How to Register Instructions with
Collin County Community College District

1. Go to Collin College's website.
2. Choose ABOUT US from the Navigation bar on the left.
3. **Purchasing, Bid Opportunities, New Vendor Registration, and Surplus Property** will be located in the middle of the page. Choose the New Vendor Registration link.
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4. Scroll to see the How to Register Instructions and the Click Here to Register links.

5. Left mouse click on the Click Here to Register link to begin the registration process.
6. In **Terms and Conditions (Step 1 of 6)** read all of the District's Terms and Conditions before clicking on the **Accept Terms & Conditions** button to proceed.
7. In **Company Information Step 2** enter required information (Trade Name, Organization Type, Tax ID) and other requested information that would be helpful.

8. Click on the **Next** button to proceed.
9. In **Address Information Step 3** enter your company’s Corporate, Remittance, and/or Correspondence Addresses. Hint: If the Remittance and Correspondence Addresses are the same as the Corporate you can click on the **Same as Corporate** link to auto complete the address.

10. Click on the **Next** button to proceed.
11. In **Vendor Classification Step 4** select any special classifications and the commodities that you can provide.

![Commodity Select window](image)

12. To select your commodities, click on the **Add or Remove Selections** link. This will bring up the Commodity Select window.
13. 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, 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.
14. Click on the [Select] link beside each commodity to add it to the Selected Commodities list.

15. Click on the [Save Selections] link to add the commodities to your registration.

16. If you are a Historically Underutilized Business of a Small Business, click on the appropriate checkbox then click on the Next button to proceed.
17. 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.

18. Click on the **Next** button to proceed.
19. The next step is **Review and Submit Step 6** which allows you to review and Edit before submitting.

20. Click on the **Submit Registration** button.

21. 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**).
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22. You can access these messages by logging in, clicking on Company Profile, and Messages.

23. 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).

24. Once your registration has been activated, we recommend that you login and go to Manage My Account to enter additional users.

25. Enter additional users by choosing the Users tab then *New.

26. Enter the additional user's information and Save.

27. Use the Return link to go to the previous page.

28. 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: <bidline@collin.edu>
To: <asmith@domain.com>
Date: 6/8/2009 1:46 PM
Subject: Collin College Ebid Registration Confirmation

Dear Supplier,

You have successfully submitted your registration for Collin College Ebid [Preview].

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

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

Remittance 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

Correspondence 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
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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 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 both 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.

- 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;
   (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: 6/8/2009 1:17:46 PM Central
SAMPLE 2 Registration Activation Notification

From: <bidline@collin.edu>
To: <asmith@domain.com>
Date: 2/18/2009 2:17 PM
Subject: Collin College Ebid [Preview] Registration Activation Notification

Dear Supplier,

Your registration with Collin College Online Ebid [Preview] has been activated. You can now use the user name and password you specified during registration to login to the site at: http://preview.ionwave.net/collin

Please note that this does not indicate a commitment to purchase or imply your guaranteed participation in all bids for your registered commodities. You will receive e-mail notifications for events where you are eligible and selected to participate.

In the event you are awarded business, purchase orders will following via paper, fax, or e-mail. Unless otherwise instructed, you must wait for a formal purchase order prior to beginning fulfillment.

It is your responsibility to maintain your supplier profile, including company information, address information, and commodity selections.

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: 2/18/2009 2:16:21 PM Central
SAMPLE 3 Supplier Invitation from Buyer E-Mail

From: <bidline@collin.edu>
To: <asmith@domain.com>
Date: 6/2/2009 3:57 PM
Subject: Collin College Ebid Bid Opportunity Invitation: 106

Dear Supplier,

You have been invited to bid on the following opportunity by the buyer.
To view or respond to the bid opportunity please login to the site at: http://preview.ionwave.net/collin

Bid Opportunity Information:
- Bid Number: 106
- Bid Title: Test (Respond)
- Bid Notes: The minimum amount of time required to complete this bid is # hours.

Follow this link to Instructions on How to Submit a Bid Online (http://www.collin.edu/purchasing/pdfs/Vendor_How_to_Submit_a_Bid.pdf).

There are generally three sections to our bids:

  a. Bid Attachments - that must be read.
  b. Bid Attributes - these are basically a series of questions that we ask you about your company, before you actually fill out any pricing.
  c. 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.

  Issue Date: 6/2/2009 3:41:38 PM Central
  Close Date: 8/31/2009 3:00:00 AM Central

If you have questions about this bid opportunity or the system, please contact Purchasing.
- Phone: 972-758-3874
- Fax: 972-758-3881
- E-mail: bidline@collin.edu

E-mail Generated: 6/2/2009 3:41:39 PM Central