



Waco Independent School District
Purchasing Department
Sherry C. Trotts, C.P.A., CTSBO
Director of Purchasing
501 Franklin Avenue, Waco, TX 76701
Voice: 254-755-9452
Fax: 254-755-9688

Dear Potential Bidder,

We are excited that you are interested in doing business with the Waco Independent School District. We look forward to the opportunity to develop a relationship with your company. The Waco ISD utilizes an online eBidding program for issuing bids. This packet is to provide you with detailed step-by-step instructions on how to create an online eBidding account with the Waco ISD. As you go through this packet, please do not hesitate to ask for help if you need assistance. We would be glad to help you! The first step is to log into our eBidding site which can be found at: <https://wisdebid.ionwave.net>. Below is what the screen will look like. Follow the instructions below to navigate through the set-up process.



Welcome to Waco ISD's online e-Procurement system.

If this is your first visit and would like to register, please click on the registration link below:

Application Login	Application Links														
<table border="0"><tr><td>Username:</td><td><input type="text"/></td></tr><tr><td>Password:</td><td><input type="password"/></td></tr><tr><td colspan="2"><input type="button" value="Sign In"/></td></tr></table>	Username:	<input type="text"/>	Password:	<input type="password"/>	<input type="button" value="Sign In"/>		<table border="0"><tr><td>Waco ISD Purchasing</td><td><input type="button" value="Click here"/></td></tr><tr><td>Supplier Registration</td><td>←</td></tr><tr><td>Current WISD Bid Opportunities</td><td></td></tr><tr><td>Awarded WISD Bid Information</td><td></td></tr></table>	Waco ISD Purchasing	<input type="button" value="Click here"/>	Supplier Registration	←	Current WISD Bid Opportunities		Awarded WISD Bid Information	
Username:	<input type="text"/>														
Password:	<input type="password"/>														
<input type="button" value="Sign In"/>															
Waco ISD Purchasing	<input type="button" value="Click here"/>														
Supplier Registration	←														
Current WISD Bid Opportunities															
Awarded WISD Bid Information															

[Forgot your Password?](#)

Copyright © 2002-2010
Ion Wave Technologies, Inc.

This site has the following [Browser Requirements](#)

As of March 19, 2014

Then the next screen will look like this:

Terms and Conditions (Step 1 of 6)

Waco Independent School District, Texas, 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 :

In order to use this site, your browser must support JavaScript. For best results, w
AOL USERS SHOULD USE THE RECOMMENDED BROWSER (above) AND NOT USE .

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software
Trusted Site: User agrees to make this site a "trusted" site in your browser's internet
Use of Spam Filters: User agrees to enable the delivery and acceptance of all email

USING THE DISTRICT'S online sourcing WEB SITE APPLICATION:
The District's online sourcing application is powered by software provided by Ion W

The following terms and conditions apply to your use of any part of this online bidding

[Printer-Friendly Version](#)

Cancel Registration

Accept Terms & Conditions

Click here

Then the next screen looks like this:

Company Information (Step 2 of 6)

* indicates a required field

Company Information	
* Trade Name (dba)	<input type="text"/>
Legal Name (if different)	<input type="text"/>
* Organization Type	[Select Type] ▼
* Tax ID (EIN or SSN)	<input type="text"/>
State of Incorporation	<input type="text"/>
Year of Incorporation	<input type="text"/>
Toll Free Telephone Number	<input type="text"/>
Formation/Incorporation Date	<input type="text"/>
Website	<input type="text"/>
DUNS #	<input type="text"/>
Company Description	<input type="text"/>
Business Type	[Please Select]
Annual Gross Sales	[Please Select] ▼
Excluded from Federal Procurement or Nonprocurement Programs?	[Please Select] ▼
Years in Business	<input type="text"/>
Number of Employees	<input type="text"/>

See the red asterisk? Only these 3 fields are required: Trade name, organization type, and tax ID. All other fields are optional and you may fill in any other fields at your discretion.

Click here when you are done filling out this page (see instructions on top of this sheet).

Address Information (Step 3 of 6)

* indicates a required field

Primary Address (Required)

* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Texas <input type="button" value="v"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="button" value="v"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Again only the asterisks are required: address, city, state, zip, country and phone

Remittance Address (Required)

[Same as Primary Address](#)

* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Texas <input type="button" value="v"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="button" value="v"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the remittance address is the same as the primary address, then just click on this blue link and you will not have to retype your address, city, state, country and phone. However, if your remittance address is different (like to a PO Box) then you would need to enter this 2nd address here. This area is required so you either need to click the link or type in an address and phone #.

