GUIDE FOR ONLINE REGISTRATION FOR VENDORS

Updated: September 2019

CONTENTS

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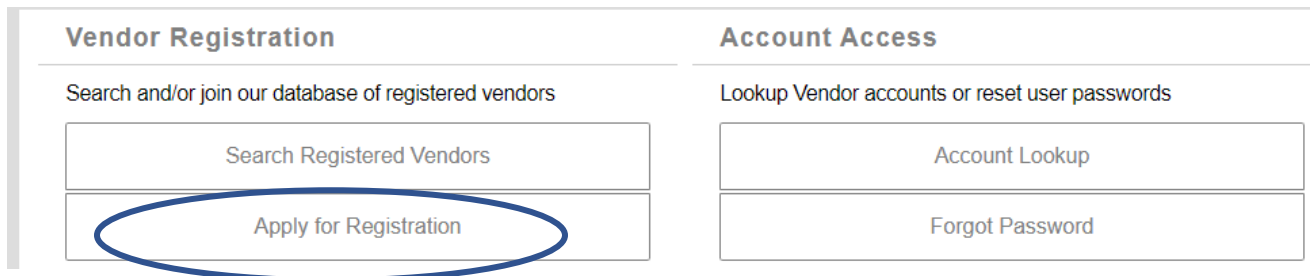
We require that all new vendors register electronically via the B2Gnow platform, as explained in the guide.

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.
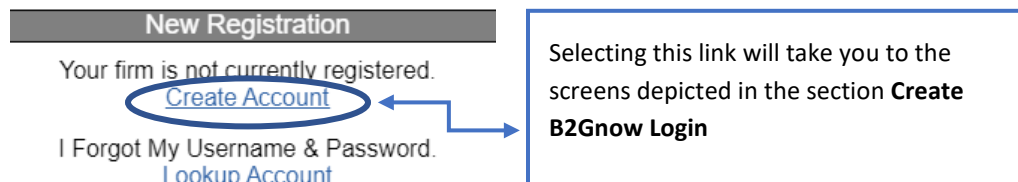
B2Gnow is a compliance software used nationally and by other public entities in San Antonio, including the City of San Antonio and Bexar County. It allows vendors to register online and for public entities to have access to an up-to-data database of vendors for the different types of goods and services they require. If you have never created a login for B2Gnow, follow the steps below:
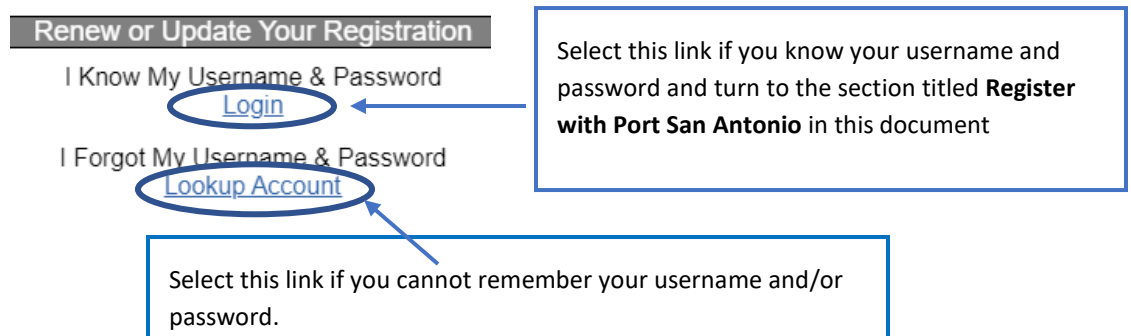
1. In your internet browser, go to the website https://portsanantonio.smwbe.com/
2. Select **Apply for Registration** under **Vendor Registration**

Vendor Registration
Search and/or join our database of registered vendors

Search Registered Vendors

Apply for Registration

Account Access
Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password

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**

New Registration
Your firm is not currently registered.
Create Account
I Forgot My Username & Password.
Lookup Account

Selecting this link will take you to the screens depicted in 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**

Renew or Update Your Registration
I Know My Username & Password
Login
I Forgot My Username & Password
Lookup Account

Select this link if you know your username and password and turn to the section titled **Register with Port San Antonio** in this document

Select this link if you cannot remember your username and/or password.

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 🗐
- New User Request 🗐
- Request Username and Password 🗐

Search by Business Name or DBA

Test PortSA

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.

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

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.

5. Select a name to view the username/email address
   a. If your name is listed:
      i. 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

   b. If your name is not listed:
      i. 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

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 *	Test PortSA	
Tax ID Number *		Tax ID Number is used to verify the account.
User's Name *	First Name	Last Name
Title *		
Email *		
Phone Number *		Ext.
Fax Number		
Notification	☑ 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.

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**

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**

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.

   [   ]   Lookup

   (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 *   None selected   ▼

   COMPANY ETHNICITY   None selected   ▼

   COMPANY GENDER   None selected   ▼

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 *
United States   ▼

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

	First name	Last name
NAME *		

TITLE

Copy from above
EMAIL/USERNAME *

Copy from above
PHONE NUMBER *   Ext.

