

# Register as a New Supplier

This document provides step-by-step instructions on how to register as a new supplier with Bexar County. The below link will direct you to the Bexar County Supplier Portal.

<https://myebids.bexar.org/Improc/SourcingSupplier/controller.srvlet?dataarea=Improc&context.sessionkey.SupplierGroup=100>

Click **Register**.

You will be transferred to the **Terms and Conditions** screen. *Note: Fields with a red \* asterisk are required.* Click the **Accept Terms and Conditions** checkbox and click on the **Continue** button.

## Supplier Registration - Terms And Conditions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Read the Terms and Conditions for doing business with this organization. To proceed with registration, you must accept the Terms and Conditions.

Please read these Terms & Conditions before registering. The individual who registers your company becomes the primary contact and administrator for your account. The terms apply to all future and subsequent contacts added to this account. Check Accept Terms to begin.

Thank you for your interest in registering on-line to do business with Bexar County. The data maintained on this website are subject to the laws of the State of Texas, as well as the policies of Bexar County. Bexar County shall not be held legally liable for any defects or limitations in the software.

Bexar County intends to include as many suppliers as is feasible in each competitive process, but is unable to include every supplier in all solicitations (events) in which they may be able to quote. Registering on this site is not a guarantee that your company will be notified of every bidding opportunity.

Disclaimer: Bexar County strives to maintain continuous access to this Sourcing website; however, from time to time access to information and/or documents might be interrupted either because of site problems, user problems, or Internet problems. Not all access difficulties can be resolved by the County since some access failures may be due to the type of computer or communication equipment and services employed by the website user. In an effort to allow maximum access to users, formal events shall be posted a minimum of fourteen (14) working days. Suppliers are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, suppliers are encouraged to revisit all events to

\* Accept Terms and Conditions

Continue Cancel

You will be transferred to the **Contact Information** screen. In this screen you will need to identify yourself and you will need to create an account starting with a User Name.

Once all fields have been populated click on the **Continue** button.

*Note: Fields with an \* asterisk are required.*

Terms And Conditions > **Contact Information** > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Enter the login and primary contact information for your business.

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**Become A Supplier - Create An Account**

\* User Name   
\* Password   
\* Confirm Password

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**Enter Information About Yourself**

Title   
\* Given Name ( First )   
\* Family Name ( Last )   
\* Phone Number  Ext  (international prefix, phone number, extension)  
Mobile Phone  Ext  (international prefix, phone number, extension)  
Fax Number  Ext  (international prefix, fax number, extension)  
\* Email Address   Receive Email Notification

Don't have an email address? Create one here: [Create Email Address](#)

\* = Required



Next, you need to provide information about your company. Once all fields have been populated click on the **Continue** button.

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Enter your company information.

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**Company Information**

\* Company Name  Doing Business As   
Dun And Bradstreet  Business Type   
\* Tax Id Type   
\* Tax Id   
Website

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**Address Information**

**Mailing address**

\* Address Line 1   
Address Line 2   
Address Line 3   
Address Line 4   
\* City   
\* State Province   
\* Postal Code   
Country   
\* Country

**Remit to name and address**

Remit To First Name   
Remit To Last Name   
 Check If Remit To Address Is The Same As Mailing Address  
Address Line 1   
Address Line 2   
Address Line 3   
Address Line 4   
City   
State Province   
Postal Code   
Country   
Country

\* = Required



Next, you will need to enter diversity codes for your company.

Click the **Add** button.

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications >

Status

Please select a description for the following: Ethnicity, Handicap, Sex, and Size. Failure to do so will delay your registration process.

Selected Diversity Codes

**Add** Options...

<input checked="" type="checkbox"/>	Diversity Code	Description
<i>No data available</i>		

⏪ | ⏩

Back Continue Cancel

The **Available Diversity Codes** screen will appear. Here you can search or scroll to find a **Diversity Code**.

Available Diversity Codes

Search

Diversity Code  Description

Search Reset Save Search

Attach To Supplier Cancel Options...

<input checked="" type="checkbox"/>	Diversity Code	Description
<input type="checkbox"/>	ET-A	Ethnicity - Native American
<input type="checkbox"/>	ET-B	Ethnicity - African American
<input type="checkbox"/>	ET-H	Ethnicity - Hispanic
<input type="checkbox"/>	ET-M	Ethnicity - Multi-Ethnic
<input type="checkbox"/>	ET-O	Ethnicity - Asian Pacific
<input type="checkbox"/>	ET-SA	Ethnicity-Sub-Continent Asian
<input type="checkbox"/>	ET-W	Ethnicity - White/Caucasian
<input type="checkbox"/>	ET-Z	Ethnicity - Other
<input type="checkbox"/>	HD-N	Handicap - No
<input type="checkbox"/>	HD-Y	Handicap - Yes

⏪ | ⏩

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Check the diversity codes that apply to your company and then click on the **Attach to Supplier** button.

