



Introducing Online Registration - Vendor Bulletin

February 9, 2016

Objective: Introduction to Online Vendor Registration for Port San Antonio

Dear Vendor:

Effective February 10, 2016, Port San Antonio will change its vendor registration application process. This new process will allow vendors to register with Port San Antonio electronically and simultaneously become marketable to prime firms searching for vendors to participate in contract work. Any new vendor registration applications must be submitted electronically in order to be registered with Port San Antonio.

We sincerely appreciate your cooperation in registering electronically even if you have a current registration with Port San Antonio so that you are added to our online directory. This will also ensure Port San Antonio has the most up-to-date information for your firm.

Step 1 - in submitting your application to register with Port San Antonio is to request a temporary password from the system. You can follow the following link: <https://portsanantonio.smwbe.com> and click on the "Register as a Vendor" link for additional information.

Step 2 - Once you have your temporary password, you can go directly into the system. First, change your temporary password for security purposes;

Step 3 - Then follow the instruction guide to complete your application.

Step 4 - After you have finished navigating the system, and if you have further questions, individuals may register to attend one of the training classes.

B2Gnow, the program purchased by Port San Antonio, conducts vendor registration training classes twice a month. You may RSVP for the training by clicking on the Training & Events link on the Port San Antonio portal and viewing the Vendor Registration & Questionnaire – Vendor Training. **Seating is limited, we encourage you to register early.**

For more information regarding this program, please send an email inquiry to Port San Antonio's Diversity Program Office at: smwbe@portsanantonio.us

Thank you for your attention in this matter.

