



GUIDE FOR ONLINE REGISTRATION FOR VENDORS

Updated: September 2019

CONTENTS

NEW USERS: CREATING A B2GNOW ACCOUNT	3
Create B2Gnow Login	2
Register with Port San Antonio Once You've Established a B2Gnow Account.....	5

INTRODUCTION

Thank you very much for your interest in doing business with Port San Antonio.

As our organization advances our mission to redevelop a 1,900-acre technology campus, we encourage the participation of an array of businesses in various procurement opportunities, including in the areas of construction, professional/personal and general Services, and supplies and equipment.

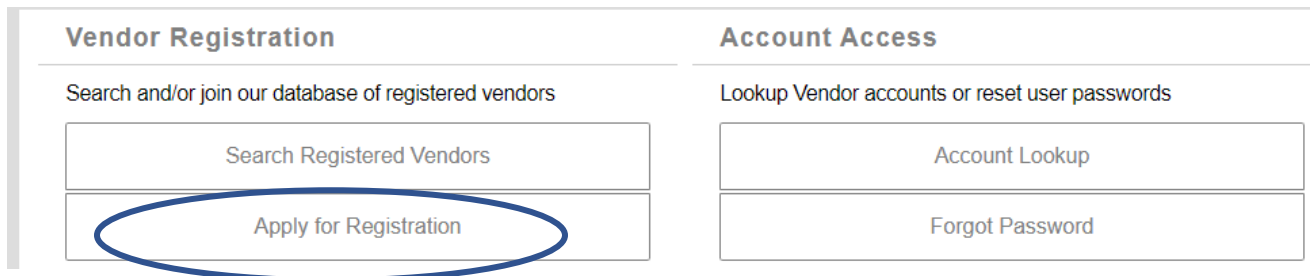
We require that all new vendors register electronically via the B2Gnow platform, as explained in the guide.

If you require any assistance registering online or have any questions about doing business with us, please don't hesitate to get in touch by calling 210-362-7871 or sending an email contractinginfo@portsanantonio.us.

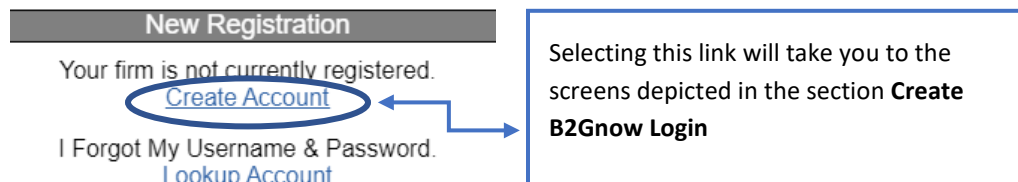
NEW USERS: CREATING A B2GNOW ACCOUNT

B2Gnow is a compliance software used nationally and by other public entities in San Antonio, including the City of San Antonio and Bexar County. It allows vendors to register online and for public entities to have access to an up-to-date database of vendors for the different types of goods and services they require. If you have never created a login for B2Gnow, follow the steps below:

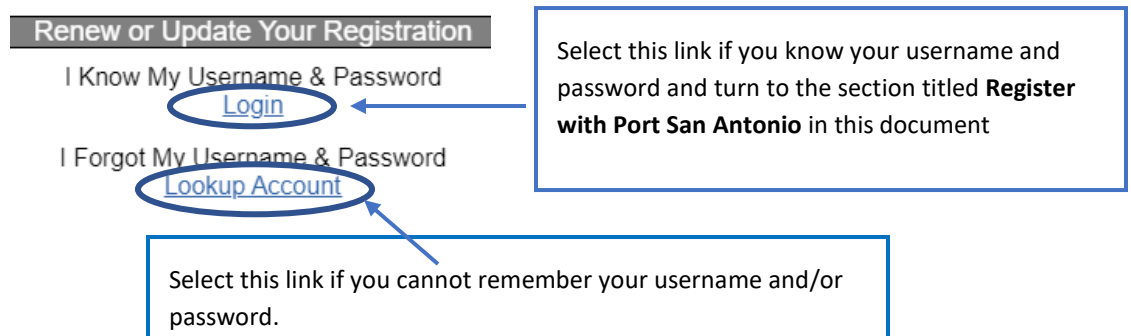
1. In your internet browser, go to the website <https://portsanantonio.smwbe.com/>
2. Select **Apply for Registration** under **Vendor Registration**



3. Select **New Registration** or **Renew or Update Your Registration**
 - a. **New Registration** – For first-time users select **Create Account** and proceed to the section **Create B2Gnow Login**




- b. **Renew or Update Your Registration** – Choose this option if you already have a B2Gnow login and proceed to the section titled **Register with Port San Antonio**



4. Enter your company name and select the Search function

Need help?

