

E-Bid System Registration Notes

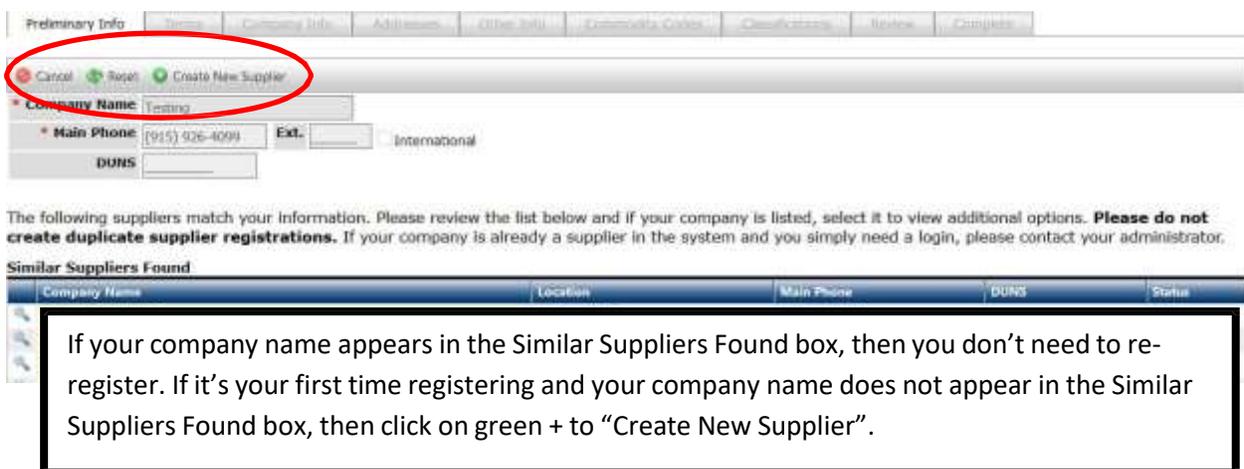
1. Go to www.clintweb.net/bidder and Click on Supplier Registration



2. Enter your Companies Name



3. Click Create new Supplier



4. Read Terms and Conditions, if you agree click "I Accept the Clint ISD Terms & Conditions"

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes Classifications



Read Terms and Conditions, if you agree click "I Accept the Clint ISD Terms & Conditions" and then the green arrow to go to the next page and continue the registration

Clint ISD Terms and Conditions

Clint Independent School District, El Paso, Texas, herein after referred to as District Web Site Application Terms and Conditions of Access and Use

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

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).

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

Blocking Software: User agrees to disable pop-up blocking software when accessing this site.

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

I Accept the Clint ISD Terms and Conditions [Printer-Friendly Version](#)

5. Fill out all required fields marked by the Red * then click the green arrow "Save and Next".

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



Company Information

* Trade Name (dba)

Legal Name (if different)

* Organization Type

Formation Date

* Tax ID Number FEIN SSN/TIN 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