Correspondence Address (Optional)

[Same as Primary Address](#)

* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Texas <input type="button" value="v"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="button" value="v"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Even though there are red asterisks here, it says "Optional" on the header and you do not need to fill out this section if you don't want to. You can click on the blue link and it will pull in your primary address or you can type in a different address if you want to.

Click here when you are done to go to the next screen.

Previous

Cancel Registration

Next

Then the next screen looks like this:

Vendor Classification (Step 4 of 6)

** indicates a required field*

This section is optional as it might not pertain to your organization. Please read detailed explanation below.

Special Classifications

Special Classifications

- Economically Disadvantaged Business Enterprise
Minority or Women owned business
- Local Vendor
Businesses within Waco ISD boundaries
- Small Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>

Commodity Codes

* Commodities

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

[\[Add or Remove Selections\]](#)

Previous

Cancel Registration

Next

This section is required, please read detailed note below.

Click Next to continue to the next screen

Please note that the special classifications section above is not required, as none of the special classifications may apply to your company. This is just for tracking purposes only and is reported to the Board. Please read the definition of a local vendor. It says “businesses within Waco ISD boundaries”. I frequently have to modify vendors who register as local vendors if their business lies within a different school district. I use the McLennan County Appraisal District website to verify if your company resides within the Waco ISD taxing authority. If your company pays taxes to a different district (Midway, La Vega, Robinson, Lorena, etc.) then your company cannot be labeled as a “local” vendor even if your company is located within the city of Waco or McLennan County.

Here is also where you will add all of the different commodity codes to which you will wish to receive bids. Please check as many categories as you wish. Whenever we issue a bid for that category in the future, you will automatically receive a bid invitation sent to the email address in which the user registered with.

The next screen appears as follows:

[\[Search\]](#)

[\[Expand All\]](#)[\[Collapse All\]](#)[\[Save Selections\]](#)

Commodities

- Apparel
- Animal Supplies/Equipment
- Athletics
- Awards, Trophies & Plaques
- Audio Visual Equipment/Materials
- Building Maintenance Products
- Building Maintenance Services
- Business Services
- Child Nutrition
- Construction Services
- Consulting Services
- Curriculum Materials
- Furniture
- Grounds, Maintenance
- Health Services/Supplies
- Insurance
- Instructional Supplies/Equipment
- Miscellaneous
- Office Supplies
- Paper
- Performing Arts
- Security
- Special Needs Students
- Technology
- Telecommunications
- Transportation

Selected Commodities:

[\[Save Selections\]](#)

For the purpose of this demonstration, let's say your company is a general contractor. Your company would probably be interested in both building maintenance services and construction services. Click both of them. You can click on as many as you want and they will expand to lots of various more detailed line items. See the next page.

The next screen looks like this:

 [Search]

[Expand All] [Collapse All]