Some questions may be answered by watching a tutorial video:

- Change User Information 
- Request Username and Password 
- New User Request 

Search by Business Name or DBA

Tip: Try a few letters of the firm's name.

Search by Tax Identification Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

Search by Contact Person
First Name Last Name
Tip: Use the first letter. Tip: Try the first few letters.

Search by Contact Information
Email Phone Number Fax Number
Tip: Try part of the email.

A B2Gnow login can be searched in several ways; use one of these to locate your company's login

5. Select a name to view the username/email address

- If your name is listed:
 - Select a name and reset password if needed

TEST PORTSA
[» CONTACT PERSON](#) [Request New User For This Entity](#)

CONTACT PERSON

EMAIL	TESTPORTSAVENDOR@ GMAIL.COM
PHONE	210-362-7871
LOCATION	SAN ANTONIO, TX

This is your username

[Reset Password](#) [Request Contact Information Change](#)

Use this link to have a temporary password sent via email

- If your name is not listed:
 - Select **Request New User for This Entity**

TEST PORTSA
[» CONTACT PERSON](#) [Request New User For This Entity](#)

- ii. Fill out the required fields
 - 1. Tax ID Number
 - 2. User's Name (First and last name)
 - 3. Title
 - 4. Email
 - 5. Phone Number

Request New User

[Close](#)

Use this form to request a new user for your account.

Enter the user account information, your contact information, and any additional relevant details. Click the **Submit** button to send the message to Customer Support. The security of the system is important, and all requests are verified prior to any action being taken. We may need to request additional information to complete the process.

*** required entry**

Section 1: User Information	
Company/ Organization Name *	<input type="text" value="Test PortSA"/>
Tax ID Number *	<input type="text"/> Tax ID Number is used to verify the account.
User's Name *	First Name <input type="text"/> Last Name <input type="text"/>
Title *	<input type="text"/>
Email *	<input type="text"/>
Phone Number *	<input type="text"/> <input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/> <input type="text"/>
Notification	<input checked="" type="checkbox"/> Notify user of new account

- iii. Add any additional information if needed

Section 2: Your Message	
Additional Information	Note any additional information relevant to this request. <input type="text"/>

- iv. Select **Click here to copy fields from above** to automatically populate the from above
- v. Check the box **I acknowledge that I have the authority to request...**
- vi. Type your name and select **Submit**

Section 3: Your Information

[Click here to copy fields from above](#)

Your Name *
First Name Last Name

Your Email *

Your Phone Number *
 Ext.

Your Fax Number

I acknowledge that I have the authority to request this new user account on behalf of the organization.

Type your name:

NOTE: Our response to your support query will come from portsanantonio@smwbe.com. Please ensure you are able to receive email from this address.

Support Query Submitted

[Close](#)

Thank you for submitting a support query. It has been saved and added to the support queue. Your ticket number is **1799052**.

Customer Service will respond to the email address you provided on the form. Our response will come from portsanantonio@smwbe.com. Please ensure you are able to receive email from this address.

- vii. B2Gnow will send you an email if further information is needed.
- viii. After establishing a login, proceed to the section titled **Register with Port San Antonio**

Request New User [form] Inbox x

Port San Antonio Diversity Compliance and Registration System <portsanantonio@smwbe.com>

to me ▾

Request New User [form]

Contact 2,

Thank you for contacting support. In order to add a user account for you, we need to verify your status with your business.

State that you are authorized to act on behalf of the business with respect to the requirements of this system. Please provide the following information with your statement.