Company Address

* Address 1

Address 2

Address 3

* City

* State/Province

* Zip/Postal

* Country

* Main Phone (915) 926-4099 Ext. International

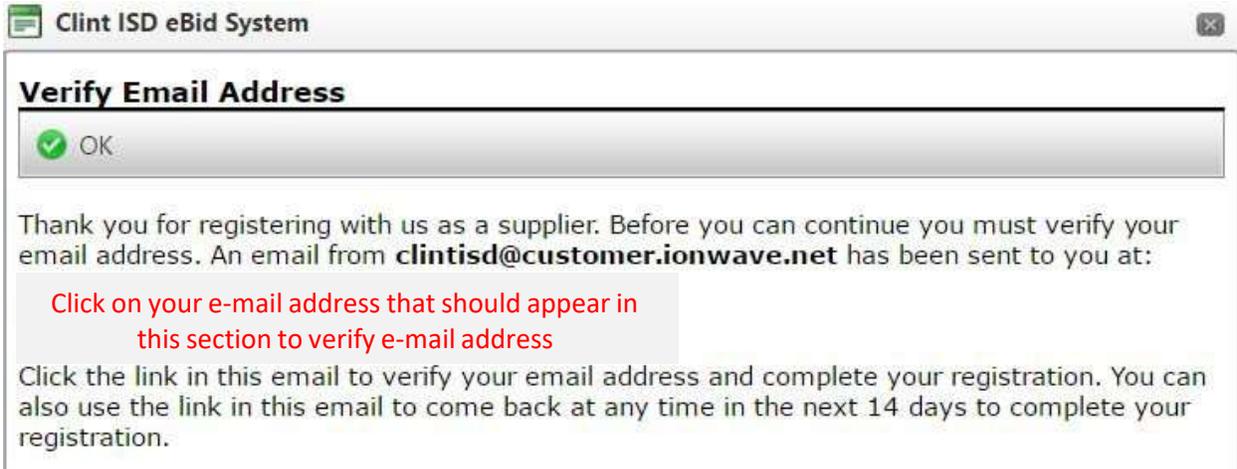
Toll Free () - - - - Ext. International

Fax () - - - - International

Contact Name

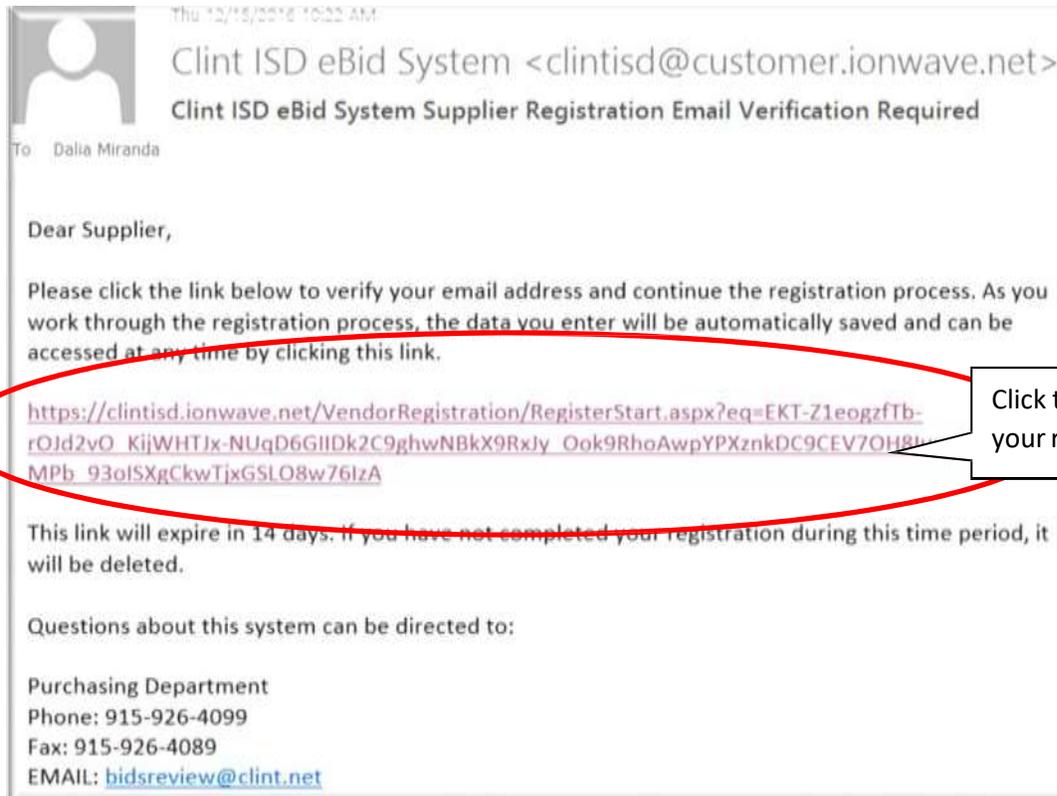
Email

6. You are not done yet you should have received the following message, You can verify your email by clicking your email address and continue competing your registration.



- a. If you did not verify your email as shown above, then log in to your email, you should have the email shown below and Click on the link to continue the registration:

(if you have a spam filter please check you your junk folder)



7. Enter information requested and click “Next”

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

Complete

Add Address → Next

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.

General/Corporate Address

Address	14521 horison el paso, TX 79928	Contact Name	
Phone	(915) 926-4099	Email	
Toll Free			
Fax			

Are you excluded from Federal Procurement Programs?

