



Ionwave – Brazos Valley e-Marketplace

Provided by:

SJRA PROCUREMENT DEPARTMENT

Supplier Registration – Step 1

Access the Brazos Valley e-Marketplace at

<https://brazosbid.ionwave.net/Login.aspx>

The screenshot shows a web browser window with the URL <https://brazosbid.ionwave.net/Login.aspx>. The page features a header with logos for City of Bryan, BTU, City of Cresson, and SJRA. Below the logos, a white banner reads "Welcome to the Brazos Valley e-Marketplace!". To the right of the banner is a login form with fields for "User Name" and "Password", a "Login" button, and a "Trouble Logging In?" link. Next to the form is a blue button labeled "Supplier Registration" with a user icon. Below the login form are four white buttons: "Current Bids" (with a document icon), "Closed Bids" (with a checkered flag icon), "Awarded Bids" (with a trophy icon), and "San Jacinto River Authority" (with a website icon). At the bottom center, the text "Powered By IONWAVE technologies" is displayed. A footer at the very bottom contains the text: "Browser Requirements | Use of website indicates agreement with Terms of Use | Version 2021.08.01 [Production] | © 2021 Ion Wave Technologies, Inc."

Supplier Registration – Step 2

Click on ‘Supplier Registration’

The screenshot displays the homepage of the Brazos Valley e-Marketplace. At the top, a white banner features logos for the City of Bryan, BTU, and SJRA. Below the banner, the text reads "Welcome to the Brazos Valley e-Marketplace!". To the right, there is a "Login" section with input fields for "User Name" and "Password", a "Login" button, and a "Trouble Logging In?" link. A blue button labeled "Supplier Registration" is highlighted with a red circle, and a red arrow points to it from the right. Below the login section, there are four white buttons: "Current Bids", "Closed Bids", "Awarded Bids", and "San Jacinto River Authority". At the bottom center, it says "Powered By ION WAVE technologies". A footer at the very bottom contains links for "Browser Requirements" and "Terms of Use", along with version and copyright information.

Logos: CITY OF BRYAN, BTU, SJRA

Welcome to the Brazos Valley e-Marketplace!

Login

User Name

Password

Login

Trouble Logging In?

Supplier Registration

Current Bids

Closed Bids

Awarded Bids

San Jacinto River Authority

Powered By ION WAVE technologies

[Browser Requirements](#) | Use of website indicates agreement with [Terms of Use](#) | Version 2021.08.01 [Production] | © 2021 Ion Wave Technologies, Inc.

Supplier Registration – Step 3

Enter 'Company Name', 'Main Phone' and DUNS (if applicable), then select 'Next'

The screenshot shows a web form titled "Supplier Registration" with a breadcrumb trail: Preliminary Info > Terms > Company Info > Addresses > W-9 > Commodity Codes > Classifications > Review > Complete. The "Company Info" step is active. The form is titled "Preliminary Company Information" and includes a "Cancel" button and a "Next" button, the latter of which is highlighted with a red box. The form fields are: "Company Name" (text input with "PurchasingSJRA"), "Main Phone" (text input with "(936) 588-3111", "Ext:" (text input), and "International" checkbox), and "DUNS" (text input).

Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review Complete

Preliminary Company Information

Cancel Next

* Company Name PurchasingSJRA

* Main Phone (936) 588-3111 Ext: International

DUNS

Supplier Registration – Step 4

Accept the Brazos Valley e-Marketplace Terms & Conditions

Supplier Registration

Preliminary Info **Click 'Next' 2** Addresses W-9 Commodity Codes Classifications Review Complete

Brazos Valley e-Marketplace Terms and Conditions

Next

Brazos Valley eMarketplace Web Site (Online Sourcing) Application Terms and Conditions of Access and Use.

Brazos County, City of Bryan (including Bryan Texas Utilities), City of College Station, and San Jacinto River Authority herein after referred to as "Agency" or collectively as "Agencies" implemented the Brazos Valley eMarketplace to solicit public competitive procurements for various goods and services via the Internet and World Wide Web.

