[Add or Remove Selections\]](#)

Trusted sites 100%

33. If you are a Historically Underutilized Business of a Small Business, click on the appropriate checkbox then click on the **Next** button to proceed.
34. In **User Information Step 5** enter the required information and other requested information that would be helpful. As a suggestion, use a generic login and password of an account that multiple people have access to.

How to Register Instructions with Collin College

The screenshot shows a web browser window titled "Supplier Registration - Windows Internet Explorer". The address bar displays "http://preview.ionwave.net/prod/vendorregistration.aspx?vcid=25". The page features the Collin College logo at the top. Below the logo, the heading "User Information (Step 5 of 6)" is displayed. A red asterisk indicates required fields. The form is titled "Primary User Information" and contains the following fields:

- Prefix: [Select Prefix] (dropdown)
- * First Name: Al
- Middle Name: (empty)
- * Last Name: Smith
- Title: Sales Manager
- * Email: sales@domain.com
- * Email Confirm: sales@domain.com
- Phone: (table with Country, Area, Number, Ext)
- Fax: (table with Country, Area, Number, Ext)
- * User Name: ASmith
- * Password: (masked with dots)
- * Password Confirm: (masked with dots)
- * Time Zone: Central Time (Observes Daylight Savings Time) (dropdown)

At the bottom of the form are three buttons: "Previous", "Cancel Registration", and "Next". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

35. Click on the **Next** button to proceed.

36. The next step is **Review** which allows you to review and Edit before submitting.

How to Register Instructions with Collin College

Supplier Registration - Windows Internet Explorer

http://preview.ionwave.net/prod/vendorregistration.aspx?vcid=25

Supplier Registration

COLLIN COLLEGE

Review and Submit (Step 6 of 6)

Company Information [Edit]

Trade Name (dba) A New Registered Vendor
Legal Name (if different)
Organization Type Other
Tax ID (EIN or SSN) 000000000
State of Incorporation Texas
Formation/Incorporation Date 1/1/2000
Website www.domain.com
DUNS #
Company Description goods and services
Business Type Distributor
Years in Business 8
Number of Employees 20

Corporate Address [Edit]

Address 12345 Any Street
City Plano
State/Province TX
Zip/Postal Code 75093
Country USA
Phone 1 (972) 000-0000
Fax 1 (972) 000-0000

Remittance Address [Edit]

Address 12345 Any Street
City Plano
State/Province TX
Zip/Postal Code 75093
Country USA
Phone 1 (972) 000-0000
Fax 1 (972) 000-0000

Correspondence Address [Edit]

Address 12345 Any Street
City Plano
State/Province TX
Zip/Postal Code 75093
Country USA
Phone 1 (972) 000-0000
Fax 1 (972) 000-0000

Special Classifications [Edit]

Special Classifications Small Business

Commodity Codes [Edit]

Commodities Computer Hardware/Peripherals Micro
Computer Hardware/Peripherals Mini/Main
Computer Accessories And Supplies
Computer Software For Microcomputers
Computer Software For Mini And Mainframe
Equip Maintenance/Repair: Computer, Office, Av

Primary User Information [Edit]

Prefix
First Name Al
Middle Name
Last Name Smith
Title Sales Manager
Email sales@domain.com
Phone 1 (972) 000-0000
Fax 1 (972) 000-0000
User Name ASmith
Password *****
Time Zone Central Time (Observes Daylight Savings Time)

Previous Cancel Registration Submit Registration

37. Click on the **Submit Registration** button.
38. You will receive an e-mail indicating that you have successfully submitted your registration. This e-mail will contain your registration information and the Terms and Conditions of Use (see **SAMPLE 1 on page 12**).
39. You can access these messages by logging in, clicking on Company Profile, and Messages.
40. Once a District Purchasing employee has activated your account, you will receive a second e-mail that your registration has been activated (see **SAMPLE 2 on page 17**).

41. Once your registration has been activated, we recommend that you login and go to [Manage My Account](#) to enter additional users.
42. Enter additional users by choosing the **Users** tab then ***New**.
43. Enter the additional user's information and **Save**.
44. Use the [Return](#) link to go to the previous page.
45. When there is a bidding opportunity for the selected commodities, the registered user(s) will receive an automatic notification via e-mail (**see SAMPLE 3 on page 18**).

SAMPLE 1 Registration Confirmation

From: collin@customer.ionwave.net [<mailto:collin@customer.ionwave.net>]

Sent: Monday, June 16, 2014 8:50 AM

To: <asmith@domain.com>

Subject: Collin College Ebid Registration Confirmation

Dear Supplier,

You have successfully submitted your registration for Collin College Ebid.

Your registration has been sent to the System Administrator and is now waiting for activation. You will receive a second e-mail indicating activation or rejection of your registration. If your registration is approved, the user name and password you specified will be activated.