Copy from above
FAX NUMBER

CHOOSE PASSWORD *

Password requirements:
▷ **Must be at least 6 characters long**

RETYPE PASSWORD *

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**

PORT SAN ANTONIO

OUR MAIN SITE   (?) CONTACT SUPPORT

Diversity Compliance and Registration System

Log In

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**

PORT SAN ANTONIO

Dashboard

No information available
for display in dashboard.

← → ↻ 🖨

Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

Show All   Hide All

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, submit a requ

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

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

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 wit 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 Canadian Provinces TX ▼ or ▼ U.S. Zip Code Canadian Postal Code 78226 - or 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.	☐ African-American ☐ Asian-American ☐ Caucasian ☐ Hispanic ☐ Native-American ☐ 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? *	○ Yes ○ 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.		ⓘ 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.		ⓘ 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.		ⓘ 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.		ⓘ 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.		ⓘ 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.		ⓘ 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.		ⓘ 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.		ⓘ 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

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

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

16. Repeat steps 13-15 to add multiple codes
17. Select **Return** to return to the Questionnaire

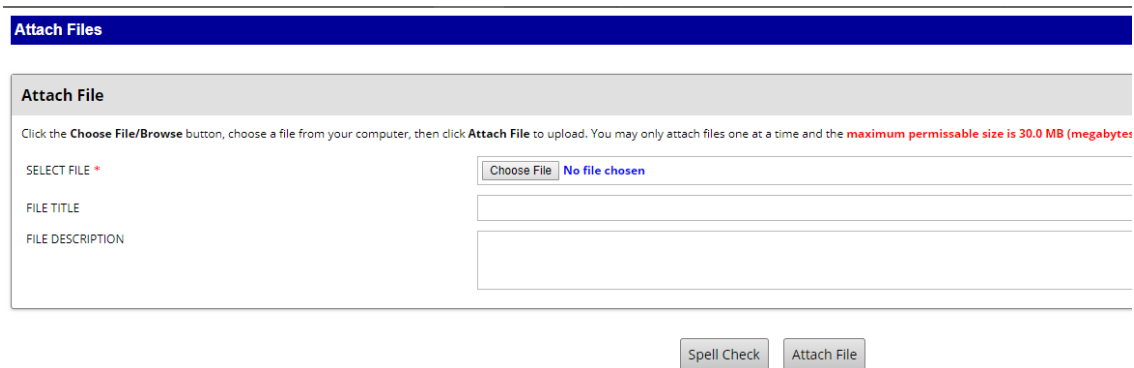18. Under **Additional Information** you can add any documents such as a capability statement or other information you would like Port San Antonio to review
    a. Select **Attach File**

Additional Information

Attach File(s)   Attach File

Comments
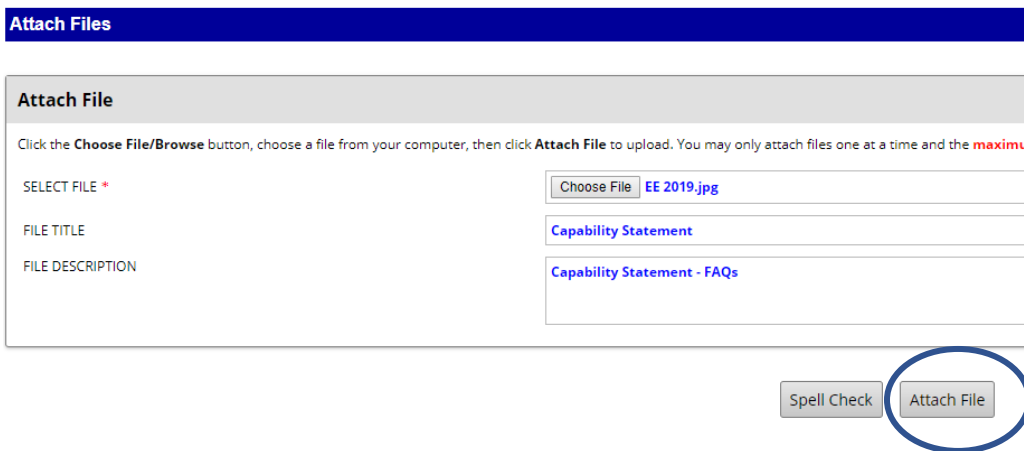
    b. Click **Choose File**

Attach Files

Attach File

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 permissable size is 30.0 MB (megabytes**

SELECT FILE *   Choose File No file chosen

FILE TITLE

FILE DESCRIPTION

Spell Check   Attach File
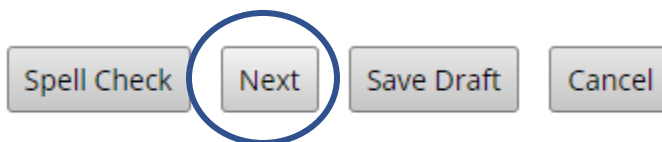
    c. Select your files
    d. Select **Attach File**

Attach Files

Attach File

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 **maximun**

SELECT FILE *   Choose File EE 2019.jpg

FILE TITLE   Capability Statement

FILE DESCRIPTION   Capability Statement - FAQs

Spell Check   Attach File

    e. Repeat as necessary for multiple files
19. Select **Next**

Spell Check   Next   Save Draft   Cancel

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**

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

23. After submitting you can view the questionnaire

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.