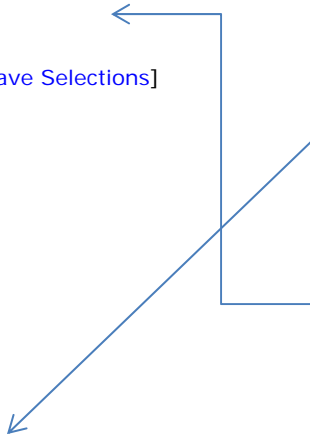
[-] Commodities

- [+] Apparel
- [+] Animal Supplies/Equipment
- [+] Athletics
- [+] Awards, Trophies & Plaques
- [+] Audio Visual Equipment/Materials
- [+] Building Maintenance Products
- [-] Building Maintenance Services
 - [Select] Air Duct Cleaning Service
 - [Select] Asbestos Abatement
 - [Select] Awnings - Repair
 - [Select] Awnings-Canvas-New
 - [Select] Awnings-Metal
 - [Select] Bleachers
 - [Select] Blind Cleaning
 - [Select] Boiler Maintenance & Repair
 - [Select] Brick Work
 - [Select] Carpentry/Maintenance
 - [Select] Carpet Cleaning
 - [Select] Carpet Install./Labor only
 - [Select] Case Work (Cabinets)
 - [Select] Concrete Work
 - [Select] Crane Services
 - [Select] Custodial Services
 - [Select] Demolition Services
 - [Select] Disaster Clean-Up
 - [Select] Doors-Overhead
 - [Select] Drapery Cleaning
 - [Select] Electric Motor Repair
 - [Select] Electrical Work
 - [Select] Electrostatic Painting
 - [Select] Elevator Maintenance & Repair
 - [Select] Environmental Services
 - [Select] Equipment Rental
 - [Select] Exterior Wall treatment
 - [Select] Fence Installation & Repair
 - [Select] Fire & Flood Restoration
 - [Select] General Maintenance
 - [Select] Glass
 - [Select] Gym Floor Refinishing
 - [Select] Hazardous Waste Disposal
 - [Select] HVAC Repair
 - [Select] HVAC Service/Maintenance
 - [Select] Lockers, Repair
 - [Select] Marquees
 - [Select] Masonry work
 - [Select] PA Systems & Sound Systems
 - [Select] Painting Services
 - [Select] Parking Lot Striping

[Save Selections]

Selected Commodities:

[Save Selections]



Here you can click on as many various types of trades that you are interested in. As you click on the various areas, you will notice that the items that you click on will appear in the Selected Commodities section. See the example on the next page.

- [Select] Pavement Sealing & Marking
- [Select] Pest Control Service
- [Select] Plumbing Maint. & Repairs
- [Select] Power Wash/Sandblasting
- [Select] Pump Repair
- [Select] Restroom Partitions
- [Select] School Time Clocks
- [Select] Stage Curtains
- [Select] Stage Floor Refinishing
- [Select] Stage Rigging & Lighting
- [Select] Steel Fabrication & Installation
- [Select] Utility Auditing
- [Select] Utility Services - Electric
- [Select] Walls, Folding & Demountable
- [Select] Waste & Material Management
- [Select] Water Damage Restoration
- [Select] Water Treatment
- [Select] Water well Pump Service
- [Select] Welding Services
- [Select] Wheel Chair Lifts
- Business Services**
- Child Nutrition**
- Construction Services**
 - [Select] Architectural Services
 - [Select] Athletic Field Construction
 - [Select] Building Construction
 - [Select] Construction Consultant
 - [Select] Construction Services-Mechanical
 - [Select] Engineering Services
 - [Select] General Construction Contractors
 - [Select] Interior Design & Construction
 - [Select] Land Surveying
 - [Select] Paving Contractors
 - [Select] Roofing Contractors
- Consulting Services**
- Curriculum Materials**
- Furniture**
- Grounds, Maintenance**
- Health Services/Supplies**
- Insurance**
- Instructional Supplies/Equipment**
- Miscellaneous**
- Office Supplies**
- Paper**
- Performing Arts**
- Security**
- Special Needs Students**
- Technology**
- Telecommunications**
- Transportation**

[Search]

[Expand All] [Collapse All]

[Save Selections]

[-] Commodities

- + Apparel
- + Animal Supplies/Equipment
- + Athletics
- + Awards, Trophies & Plaques
- + Audio Visual Equipment/Materials
- + Building Maintenance Products
- [-] Building Maintenance Services
 - [Select] Air Duct Cleaning Service
 - [Select] Asbestos Abatement
 - [Select] Awnings - Repair
 - [Select] Awnings-Canvas-New
 - [Select] Awnings-Metal
 - [Select] Bleachers
 - [Select] Blind Cleaning
 - [Select] Boiler Maintenance & Repair
 - [Select] Brick Work
 - [Select] Carpentry/Maintenance
 - [Select] Carpet Cleaning
 - [Select] Carpet Install./Labor only
 - [Select] Case Work (Cabinets)
 - [Select] Concrete Work
 - [Select] Crane Services
 - [Select] Custodial Services
 - [Select] Demolition Services
 - [Select] Disaster Clean-Up
 - [Select] Doors-Overhead
 - [Select] Drapery Cleaning
 - [Select] Electric Motor Repair
 - [Select] Electrical Work
 - [Select] Electrostatic Painting
 - [Select] Elevator Maintenance & Repair
 - [Select] Environmental Services
 - [Select] Equipment Rental
 - [Select] Exterior Wall treatment
 - [Select] Fence Installation & Repair
 - [Select] Fire & Flood Restoration
 - [Select] General Maintenance
 - [Select] Glass
 - [Select] Gym Floor Refinishing
 - [Select] Hazardous Waste Disposal
 - [Select] HVAC Repair
 - [Select] HVAC Service/Maintenance
 - [Select] Lockers, Repair
 - [Select] Marquees
 - [Select] Masonry work
 - [Select] PA Systems & Sound Systems