- a) Business Name
- b) Tax ID number
- c) Business Address
- d) Full Name
- e) Email address
- f) Phone and Fax (if applicable) numbers
- g) The reason you need access to this system

Regards,

Alexis
Customer Support

1. Enter your **Tax ID Number**

* required entry

Section 1: Business Lookup

TAX ID NUMBER * Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

2. In Section 2, enter the following information:

- a. **Business Name**
- b. **DBA Name (if applicable)**
- c. **Company Type**
- d. **Company Ethnicity (if applicable)**
- e. **Company Gender (if applicable)**

Section 2: Business Information

BUSINESS NAME *

DBA NAME

COMPANY TYPE *

COMPANY ETHNICITY

COMPANY GENDER

3. In Section 3, enter the following:
- a. **Main Company Email**
 - b. **Main Phone Number**
 - c. **Main Fax Number (if applicable)**
 - d. **Company Website (if applicable)**
 - e. **Company Address**
 - f. **City**
 - g. **State/Province**
 - h. **Zip Code**
 - i. **Country**

Section 3: Business Contact Information

MAIN COMPANY EMAIL *

MAIN PHONE *

MAIN FAX

COMPANY WEBSITE

COMPANY ADDRESS *

Enter a location

CITY *

STATE/PROVINCE *

U.S. States/Provinces Canadian Provinces

or

ZIP CODE/POSTAL CODE *

U.S. Zip Code Canadian Postal Code

or

COUNTRY *

4. In section 4, enter the following and select **Next**:

- a. **Name**
- b. **Title**
- c. **Email/Username**
- d. **Phone Number**
- e. **Fax Number**
- f. **Choose Password**
- g. **Retype Password**
- h. **Time Zone**

Section 4: Company Contact Person

NAME *	First name	Last name
	<input type="text"/>	<input type="text"/>
TITLE	<input type="text"/>	
EMAIL/USERNAME *	Copy from above <input type="text"/>	
PHONE NUMBER *	Copy from above <input type="text"/> <input type="text"/> Ext. <input type="text"/>	
FAX NUMBER	Copy from above <input type="text"/> <input type="text"/>	
CHOOSE PASSWORD *	<input type="text"/>	
	Password requirements: ▶ Must be at least 6 characters long	
RETYPE PASSWORD *	<input type="text"/>	
TIME ZONE *	US/Central ▼	

Next

1. In your internet browser, go to the website <https://portsanantonio.smwbe.com/>
2. Select the orange button **Log In**



[OUR MAIN SITE](#)

[CONTACT SUPPORT](#)

Diversity Compliance and Registration System



3. Enter your **Username** and **Password** and select **Login**

System Access Login

Username

[FORGOT USERNAME / ACCOUNT LOOKUP](#)

Password

[FORGOT PASSWORD](#)

Remember Username

Login

4. On the left hand-side select the link **View**

The screenshot shows the dashboard interface. On the left is a navigation menu with the following items: Home, View >> (circled in blue), Search >>, Message >>, Settings >>, Help & Support >>, and Logoff. Below the menu are links for 'Show All' and 'Hide All'. The main content area has a yellow header 'Dashboard' and a message: 'No information available for display in dashboard.' Below that is another yellow header 'Certification Center' with a warning icon and text: 'If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a req.](#)'

5. Under **View** select **My Questionnaires**



6. Select the link **New Questionnaire & Renewal**

Vendor Profile: Questionnaires



7. Under **Entity Information**, most of the information is automatically populated based on your B2Gnow login information. However, if no information is entered, enter in the following information:
 - a. Contact for this submission
 - b. Primary Company Email
 - c. Tax ID Number
 - d. Company Type
 - e. Mailing Address

Questionnaire: Edit Questionnaire

This application is for firms that wish to be recognized as a Vendor with Port San Antonio and listed in PSA's Vendor Registry. In order to submit your Vendor Registration, please note fields marked with documents listed below. **Note: Failure to provide the required information and documentation will result in a process delay and/or rejection of your registration.**

* required entry

Questionnaire	
Name	Port San Antonio Vendor Registration
Description	Vendor Registration form for firms interested in doing business with Port San Antonio.
Entity Information	
Contact for this submission *	Contact Person ▼ Select a contact person for this record; all notices will be sent to this person.
Primary Company Email *	testportsavendor@gmail.com
Tax ID Number *	(Federal Tax ID)
Company Type *	None selected ▼
Mailing Address *	Address 907 Billy Mitchell Blvd City San Antonio U.S. States/Provinces TX ▼ or Canadian Provinces U.S. Zip Code 78226 - or Canadian Postal Code Country United States ▼

8. In the section **Ownership Ethnicity/Race** select the appropriate response

Ownership Ethnicity/Race	
Please indicate the ethnicity/race of the primary owner.	<input type="checkbox"/> African-American <input type="checkbox"/> Asian-American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native-American <input type="checkbox"/> Other Please specify:

9. Under **Veteran Status** select if the owner is a veteran of the U.S. armed forces

Veteran Status	
Does the owner hold a veteran status within any branch of the U.S. armed forces? *	<input type="radio"/> Yes <input type="radio"/> No

10. In the section **Business Information** select the appropriate **Business Type** and **Primary Service**.

Business Information

Business Type *

Check all that apply.