The Brazos Valley eMarketplace online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>.

Only individuals with the authority to accept this agreement electronically and abide by its Terms and Conditions shall be permitted to register. An individual and/or a company is herein after referred to as "User". Registration on this site alone DOES NOT constitute acceptance as a User, and registration promise access to any solicitation.

Approved Vendor

Effective Date

Agreement Date: 11/3/2021 08:22 AM (CT)

I Accept the Brazos Valley e-Marketplace Terms and Conditions [\[Printer-Friendly Version\]](#)

Accept T&C's 1

Supplier Registration – Step 5

1. Enter information into the ‘Company Information’ section
2. Enter information into the ‘User Information’ section
3. Enter information into the ‘Company Address’ section
4. Press ‘Save and Next’

The screenshot displays the 'Supplier Registration' form, Step 5. The form is divided into three main sections, each highlighted with a red box and a red circle containing a number:

- Section 1 (Company Information):** This section includes fields for Trade Name (dba), Legal Name (if different), Organization Type (Government Entity), Formation Date, Tax ID Number (with radio buttons for FEIN, SSN/ITIN, and Other), DUNS, Website, Company Description, and Keywords. A red circle with the number '1' is positioned to the right of this section.
- Section 2 (User Information):** This section includes fields for User Name / Login, Password, Verify Password, Prefix, First Name, Last Name, Title, Email, Verify Email, Office Phone, Mobile Phone, and Time Zone. A red circle with the number '2' is positioned to the right of this section.
- Section 3 (Company Address):** This section includes fields for Address 1, Address 2, Address 3, City, State/Province, Zip/Postal, Country, Main Phone, Toll Free, Fax, Contact Name, and Email. A red circle with the number '3' is positioned to the right of this section.

At the top of the form, there is a navigation bar with tabs: Preliminary Info, Terms, Company Info, Addresses, W-9, Commodity Codes, Classifications, Review, and Complete. The 'Company Info' tab is currently selected. A 'Save and Next' button with a red circle containing the number '4' is located at the top left of the form area.