Selected Commodities:

-
- [Delete] Awnings - Repair
 - [Delete] Awnings-Metal
 - [Delete] Brick Work
 - [Delete] Carpentry/Maintenance
 - [Delete] Carpet Install./Labor only
 - [Delete] Concrete Work
 - [Delete] Demolition Services
 - [Delete] Doors-Overhead
 - [Delete] Electrical Work
 - [Delete] General Maintenance
 - [Delete] Fence Installation & Repair
 - [Delete] Exterior Wall treatment
 - [Delete] Restroom Partitions
 - [Delete] Stage Floor Refinishing
-

[Save Selections]

See how the items that you clicked on appear here? If you clicked on one in error, you can hit the delete link to the left of the line item and it will remove it. Add as many categories as you would like. These are the bid categories that you will receive future bid invitations for. When you are done and you are happy with your selections, click on "Save Selections" at the bottom of your list.



Once you hit "Save Selections" this screen will appear:

Vendor Classification (Step 4 of 6)

** indicates a required field*

Special Classifications

Special Classifications

- Economically Disadvantaged Business Enterprise
Minority or Women owned business
- Local Vendor
Businesses within Waco ISD boundaries
- Small Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>

Commodity Codes

* Commodities

[\[Add or Remove Selections\]](#)

Awnings - Repair
Awnings-Metal
Brick Work
Carpentry/Maintenance
Carpet Install./Labor only
Concrete Work
Demolition Services
Doors-Overhead
Electrical Work
Exterior Wall treatment
Fence Installation & Repair
General Maintenance
Restroom Partitions
Stage Floor Refinishing

Previous

Cancel Registration

Next

This gives you one more chance to add to your list of commodity categories or to delete any ones that you had added by mistake. When you are happy with your selections, hit "Next".

Click next when you are done to move to the next screen

Now is time to set up the users on this account:

User Information (Step 5 of 6)

** indicates a required field*

Primary User Information - User MUST be person authorized to sign bid responses!!

Prefix	[Select Prefix] ▼								
* First Name	<input type="text"/>								
Middle Name	<input type="text"/>								
* Last Name	<input type="text"/>								
Title	<input type="text"/>								
* Email	<input type="text"/>								
* Email Confirm	<input type="text"/>								
Phone	<table><thead><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr></thead><tbody><tr><td>1</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Country	Area	Number	Ext	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
1	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Fax	<table><thead><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr></thead><tbody><tr><td>1</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Country	Area	Number	Ext	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
1	<input type="text"/>	<input type="text"/>	<input type="text"/>						
* User Name	<input type="text"/>								
* Password	<input type="text"/>								
* Password Confirm	<input type="text"/>								
* Time Zone	[Select Time Zone] ▼								

Click Next when you are done to move to the next screen.

Please fill out the areas with the red asterisk. This is the user's first name, last name, email (this is the email address where bid invitations will be sent), the user name that they will use to sign into the system, the password that they would like to use, and the time zone. The time zone is necessary for vendors in other parts of the country to sync their clocks to ours for bid deadlines. For Texas companies, please select Central Standard Time. When you are done with entering all the required data on this page, please hit "next" to take you to the next screen.

Review and Submit (Step 6 of 6)

Company Information		[Edit]
Trade Name (dba)	Sherry	
Legal Name (if different)		
Organization Type	Sole Proprietor	
Tax ID (EIN or SSN)	*****	
State of Incorporation		
Year of Incorporation		
Toll Free Telephone Number		
Formation/Incorporation Date		
Website		
DUNS #		
Company Description		
Business Type		
Annual Gross Sales		
Excluded from Federal Procurement or Nonprocurement Programs?		
Years in Business		
Number of Employees		

Primary Address		[Edit]
Address	501 Franklin	
City	Waco	
State	TX	
Zip	76701	
Country	USA	
Phone	1 (254) 7559452	
Fax	1	