- Contractor
- Consultant
- Supplier
- Manufacturer
- Trucking/Logistics
- Equipment Lease
- Other

Please specify:

Primary Service *

Check all that apply.

- Attorney/Law Firm
- Painting
- Architectural/Engineering
- Plumbing
- Electrical
- Printing
- Elevator
- Roofing
- Exterminator
- Security
- Fire Safety
- Signage
- General Contractor
- Snow Removal
- HVAC
- Trash
- Janitorial
- Utility
- Landscape
- Other

Please specify:

11. Select which certifications your company has obtained and upload a copy of the certification in the **Certification** section

Certifications

Does your firm hold any certifications? *

Check all that apply and attach supporting documents.

No, not applicable

Minority Business Enterprise (MBE)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the required document.	Download Form	Not Attached

Woman Business Enterprise (WBE)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the required document.	Download Form	Not Attached

Small Business Enterprise (SBE)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the required document.	Download Form	Not Attached

African-American Business Enterprise (AABE)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the required document.	Download Form	Not Attached

Asian-American Business Enterprise (ABE)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the required document.	Download Form	Not Attached

Disadvantaged Business Enterprise (DBE)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the required document.	Download Form	Not Attached

Service Disabled Veteran Business Enterprise (SDVBE)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the required document.	Download Form	Not Attached

Historically Underutilized Business (HUB)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate or Letter of Approval	Document is REQUIRED when option is selected - Attach a copy of the required document.	Download Form	Not Attached

12. Click the gray button **Add NAICS Codes**

NAICS Codes

Assigned NAICS Codes *

Click the **Add NAICS Codes** button to lookup and add commodity codes to the list that represent the products and/or services provide by the business.

Add NAICS Codes

No Codes Assigned

13. Search for the goods and/or services that your entity provides

Commodity Codes: Search

Search for codes by code number or keyword. Click **Browse Codes** to browse through the entire code list. If multiple code lists are available, you can change the selected list in the drop down list under the search box.

NAICS: North American Industry Classification System ▾

14. Select a code by selecting **Add** next to the NAICS codes

NAICS: North American Industry Classification System ▾

1 - 20 of 340 records displayed - Page 1 ▾ > [Next Page](#)

To sort, click column title.

Actions	Code Type	Code	Code Description
Add	NAICS	236210	Printing plant construction (More) [Size standard: \$36,500,000 annual revenues]
Add	NAICS	313310	Printing fabric grey goods (More) [Size standard: 1000 employees]
Add	NAICS	313310	Printing textile banners (except screen printing) (More) [Size standard: 1000 employees]
Add	NAICS	313310	Printing textile products (except apparel) (More) [Size standard: 1000 employees]
Add	NAICS	313310	Printing textile products (except screen and apparel printing) (More) [Size standard: 1000 employees]
Add	NAICS	313310	Screen printing fabric grey goods (More) [Size standard: 1000 employees]
Add	NAICS	313310	Screen printing fabric grey goods and textile products (except apparel) (More) [Size standard: 1000 employees]
Add	NAICS	314999	Banners made from purchased fabrics (except banner printing) (More) [Size standard: 500 employees]
Add	NAICS	322122	Groundwood paper products (e.g., publication and printing paper, tablet stock, wallpaper base) made in newsprint mills (More) [Size

15. Select **OK** to add the NAICS code

portsanantonio.smwbe.com says

Select code?

Click Return button when finished to return to record.