Once your account is activated, you will be able to maintain your profile, including contact information and commodity selections.

Your submitted registration information:

Company Information

Trade Name (dba): A New Registered Vendor

Legal Name (if different):

Organization Type: Other

Tax ID (EIN or SSN): 000000000

State of Incorporation: Texas

Formation/Incorporation Date: 1/1/2000

Website: www.domain.com

DUNS #:

Company Description: goods and services

Business Type:

Distributor

Years in Business: 8

Number of Employees: 20

Sales Address

Address: 12345 Any Street

City: Plano

State/Province: TX

Zip/Postal Code: 75093

Country: USA

Phone: 1 (972) 000-0000

Fax: 1 (972) 000-0000

Supplier Purchase Order Delivery Address

Address: 12345 Any Street

City: Plano

How to Register Instructions with Collin College

State/Province: TX
Zip/Postal Code: 75093
Country: USA
Phone: 1 (972) 000-0000
Fax: 1 (972) 000-0000

Remit To Address

Address: 12345 Any Street
City: Plano
State/Province: TX
Zip/Postal Code: 75093
Country: USA
Phone: 1 (972) 000-0000
Fax: 1 (972) 000-0000

Special Classifications

Special Classifications:
Small Business

Commodity Codes

Commodities:
Computer Hardware/Peripherals Micro
Computer Hardware/Peripherals Mini/Main
Computer Accessories And Supplies
Computer Software For Microcomputers
Computer Software For Mini And Mainframe
Equip Maintenance/Repair: Computer, Office, Av

Primary User Information

Prefix:
First Name: Al
Middle Name:
Last Name: Smith
Title: Sales Manager
Email: *****
Phone: 1 (972) 000-0000
Fax: 1 (972) 000-0000
User Name: ASmith
Password: *****
Time Zone: Central Time (Observes Daylight Savings Time)

Terms and Conditions:

Collin County Community College District herein after referred to as District
Web Site Application Terms and Conditions of Access and Use

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering with the online bidding web site alone does not constitute acceptance as an approved supplier for future bidding notifications.

In order to use this site, your browser must support JavaScript. For best results, we recommend Internet Explorer 6.x or greater (PC) and Safari 1.2 or greater (Apple OS X).

AOL USERS SHOULD USE THE RECOMMENDED BROWSER (above) AND NOT USE AOL'S STANDARD BROWSER.

How to Register Instructions with Collin College

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software when accessing and using this site.

Trusted Site: User agrees to make this site a "trusted" site in your browser's internet options configuration.

Use of Spam Filters: User agrees to enable the delivery and acceptance of all email coming from the District.

USING THE DISTRICT'S online sourcing WEB SITE APPLICATION:

The District'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 District and IWT as a designated agent.

The following terms and conditions apply to your use of any part of this online bidding system (herein referred to as "web site") each time that you use it. By registering as a supplier, you accept and agree to be bound by these terms and conditions.

The following terms and conditions are not the District's Bid Terms and Conditions. Bid Terms and Conditions will be included within the application and attached to each bid opportunity.

Registration Obligations:

The District is not responsible for and accepts no liability for any technical problems that result from using this Web site application.

In consideration of your use of the web site, you agree to provide true, accurate, current and complete information about your organization. If you provide any information that is untrue, inaccurate, not current or is incomplete, or the District has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, the District has the right to suspend or terminate your account and refuse any and all current or future use of the web site (or any portion thereof). Suppliers are responsible for keeping their information current on this web site. Suppliers are encouraged to utilize an email address or set up multiple email accounts that are regularly read to insure that incoming mail notices are read on a regular basis.

Amending This Agreement:

From time to time, the District may make changes to this agreement. The District reserves the right to amend the provisions of this agreement at any time by posting these amendments on this web site. The amended agreement shall become effective immediately, and it is your responsibility to monitor this site for notices of such amendments.

Eligibility:

The web site is available only to the District, its designated agents, and properly registered suppliers who desire to, have entered into, or are choosing to enter into legally binding contracts with the District under applicable law for legitimate business purposes as further limited below with an email address and one of the browsers specified above. If the supplier does not qualify under the foregoing, supplier may not use the District's online sourcing system.

Nature of Site:

- Venue Only. The web site acts as an electronic marketplace for the District, its component and registered suppliers.

- The District's online bidding application utilizes the Internet and the World Wide Web which is comprised of systems that are completely out of the District's control including but not limited to: the District, its agents, and registered suppliers' respective internet service providers. The District and its agents are not responsible for Internet outages, hardware failures, software failures, downtime, acts of God, power failures, and or user errors. All bids must be submitted before the due date regardless of your organization's ability to submit bids online. It is the suppliers' responsibility to ensure that bid documents arrive before the due date and time.