Remittance Address		[Edit]
Address	501 Franklin	
City	Waco	
State	TX	
Zip	76701	
Country	USA	
Phone	1 (254) 7559452	
Fax	1	

Correspondence Address		[Edit]
Address		
City		
State	TX	
Zip		
Country	USA	
Phone	1	
Fax	1	

Special Classifications		[Edit]
Special Classifications		

Commodity Codes		[Edit]
Commodities	Awnings - Repair Awnings-Metal Brick Work Carpentry/Maintenance Carpet Install./Labor only	

Concrete Work
Demolition Services
Doors-Overhead
Electrical Work
Exterior Wall treatment
Fence Installation &
Repair
General Maintenance
Restroom Partitions
Stage Floor Refinishing

Primary User Information - User MUST be person authorized to sign bid responses!! [Edit]

Prefix	
First Name	Sher
Middle Name	
Last Name	T
Title	
Email	sherry.trotts@wacoisd.org
Phone	1
Fax	1
User Name	sherry
Password	*****
Time Zone	Central Standard Time

Previous

Cancel Registration

Submit Registration

When you are done,
click "Submit
Registration".

This screen gives you the chance to double check your information. When you are happy with your data, click "Submit Registration".



Registration Complete

Your registration has been successfully submitted for review. The system has sent a confirmation message to you from the following email address: eBids@wacoisd.org. Please add this email address to your address book or Safe Sender list in order to ensure you receive future notifications!

You will receive an additional email once the administrator has reviewed your registration.

[Return to Login](#)

Congratulations! You have completed your registration! You will receive an email automatically from eBids@WacoISD.org to let you know that your registration has been successfully submitted. It will begin like this:

Dear Supplier,

You have successfully submitted your registration for Waco ISD eBid System.

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....

You will then receive a 2nd email also from eBids@WacoISD.org letting you know that your registration has been accepted.

If you registered for any special classifications such as local vendor/minority or women owned business/etc. You will receive a 3rd email once that classification is approved. If you receive a rejection saying that your request to be labeled as a local vendor has been denied, do not panic! Your registration is still active, only your local status has been denied. This only means that your company did not meet the definition as a local vendor. As explained above, the definition of a local business means "businesses within Waco ISD boundaries". Your company cannot be labeled as a local vendor if their business lies within a different school district. I use the McLennan County Appraisal District website to verify if your company resides within the Waco ISD taxing authority. If your company pays taxes to a different district (Midway, La Vega, Robinson, Lorena, etc.) then your company cannot be labeled as a "local" vendor even if your company is located within the city of Waco or McLennan County.

How to add additional users:

Once your registration has been approved and you get a verification email from the system, you can log back into the eBidding website.

You will see a brownish bar at the top of the page. There will be 3 choices within that brown bar:

[Bid Events](#) [Auction Events](#) [My Profile](#)

Click on "My Profile"

Once you click on "My Profile" you will get the option of "Company Profile" or "Messages", from there click on "Company Profile".

Once you click on "Company Profile", you will see five tabs across the top of your info: Profile, Commodities, Special Classifications, Address Book, and Users. Click on "Users". Click on "New". Now you can enter a new user and provide them with a temporary password. Once they log into the system, they will be asked to change their temporary password into a permanent one. Under the "Users" tab, you can also delete employees who no longer work for you.

Add User

[Return](#) [Save](#)

* indicates a required field

Prefix	<input type="text"/>								
User Name *	<input type="text"/>								
First Name *	<input type="text"/>								
Middle Name	<input type="text"/>								
Last Name *	<input type="text"/>								
Title	<input type="text"/>								
Email *	<input type="text"/>								
Phone	<table><thead><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Country	Area	Number	Ext	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Fax	<table><thead><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Country	Area	Number	Ext	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Time Zone	<input type="text" value="Central Standard Time"/>								

Temporary Password * 27235635

Please make note of this temporary password and provide this to the user. They will be prompted to change this password when they first log into the system.

In the "My Profile" tab, in addition to adding/deleting users, you can always add commodities, delete commodities, change addresses, and register for special classifications.

I hope that this tutorial has helped you! If you have any problems or questions, please feel free to contact the Purchasing Department and we will gladly help you.

Thanks! Sherry Trotts, Director of Purchasing