16. Repeat steps 13-15 to add multiple codes

17. Select **Return** to return to the Questionnaire

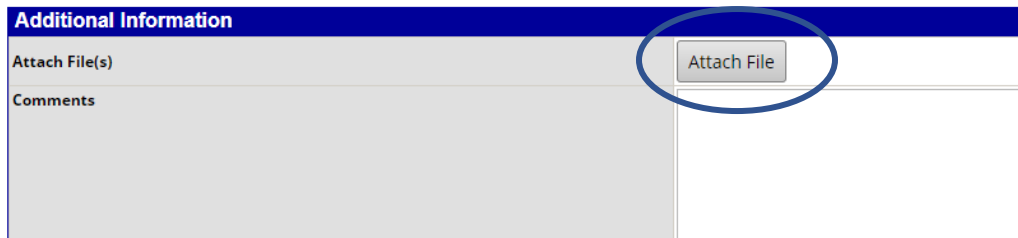
[Help & Tools](#) ✕

Under the search box. When finished, click **Return** to return to the record.

NAICS Codes	
Assigned NAICS Codes *	Click the Add NAICS Codes button to lookup and add commodity codes to the list that represent the products and/or services provide by the business.
<input type="button" value="Add NAICS Codes"/>	
NAICS 313310	Screen printing fabric grey goods and textile products (except apparel) (More)
NAICS 314999	Banners made from purchased fabrics (except banner printing) (More)
NAICS 3231	Printing and Related Support Activities (More)
	Delete Delete Delete

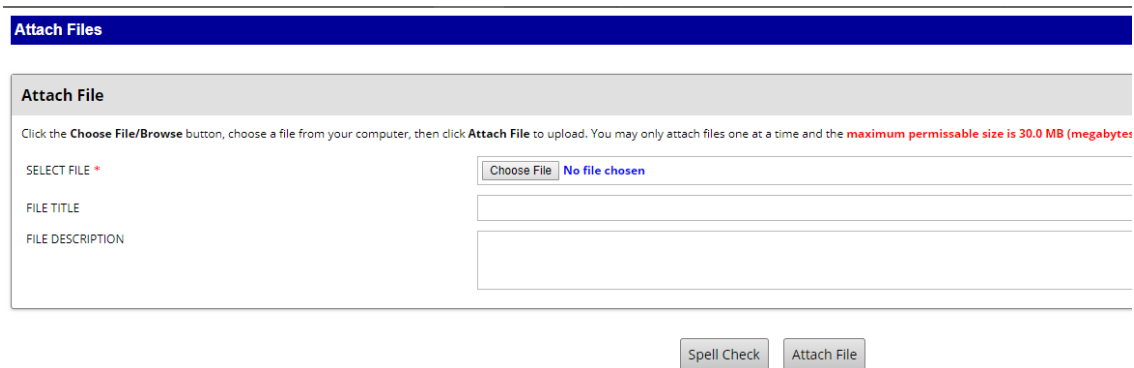
18. Under **Additional Information** you can add any documents such as a capability statement or other information you would like Port San Antonio to review

a. Select **Attach File**



The screenshot shows a form titled "Additional Information" with a blue header. Below the header, there are two sections: "Attach File(s)" and "Comments". In the "Attach File(s)" section, there is a button labeled "Attach File" which is circled in blue.