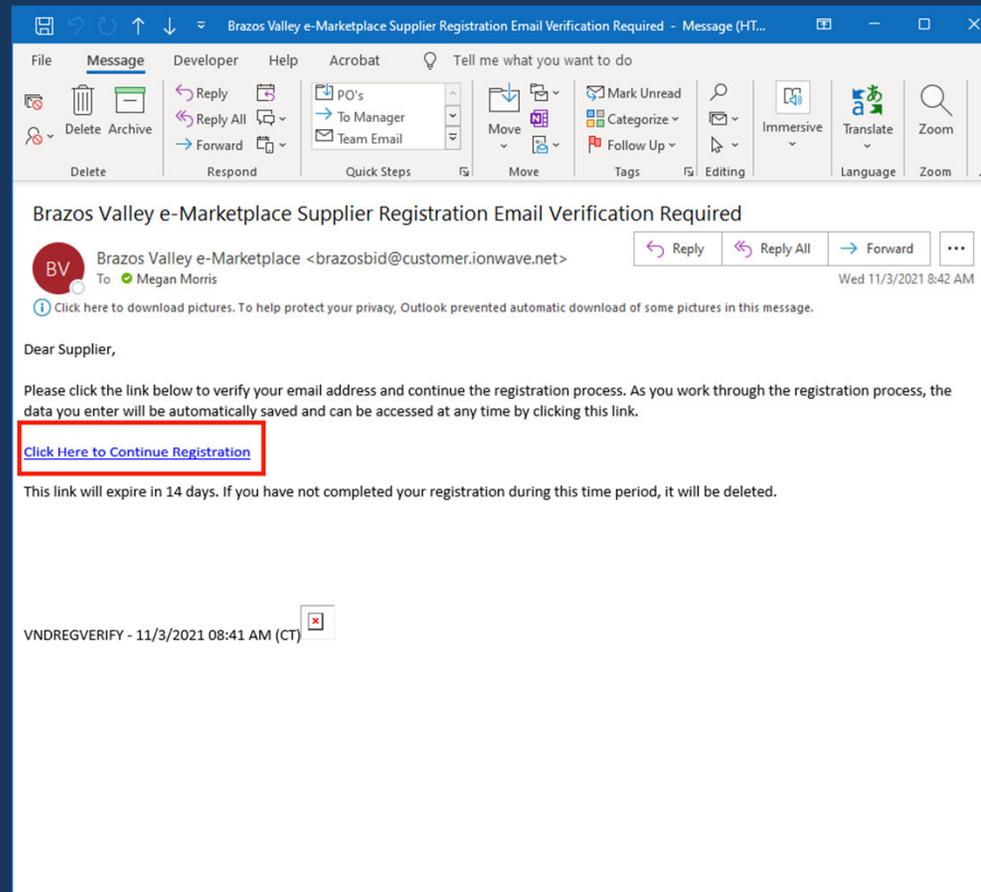
Supplier Registration – Step 6

Select 'OK'

The image shows a web-based registration form for 'Brazos Valley e-Marketplace'. The form is divided into two main sections: 'Company Information' and 'Company Address'. The 'Company Information' section includes fields for Trade Name (dba), Legal Name, Organization Type (set to 'Government Entity'), Formation Date, Tax ID Number (74-6000561), DUNS, Website, Company Description, and Keywords. The 'Company Address' section includes fields for Address 1 (1577 Dam Site Rd.), Address 2, Address 3, City (Conroe), State/Province (Texas), Zip/Postal (77304), Country (United States), Main Phone ((936) 588-3111), Toll Free, Fax, Contact Name, and Email. A modal dialog box titled 'Verify Email Address' is overlaid on the form. The dialog box contains a red-bordered button with a checkmark and the text 'OK'. Below the button, the dialog box text reads: 'Thank you for registering with us as a supplier. Before you can continue you must verify your email address. An email from **brazosbid@customer.ionwave.net** has been sent to you at: **mmorris@sjra.net**. Click the link in this email to verify your email address and complete your registration. You can also use the link in this email to come back at any time in the next 14 days to complete your registration.'

Supplier Registration – Step 7

Go to email and click the link ‘Click Here to Continue Registration’



Supplier Registration – Step 8

Click 'Save and Next'

Supplier Registration

Preliminary Info Terms **Company Info** Addresses W-9 Commodity Codes Classifications Review Complete

Company Information

Save and Next

Company Information

* Trade Name (dba) PurchasingSJRA

Legal Name (if different)

* Organization Type Government Entity

Formation Date

* Tax ID Number 74-6000561 FEIN SSN/ITIN Other

DUNS

Website

Company Description

Keywords [Use comma or \[Enter\] to separate keywords](#)

Company Address

* Address 1 1577 Dam Site Rd.

Address 2

Address 3

* City Conroe

* State/Province Texas

* Zip/Postal 77304

* Country United States

* Main Phone (936) 588-3111 Ext: International

Toll Free Ext: International

Fax International

Contact Name

Email

User Information

* User Name / Login PurchasingSJRA

Prefix

* First Name Megan

* Last Name Morris

Title Buyer

* Email mmorris@sjra.net

Office Phone Ext: International

Mobile Phone International

* Time Zone Central Time

Supplier Registration – Step 9

Click on 'Next'

 Supplier Registration

Preliminary Info Terms Company Info **Addresses** W-9 Commodity Codes Classifications Review Complete

Addresses

[+ Add Address](#) [⇒ Next](#)

By default the "General/Corporate" address will be stored in your Company Profile. If you have additional addresses for Payment, Purchase Order, etc. please click Add Address to create.