Diversity Code	Description
<input checked="" type="checkbox"/>	Ethnicity - Native American
<input type="checkbox"/>	Ethnicity - African American
<input checked="" type="checkbox"/>	Ethnicity - Hispanic
<input type="checkbox"/>	Ethnicity - Multi-Ethnic
<input type="checkbox"/>	Ethnicity - Asian Pacific
<input type="checkbox"/>	Ethnicity-Sub-Continent Asian
<input type="checkbox"/>	Ethnicity - White/Caucasian
<input type="checkbox"/>	Ethnicity - Other
<input checked="" type="checkbox"/>	Handicap - No
<input type="checkbox"/>	Handicap - Yes
<input type="checkbox"/>	Sex - Both
<input checked="" type="checkbox"/>	Sex - Female
<input type="checkbox"/>	Sex - Male
<input checked="" type="checkbox"/>	Size - Large
<input type="checkbox"/>	Size - Small

Diversity codes are now attached to your profile.

See message on the upper right hand corner: *Attach To Supplier Completed.*

Click on the **Continue** button to proceed to the next screen.

### Supplier Registration - Diversity Codes

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Please select a description for the following: Ethnicity, Handicap, Sex, and Size. Failure to do so will delay your registration process.

Selected Diversity Codes

Diversity Code	Description
<input checked="" type="checkbox"/>	Ethnicity - Hispanic
<input type="checkbox"/>	Handicap - No
<input type="checkbox"/>	Sex - Female
<input type="checkbox"/>	Size - Large

Back Continue Cancel

Next, you will need to answer a few questions about your company.

*Note: Fields with an \* asterisk are required.*

Once complete click on the **Continue** button to proceed to the next screen.

### Supplier Registration - Questions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Answer the following questions related to your company. An \* before the question indicates that an answer is required.

1. \* Does your company maintain a physical presence in Bexar County?  
Answer: Yes ▾  
Attach Document:  Browse...

2. \* Do you have any diversity certifications? If yes, please attach certifications.  
Answer: No ▾  
Attach Document:  Browse...

3. \* Have you attached a copy of your company's W-9? If no, please attach. \*\*\*Failure to attach a W-9 may delay processing of your application.\*\*\*  
Answer: Yes ▾  
Attach Document: C:\Users\cleos\Desktop\Lawson\fw... Browse...

Back



Continue

Cancel

Next, you will need to enter commodity codes for your company.

Click the **Add** button.

### Supplier Registration - Commodity Codes

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Select the commodity codes for which you want to get future event notifications.

Selected Commodity Codes

Add Options...

<input checked="" type="checkbox"/>	Commodity Code ▾	Description	Y
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No data available

⏪ | ⏩

Back

Continue

Cancel

The **Available Commodity Codes** screen will appear.

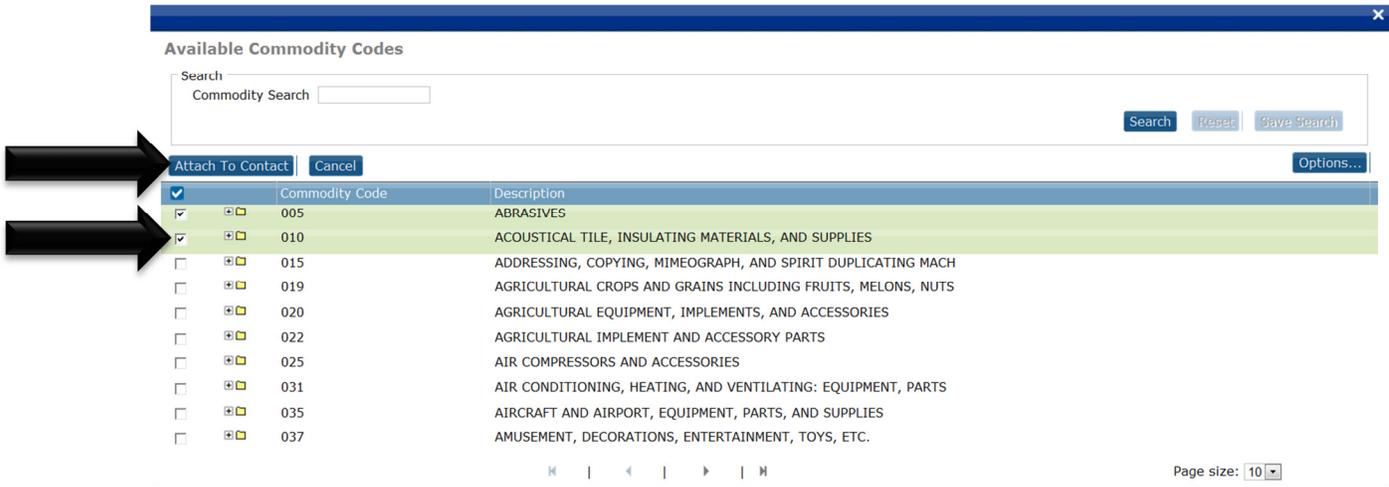
In this screen, you can register for multiple commodity codes.