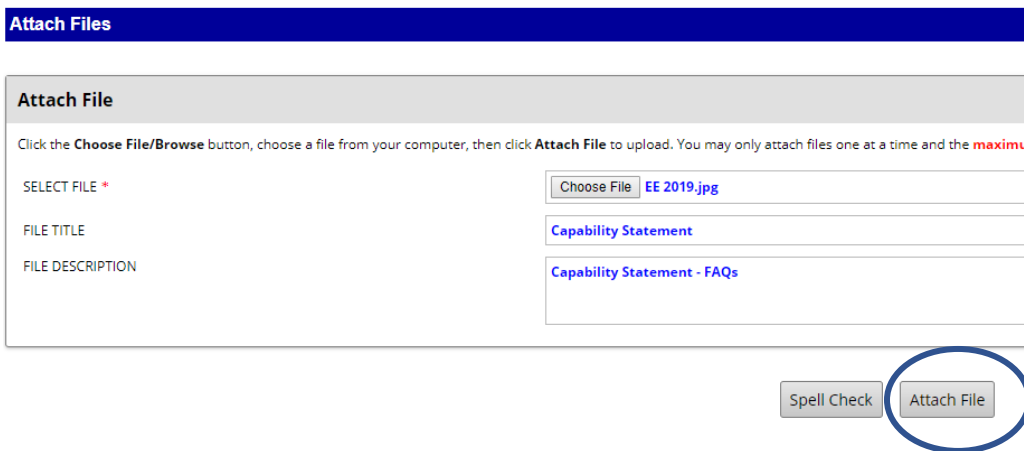
b. Click **Choose File**



The screenshot shows a form titled "Attach Files" with a blue header. Below the header, there is a section titled "Attach File" with a grey background. It contains instructions: "Click the **Choose File/Browse** button, choose a file from your computer, then click **Attach File** to upload. You may only attach files one at a time and the **maximum permissible size is 30.0 MB (megabytes)**". Below the instructions, there is a "SELECT FILE *" field with a "Choose File" button and the text "No file chosen". There are also fields for "FILE TITLE" and "FILE DESCRIPTION". At the bottom, there are "Spell Check" and "Attach File" buttons.

c. Select your files

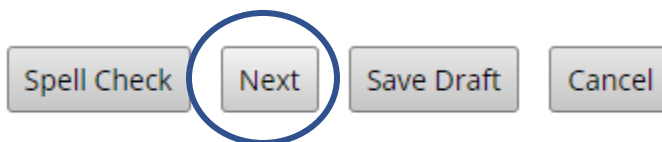
d. Select **Attach File**



The screenshot shows the same "Attach Files" form as in step b. In this step, a file named "EE 2019.jpg" has been selected, and the "FILE TITLE" field contains "Capability Statement" and the "FILE DESCRIPTION" field contains "Capability Statement - FAQs". The "Attach File" button at the bottom right is circled in blue.

e. Repeat as necessary for multiple files

19. Select **Next**



The screenshot shows four buttons: "Spell Check", "Next", "Save Draft", and "Cancel". The "Next" button is circled in blue.

20. Review the Questionnaire, if any required information is missing you will need to edit and answer the required questions.
21. In the **Signature** section fill out the following:
 - a. **Signature**
 - b. **Title**
 - c. **Organization**
 - d. **Today's Date**

Signature	
Signature * <small>(type your full, legal name)</small>	<input type="text"/>
Your Title *	<input type="text"/>
Your Organization *	Test PortSA
Today's Date *	4/17/2019 <small>(mm/dd/yyyy)</small>

I am submitting this form with information that I understand to be correct and accurate.

22. Check the box **I am submitting this form with information that I understand to be correct and accurate** and select **Submit**

My signature verifies that I have read the above and the business classification(s) I have selected are true and correct and that I will advise immediately if our classification(s) should change.

Signature	
Signature * <small>(type your full, legal name)</small>	Ashley Ramirez
Your Title *	President
Your Organization *	Test PortSA
Today's Date *	4/17/2019 <small>(mm/dd/yyyy)</small>

I am submitting this form with information that I understand to be correct and accurate.

23. After submitting you can view the questionnaire

Questionnaire: Submitted

[General](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#) | [Certifications](#) | [Workforce Comp/EEO](#) | [Questionnaires](#)

Test PortSA

Your Vendor Registration has been submitted to Port San Antonio for review. You should receive an email confirmation of your submission within minutes and a further notice once the review is complete. You may be contacted for more information and/or references, if needed.

24. If there is no other information needed, the questionnaire will be accepted automatically and you will receive an email confirming your registration. Registration is valid for two (2) years.

Questionnaire	
TYPE	Port San Antonio Vendor Registration
DESCRIPTION	Vendor Registration form for firms interested in doing business with Port San Antonio.
DATE SUBMITTED	4/17/2019
STATUS	Auto-accepted
REVIEW COMMENTS	
EXPIRATION DATE	4/16/2021

PSA: Vendor Registration Confirmation Inbox x

Port San Antonio <portsanantonio@smwbe.com>
to me ▾

Dear Contact:

Thank you for registering and submitting your Vendor Registration application. Port San Antonio appreciates the opportunity to conduct business with a variety of vendors and suppliers.

Form Name: Port San Antonio Vendor Registration
Business: Test PortSA
Contact: Contact Person
Submission Date: April 17, 2019

Upon review and approval of the information, you will receive a confirmation notice.

If you have any questions please email us at portsanantonio@smwbe.com.

Port San Antonio
907 Billy Mitchell Blvd.
San Antonio, TX 78226-1802
<https://portsanantonio.smwbe.com>

Thank you again for registering as a vendor with Port San Antonio.