General/Corporate Address

 Address	1577 Dam Site Rd. Conroe, TX 77304	Contact Name	
Phone	(936) 588-3111	Email	
Toll Free			
Fax			

Supplier Registration – Step 10

Verify correct information is entered, complete the ‘Certification & Electronic Signature’ section, then click on ‘Save and Next’

Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review Complete

Substitute W-9 Tax Identification Form

⇒ Save and Next **2**

This information is populated from the Company Info tab. To update any grayed out information, return to the Company Info tab.

Name	PurchasingSJRA	<small>(as shown on your income tax return)</small>
Business Name/Disregarded Entity Name		<small>(if different from above)</small>
Federal Tax Classification	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): <input type="text"/>	
	<input checked="" type="checkbox"/> Other <input type="text"/> Government Entity	
Exempt payee code	<input type="text"/>	<small>(if any)</small>
Exemption from FATCA reporting code	<input type="text"/>	<small>(if any)</small>
Address	1577 Dam Site Rd.	
City, State, Zip	Conroe, TX 77304	
Taxpayer Identification Number (TIN)	<input type="text"/>	

1

This section must be completed before clicking on 'Save and Next'

Certification & Electronic Signature

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.

Signature - Type your full name here

Today's date

Supplier Registration – Step 11

Select appropriate Commodity Codes, then click on “Save and Next”

The screenshot displays the 'Supplier Registration' web application interface. At the top, there are logos for the City of Bryan, BTU, and S.R.A. The navigation bar includes tabs for Preliminary Info, Terms, Company Info, Addresses, W-9, Commodity Codes (which is the active tab), Classifications, Review, and Complete. Below the navigation bar, the 'Commodity Codes' section is visible. It features a 'Save and Next' button with a red circle containing the number '2' next to it, and a search field. A list of commodity categories is shown, each with a checkbox and a small square icon to its left. A red box with the number '1' and the text 'Select Commodity Codes first' is positioned over the list, with a red arrow pointing to the 'Auto Major Transportation' category.

Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review Complete

Commodity Codes

Save and Next 2 Search

Commodities

- Abrasives
- Advertising/Promotional Merchandise
- Agricultural Implements
- Air Compressors & Accessories
- Air Conditioning & Heating
- Aircraft Operations
- Appliances, Household
- Art Equipment & Supplies
- Art Objects
- Auto & Truck Accessories
- Auto & Truck Maintenance Items
- Auto Bodies & Accessories
- Auto Major Transportation
- Auto Shop Equipment & Supplies
- Awards, Trophies, Etc
- Badges & Other Identification Equipment
- Bags & Bagging
- Barrels and Drums
- Bearings
- Belts & Belting
- Boats, Motors, & Marine Supplies
- Bookbinding & Book Supply
- Bricks & Clay Products
- Brushes
- Builders Supplies
- Building Maintenance & Repair Services
- Building, Fabricated
- Cafe, Kitchen Equipment
- Chemical Lab Equipment & Supplies

Select Commodity Codes first 1

Supplier Registration – Step 12

Select appropriate General Classification, then click on “Save and Next”

 Supplier Registration

Preliminary Info | Terms | Company Info | Addresses | W-9 | Commodity Codes | **Classifications** | Review | Complete

Special Classifications

2

Check any special business classifications that apply to your business; if none, then check "None Apply". Classifications are subject to approval.

General Classifications

Historically Underutilized Business

Small Business Enterprise

Women Business Enterprise

Minority Business Enterprise

Disadvantaged Business Enterprise

Veteran-Owned Small Business

Service-Disabled Veteran-owned Small Business

HubZone Small Business

8(a) Small Business

None Apply None of the above classifications apply to my business

1

Select which 'General Classification' applies to your business here, if none, then click 'None Apply'

At an applicant owner must provide proof of 51 percent ownership and control of the day to day operation of the business. The owner must be an economically disadvantaged person meeting eligibility as a(n): • Asian Pacific American, • Black American, • Hispanic American, • Native American, • American woman, and/or •Service-Disabled Veteran with a service-related disability of 20% or greater. The applicant/owner must: • be a U.S. Citizen, • prove at least one year of Texas residency, • prove control of the day to day operations, and • hold company title equivalent to ownership and control requirements. The applicant business must: • be primarily based in Texas, • prove its principal place of business is in Texas, and • be a for-profit entity that has not exceeded the size standard prescribed by 34 TAC §20.294.