How to Register Instructions with Collin College

- The District reserves the right to extend bid due dates and times, issue bid addenda, or cancel and reissue bid opportunities when the District determines the act to be in the best interest of the District, its agents, its component and registered suppliers.
- Server Time. The District's Online Sourcing Application Server Time is imbedded within the application. The Server Time is The District's Official Time Clock for all sourcing opportunities. No other time clock, regardless of reputation, will be considered.
- Server Time Display. The current server time is displayed within the user's browser. Supplier acknowledges that various internet browsers may not accurately display the Server Time on the screen. Due to various browser and operating system configurations some internet browsers may display the server time several seconds behind the actual server time.
- Time Zone Setting. The District's Online Sourcing Application includes capabilities for suppliers to see the Server Time in the supplier's native time zone. It is the suppliers' responsibility to adequately set the proper Time Zone Setting for your company and web site users.
- Electronic Signature (Digital Signature). Supplier acknowledges that the user identification and password serves as their unique electronic signature for all bid responses and submissions.
- Bid/Proposal Award Notifications - District will furnish the successful bidder/offeror with a formal Purchase Order. In no case shall delivery or fulfillment be made to any location without a Purchase Order number and prior approval of the Office of Purchasing. **BE ADVISED THAT A PURCHASE ORDER OR CONTRACT IS REQUIRED PRIOR TO THE DELIVERY OF ANY GOODS AND/OR SERVICES. IF YOU PROVIDE GOODS AND/OR SERVICES FOR THE DISTRICT WITHOUT A PURCHASE ORDER OR CONTRACT FROM THE PURCHASING DEPARTMENT, YOU DO SO AT YOUR OWN RISK AND HAVE NO ASSURANCE OF PAYMENT.**
- Supplier registration does not constitute a commitment by District or imply your guaranteed participation in all bids/proposals within your registered commodity.
- Support. Supplier understands and agrees that technical support may not be readily available the day of and or the hours/minutes prior to a bid closing time (Due Date/Time). Supplier also understands and agrees that internet access, browsers, and operating systems are not supported by the District and/or its agents. Suppliers are strongly encouraged to review, create, and submit all electronic bid responses several days in advance of the due date and time.
- File Attachments. Supplier agrees to attach file(s) to their bid response only when requested by the District. Supplier agrees to limit file sizes to less than 10MB.

Waiver and Indemnification:

In no event will the District or its agents be liable for any consequential, special, or punitive damages. In addition, you will indemnify, defend and hold the District and/or its designated agents harmless from any and all loss, cost, damage, claims, or demands of any kind or nature whatever that arise in any way out of your use of the online sourcing application web site, including, but not limited to, products liability claims.

Supplier's Information:

Supplier's information includes any information Supplier provides to the District during the use of the web site. With respect to Supplier's Information:

1 Supplier is solely responsible for Supplier's Information, and web site acts as a passive conduit for Supplier's online distribution and publication of Supplier's information. However, the District may take any action with respect to such information the District deems necessary or appropriate in the District's sole discretion if the District believes it may create liability for, or loss to, the District, its agents, or other suppliers, or may cause the District to lose (in whole or in part) the services of the District's ISPs or other suppliers.

2 Supplier's information and Supplier's products and/or services listed in a submitted bid or for sale on the web site:
(a) shall not be false, inaccurate, or misleading;

How to Register Instructions with Collin College

- (b) shall not be fraudulent or involve the sale of counterfeit or stolen items;
 - (c) shall not infringe any third party's copyright, patent, trademark, trade secret, or other proprietary rights, or rights of publicity or privacy;
 - (d) shall not violate any law, statute, ordinance, or regulation of any jurisdiction (including without limitation those governing export control, consumer protection, unfair competition, anti-discrimination, or false advertising);
 - (e) shall not be defamatory, trade libelous, unlawfully threatening, or unlawfully harassing;
 - (f) shall not contain pornography or otherwise be harmful to minors;
 - (g) shall not contain any viruses or computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, or personal information;
 - (h) shall not include, illegal weapons, or explosives; any illegal drugs or drug paraphernalia; and
 - (i) shall not link directly or indirectly to or include descriptions of products or services:
 - (1) that are prohibited under these Terms and Conditions of Use or the fruits of such prohibited products or services, or
 - (2) to which Supplier does not have a right to link or include. Furthermore, Supplier may not post on the web site or sell through the web site any product or service that could cause the District to violate any applicable law, statute, ordinance, or regulation of any jurisdiction.
- 3 Supplier's information is to be used by the District so that the District is not violating any rights Supplier might have in that information.