Go to the website below, Go to **SEARCH RECORDS** and do a Quick Search, type your Legal Organization Name/First and click **Search**, If your search results are **“no records found for current search”**, then the answer to the question should be **NO**. But if the result comes back showing the name search on the list and it shows yes on the result then, you should answer the question **YES**. (<https://www.sam.gov>)

8. Enter information requested and click “Next”

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes

Save and Next

* Annual Gross Sales -- Select --

* Excluded from Fed. Procurement or Nonprocurement -- Select --

* Number of Employees

* Business Type -- Select --

* Contractor 5B9 Contractor Employees, Subcontractor Employees, or Independent Contractor: IF Awarded, vendor certifies to Clint ISD that any representatives and/or employees who will be performing services on district property will have had a criminal history check before services begin and shall not have a criminal history which is objectionable to the District. Additionally vendor shall submit appropriate information to Clint et.seq., Texas Education Code regarding criminal history of its employee sub-contractors who will be providing the services on the companies be

Please read carefully before checking. (Check to verify that yes you fully understand the

9. Select the Commodity Codes, click on the + sign on each individual Title and select the applicable commodity codes, Click save and next.

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes

Complete

Save and Next Search

Commodities

- Building Maintenance and Materials
- Construction
 - Construction
 - Engineering Construction: Bridges, Dams, Pipelines, Waterworks, Underground, Utility
 - Horizontal Construction: Highway, Streets, Parking, Recreational and Athletic Fields, Runway
 - Marine Construction: Docks, Piers, Seawalls, Waterfront, Waterway
 - Vertical Construction: Buildings, Signs, Stadiums

10. Select any Special Classification that you participate with only if you currently hold an approved contract with them, if not press save and next.

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

Complete

Save and Next

Check any special business classifications that apply to your business. Classifications are subject to approval.

General Classifications

<input type="checkbox"/>	DIR - Department of Information Resources, http://www.dir.state.tx.us/store/faq/vendfaq.htm	My Company holds a current contract(s) awarded by DIR
<input type="checkbox"/>	Region 5 Educational Cooperative http://www.esc5.net	My Company holds a current contract(s) awarded by Educational Service Center Region 5
<input type="checkbox"/>	Region 17 Educational Cooperative http://www.esc17.net	My Company holds a current contract(s) awarded by educational Service Center Region 17
<input type="checkbox"/>	Region 19 Educational Cooperative http://www.esc19.net	My Company holds a current contract(s) awarded by Educational Service Center Region 19
<input type="checkbox"/>	HCDE Purchasing Cooperative, http://www.hcde-texas.org/default.aspx?name=PurchCoopHome	My Company holds a current contract(s) awarded by HCDE
<input type="checkbox"/>	H-GAC - Houston-Galveston Area Council, https://www.hgacbuy.org/	My Company holds a current contract(s) awarded by H-GAC
<input type="checkbox"/>	HUB - Historically Underutilized Businesses	HUB - Historically Underutilized Businesses
<input type="checkbox"/>	Purchasing Solutions Alliance www.psabuy.org	My Company holds a current contract(s) awarded by Purchasing Solutions Alliance

11. Review all information, click "edit", if something is incorrect, if all is correct click "Register Now" to finish the Registration

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

Complete

Register Now

You're almost done. Please review your information below. Please review info: To make corrections, click Edit or the appropriate tab. To complete registration, click Register Now.

Company Info [edit]

Company Information		User Information	
Company Name	Testing	User Name / Login	MARIA.SMITH
Company Description		First Name	Maria
Organization Type	Other - education	Last Name	Smith
Legal Name		Title	
Tax ID Number	125987456	Email	dalia.miranda@clint.net
DUNS		Office Phone	
Formation Date		Mobile Phone	
Formation State		Time Zone	Mountain Time
Website			

Addresses [edit]

General/Corporate Address

Address	14521 horizon el paso, TX 79928	Contact Name	
		Email	

If you need to edit, click the Edit button in each Section

12. You should have seen the following message if your registration was submitted correctly

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

Congratulations, you have successfully submitted your registration.

You will be notified via email once your registration has been reviewed.

[Return to Login](#)