Click the  icon to move to the next page of the available commodity codes.

You can either select an entire top-level commodity code, or you can expand the top level code to pick and choose from sub-level codes.

Check commodity codes that apply to your company and then click on the **Attach to Supplier** button.

Once done, click the **Continue** button.

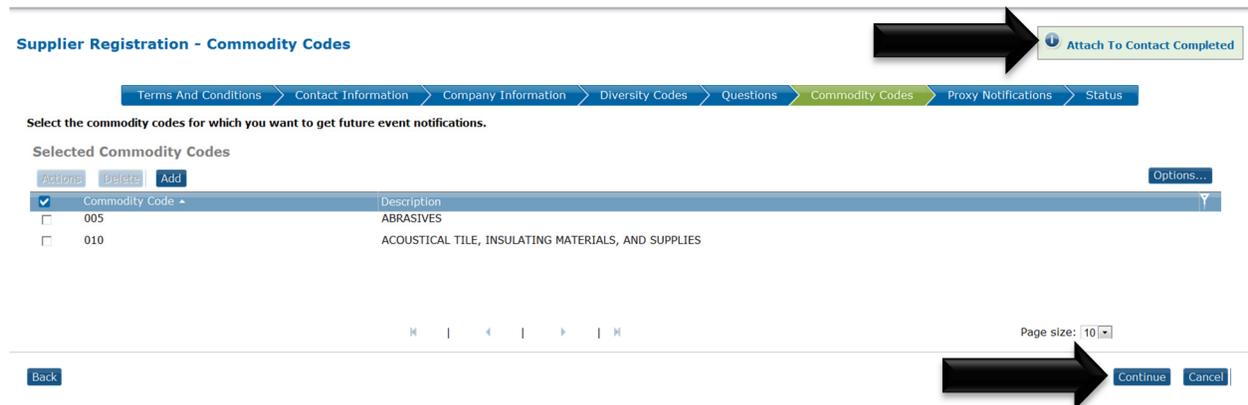


Commodity Code	Description
<input checked="" type="checkbox"/>	005 ABRASIVES
<input checked="" type="checkbox"/>	010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH
<input type="checkbox"/>	019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS
<input type="checkbox"/>	020 AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES
<input type="checkbox"/>	022 AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS
<input type="checkbox"/>	025 AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031 AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS
<input type="checkbox"/>	035 AIRCRAFT AND AIRPORT, EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/>	037 AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.

Commodity codes are now attached to your profile.

See message on the upper right hand corner: *Attach To Contact Completed*.

Click on the **Continue** button to proceed to the next screen.



Supplier Registration - Commodity Codes

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Select the commodity codes for which you want to get future event notifications.

Selected Commodity Codes

Commodity Code	Description
<input checked="" type="checkbox"/>	005 ABRASIVES
<input checked="" type="checkbox"/>	010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

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Back Continue Cancel

In the next screen, you can optionally define individuals who can act as a proxy.

**Note:** A proxy will be notified of events and bidding opportunities but will not be able to perform actions.

If you wish not to add a proxy, click the **Continue** button to proceed to the next screen.

Or

If you wish to add a proxy, click on the **Add** button.

#### Supplier Registration - Proxy Notifications

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications > Status

Enter contacts to be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications

<input checked="" type="checkbox"/>	First Name	Last Name	Email Address	Receive Notifications?
No data available				

No data available

The **Proxy Notifications** screen will appear.

*Note: Fields with an \* asterisk are required.*

Once done, click the **Continue** button.

#### Proxy Notification - Proxy Notifications

Enter contacts to be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

\* Given Name ( First )   
\* Family Name ( Last )   
\* Email Address   
 Receive Email Notification

\* = Required

Proxy Notifications are now attached to your profile.

See message on the upper right hand corner: *Supplier Source Notify Group Created.*

Click on the **Continue** button to proceed to the next screen.

**Supplier Registration - Proxy Notifications**

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > **Proxy Notifications** > Status

Enter contacts to be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications

Actions Delete Update List Add Options...

<input type="checkbox"/>	First Name	Last Name	Email Address	Receive Notifications?
<input type="checkbox"/>	Rebecca	Alcala	ralcala@bexar.org	<input checked="" type="checkbox"/>

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Back Continue Cancel

Your supplier registration is now complete.

Click the **Done** button.

**Supplier Registration - Status**

### Status

**Registration status: Complete**

*Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.*

Back Done

At this point you are logged in as a registered supplier and you can view and respond to open events. Click on **Logout** to exit the screen.

**Bexar County Purchasing**

Supplier Portal Welcome Carmen Leos Logout Contact Us Help

**Messages**

Inbox

**Unread Messages** View All

Date	Title	Priority
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**Links**

- Bexar County Purchasing Department
- South Central Texas Regional Certification Agency (SCTRCA)
- Small Business & Entrepreneurship Program

**Announcements**

Thank you for your interest in doing business with Bexar County. The Bexar County Purchasing Department encourages and seeks the partnership of suppliers to provide quality