Links to Third Party Sites:

The District's online sourcing web site may contain links to third-party websites that are not under the control or operation of the District. The District provides any such links only as a convenience and does not endorse and is not responsible for the contents of any linked site or any site linked to from a linked site

Copyright:

The online bidding software is copyrighted and protected by United States copyright laws. IWT is the exclusive owner, authorized licensor, or licensee of any and all copyrights, trademarks, service marks, and any other intellectual property right in the software. Supplier may print and download portions of the materials contained on the web site for Supplier's non-commercial use provided Supplier maintains the copyright notice and any other notices that appear on any such copies. Any other copying, redistribution, publication, or retransmission of any portion of the materials on the web site is strictly prohibited without the express written permission of IWT.

CLICKING TO AGREE WITH THE TERMS AND CONDITIONS OF USE STATED ABOVE COMMITS YOU AND YOUR ORGANIZATION TO THE DISTRICT'S TERMS AND CONDITIONS FOR USE OF THE ONLINE BIDDING APPLICATION.

If you have questions about your account or the system, please contact Purchasing.

Phone: 972-758-3874

Fax: 972-758-3881

E-mail: bidline@collin.edu

E-mail Generated: 6/8/2014 7:50:04 AM Central

SAMPLE 2 Registration Activation Notification

From: Collin College Ebid [<mailto:collin@customer.ionwave.net>]
Sent: Friday, May 04, 2018 12:24 PM
To: Leslie Hooker <LTaylorHooker@collin.edu>
Subject: Collin College Ebid Supplier Registration Activation: Diskriter, Inc.

WARNING: The sender of this email could not be validated.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.

The supplier registration for Diskriter, Inc. has been activated. Their account is now active and they have been notified of the activation.

Activation type: Normal Registration

Activation Notes: Congratulations on your activation! This activation provides you with access to respond to solicitations that are issued by Collin College. This activation does not indicate that you are an approved supplier for the college departments to purchase goods and services from. In order to be considered for award of a contract, you must respond to solicitations issued through this system. Please contact the appropriate buyer as listed in the following link should you have questions about providing goods and services to the college for items that are under the bid threshold: <http://www.collin.edu/purchasing/staffinfo.aspx>.

The system can be accessed at: <https://collin.ionwave.net>

If you have questions about your account or the system, please contact Purchasing.

Phone: 972-758-3874

Fax: 972-758-3881

E-mail: bidline@collin.edu

BUYNOTIFYREGISTERACTIVE - 5/4/2018 12:23 PM (CT)

SAMPLE 3 Supplier Invitation from Buyer E-Mail

From: Collin College Ebid [mailto:collin@customer.ionwave.net]

Sent: Thursday, December 14, 2017 4:35 PM

To: Cindy White <CLWhite@collin.edu>; Cyndy Smith <CLSmith@collin.edu>; Karen Bell <KBell@collin.edu>; Leslie Hooker <LTaylorHooker@collin.edu>

Subject: Collin College Ebid Bid Opportunity Invitation: 4121 (Roofing and Waterproofing Consulting Services)

WARNING: The sender of this email could not be validated.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.

Dear Supplier,

A new event matching your commodity registration profile is available.

Bid Opportunity Information:

Bid Number: 4121

Bid Title: Roofing and Waterproofing Consulting Services

Bid Notes: Collin County Community College District strongly encourages bidders to submit their response to this bid electronically. Follow this link to Instructions on How to Submit a Bid Online

(http://www.collin.edu/purchasing/adobe_acrobat_files/Vendor_How_to_Submit_a_Bid_Online.pdf). Please call the Buyer listed on the bid if you require assistance with this submittal. Electronic bidding will eliminate errors and unnecessary work, and is more friendly to the environment. Your cooperation is greatly appreciated.

READ FIRST NOTICE: Please allow an adequate amount of time to complete this solicitation. There are seven tabs to our solicitations:

- a. Event Details - containing the issue date and time, close date and time, status of the bid, bid notes, and Bid Contact Information (Buyer).
- b. Questions
- c. Invited Participants
- d. Bid Attachments - that must be read.
- e. Bid Attributes - a series of questions that we ask you about your company, before you actually fill out any pricing.
- f. Bid Line Items - this would be where you would read about the specified item(s), and enter your pricing, your discount being offered, or whatever other information is being requested.
- g. Response Attachments - a place for you to attach any requested information; may contain alternate specifications.
- h. Response Submission - a place to enter the name and e-mail address of respondent, and to submit your response.

Issue Date: 12/14/2017 04:35:01 PM (CT)

Close Date: 1/26/2018 03:00:00 PM (CT)

Bid Contact Information:

Cindy White Director of Purchasing

Purchasing

3452 Spur 399

McKinney, TX 75069 USA

01 (972) 758-3871

01 (972) 758-3881

clwhite@collin.edu

[Click Here to View Opportunity](#)

If you have questions about your account or the system, please contact Purchasing.

Phone: 972-758-3874

Fax: 972-758-3881

E-mail: bidline@collin.edu

VNDBIDAUTOINVITE - 12/14/2017 04:35 PM (CT)