The legal definition of a small business is determined by the U.S. Small Business Administration (SBA). Title 13, Part 121 of the Code of Federal Regulations sets forth in detail the criteria to be used by the SBA in making small business determinations. Examples of these criteria include the number of workers employed by a business, annual receipts, size standards on an industry-by-industry basis and the nature of the any relationships with affiliates. By signing this form -- https://supplierdiversity.iu.edu/doc/certification_form.pdf -- you are self certifying that you have reviewed the SBA criteria for a small business and your company meets those criteria.

At least 51% of this business (or at least 51% of the stock) is owned by one or more women; and the daily business is controlled by one or more women.

At least 51% of this business (or at least 51% of the stock) is owned, operated and controlled by one or more United States citizens who are members of the following racial groups: African-American, Asian-American, Hispanic-American and Native-American, Asian-Pacific American.

A firm must be a small business owned and controlled by socially- and economically-disadvantaged individuals. Certifiers make the determinations based upon on-site visits, personal interviews, reviews of licenses, stock ownership, equipment, bonding capacity, work completed, resume of principal owners and financial capacity.

At least 51% of the business must be owned (or 51% of the stock) by one or more veterans, and the daily business operations of the business are controlled by one or more veterans.

A SDVOSB must be at least 51 % owned or controlled by one or more American Veteran(s) with service-connected physical or mental impairments.

A HubZone Small Business must be located in a "historically underutilized business zone" or HUBZone and be owned and controlled by one or more US citizens; additionally at least 35% of its employees must reside in a HUBZone.

A small business that is at least 51% owned and controlled by a socially- and economically-disadvantaged individual or individuals who are of good character and citizens of the United States. The individual's net worth, after excluding the individual's equity in the firm and the equity in the primary residence, may not exceed \$250,000.

Supplier Registration – Step 13

Review the information, if any edits need to be made, select the pencil icon next to the section needing the edits. Once complete, select ‘Register Now’

Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications **Review** Complete

Review

[⇒ Register Now](#)

You're almost done. Please review your information below. To make corrections, click on the section, or click the appropriate tab above. To complete your registration, click "Register Now" above.

Company Info

Company Information		User Information	
Company Name	PurchasingSJRA	User Name / Login	PurchasingSJRA
Company Description		First Name	Megan
Organization Type	Government Entity	Last Name	Morris
Legal Name		Title	Buyer
Tax ID Number		Email	mmorris@sjra.net
DUNS		Office Phone	
Formation Date		Mobile Phone	
Website		Time Zone	Central Time
Keywords			

Addresses

General/Corporate Address	
Address	1577 Dam Site Rd. Conroe, TX 77304
Contact Name	
Main Phone	(936) 588-3111
Toll Free	
Fax	

W-9

Substitute W-9 Tax Identification Form

Name	PurchasingSJRA	<small>(as shown on your income tax return)</small>
Business name/disregarded entity name		<small>(if different from above)</small>

Supplier Registration – Complete

Registration complete

The screenshot displays a web application interface for supplier registration. At the top left, there are logos for the City of Bryan, BTU, and SIRA. The top right corner is labeled 'Supplier Registration'. A horizontal navigation bar contains several tabs: 'Preliminary Info', 'Terms', 'Company Info', 'Addresses', 'W-9', 'Commodity Codes', 'Classifications', 'Review', and 'Complete'. The 'Complete' tab is currently selected and highlighted. Below the navigation bar, the main content area contains the following text: 'Congratulations, you have successfully submitted your registration.' followed by 'You will be notified via email once your registration has been reviewed.' and a blue hyperlink labeled 'Return to Login'.