



## La Joya Independent School District e-Bidding Website Vendor Registration Guide

Welcome! Thank you for taking the time to register with La Joya Independent School District. In order to receive notifications for bid opportunities through La Joya I.S.D., vendors must be registered using this e-Bidding website. Vendors can register by accessing the Supplier Registration login screen <https://lajoyaisd.ionwave.net>.



 **La Joya**  
INDEPENDENT SCHOOL DISTRICT

**Welcome to La Joya ISD Bids and Contracts**

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**Need to register?**  
[Supplier Registration](#)

User Name:

Password:

[Forgot your User Name/Password?](#)

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[Awarded Bid Information](#)  
[Approved Suppliers](#)  
[Contracts](#)

[Current Bid Opportunities](#)  
[Closed Bid Opportunities](#)

To continue the registration process, ACCEPT SYSTEM'S TERMS AND CONDITIONS set forth by La Joya I.S.D. or CANCEL REGISTRATION.



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**Terms and Conditions (Step 1 of 7)**

La Joya Independent School District, herein after referred to as District Web Site (Online Sourcing) Application Terms and Conditions of Access and Use

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

In order to use this site, your browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit the "Browser Requirements" link located on the login page for a complete listing of recommended and supported internet browsers.

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software when accessing and using this site.

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


Use of Spam Filters: User agrees to enable the delivery and acceptance of all

[Printer-Friendly Version](#)

[Cancel Registration](#)

[Accept Terms & Conditions](#)

**Trade name registration:** You must register a trade name, or “doing business as” name, for: a sole proprietor or partnership using a name other than the full legal name of the owner, corporation, limited partnership, or limited liability company operating under a name other than the name registered with the Office of the Secretary of State. Indicate legal name if different from Trade Name (dba) - **Required Field**. Select NEXT to continue.

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**Company Information (Step 2 of 7)**

*\* indicates a required field*

Company Information	
* Trade Name (dba)	Showers Educational
Legal Name (if different)	April Showers
Organization Type	Sole Proprietor
* Tax ID (EIN or SSN)	55555555
State of Incorporation	Texas
Toll Free Telephone Number	800-555-5555
Formation/Incorporation Date	04/2012
Website	www.aprilshowers.com
DUNS #	123456789
Company Description	Educational Materials and Supplies
* Business Type	Educational
Annual Gross Sales	Less than \$500,000
Excluded from Federal Procurement or Nonprocurement Programs?	No
Years in Business	2
Number of Employees	5

Select organization type, then select NEXT to continue.

 **La Joya**  
INDEPENDENT SCHOOL DISTRICT

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**Company Information (Step 2 of 7)**  
*\* indicates a required field*

**Company Information**

* Trade Name (dba)	Showers Educational
Legal Name (if different)	[Select Type]
Organization Type	Sole Proprietor
* Tax ID (EIN or SSN)	Partnership
State of Incorporation	Limited Liability Company
Toll Free Telephone Number	Limited Liability Partnership
Formation/Incorporation Date	Corporation
Website	Government Entity
DUNS #	Non-Profit
Company Description	Joint Venture
* Business Type	Foreign Entity
Annual Gross Sales	Other
Excluded from Federal Procurement or Nonprocurement Programs?	123456789
Years in Business	Educational Materials and Supplies
Number of Employees	Educational
	Less than \$500,000
	No
	2
	5

Previous      Cancel Registration      Next

Enter the Tax ID (EIN or SSN) - A unique identification **number** that is assigned to a business entity so that they can easily be identified by the Internal Revenue Service. The Employer Identification **Number** is commonly used by employers for the purpose of reporting taxes - **Required Field**. Select NEXT to continue.

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**Company Information (Step 2 of 7)**

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Indicate the State of Incorporation ( Texas, Oklahoma, Florida, etc.), toll-free number, if available and date of incorporation, along with a world-wide web address if applicable. Select NEXT to continue.

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**Company Information (Step 2 of 7)**

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Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. Select NEXT to continue.

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**Company Information (Step 2 of 7)**

*\* indicates a required field*

**Company Information**

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Organization Type	Sole Proprietor
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Enter a brief description of the company's operations and select Business type - **Required Field**. Select the Annual Gross Sales - total revenues from sales of products before deductions.


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**Company Information (Step 2 of 7)**  
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Company Information	
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Organization Type	Sole Proprietor
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Previous      Cancel Registration      Next





Indicate if you or your business have been declared ineligible to receive Federal contracts due to a violation of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended 29 U.S.C. Section 793; and/or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. Section 4212. Select NEXT to continue.

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**Company Information (Step 2 of 7)**  
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**Company Information**

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Indicate years in business and number of employees. Select NEXT to continue.

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**Company Information (Step 2 of 7)**  
*\* indicates a required field*

**Company Information**

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Annual Gross Sales	Less than \$500,000
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Years in Business	2
Number of Employees	5

Please complete the required address information fields. Select next to continue.

 <b>La Joya</b> INDEPENDENT SCHOOL DISTRICT				
<b>Address Information (Step 3 of 7)</b>				
<i>* Indicates a required field</i>				
<b>Primary Address (Required)</b>				
* Contact Name	<input type="text"/>			
* Address	<input type="text"/>			
* City	<input type="text"/>			
State/Province	Texas <input type="text"/>			
* Zip/Postal Code	<input type="text"/>			
* Country	United States of America <input type="text"/>			
* Phone	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			
<b>Remittance Address (Required)</b>				
Same as Primary Address				
* Contact Name	<input type="text"/>			
* Address	<input type="text"/>			
* City	<input type="text"/>			
State/Province	Texas <input type="text"/>			
* Zip/Postal Code	<input type="text"/>			
* Country	United States of America <input type="text"/>			
* Phone	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			
<b>Correspondence Address (Optional)</b>				
Same as Primary Address				
* Contact Name	<input type="text"/>			
* Address	<input type="text"/>			
* City	<input type="text"/>			
State/Province	Texas <input type="text"/>			
* Zip/Postal Code	<input type="text"/>			
* Country	United States of America <input type="text"/>			
* Phone	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			
<input type="button" value="Previous"/>	<input type="button" value="Cancel Registration"/>			<input type="button" value="Next"/>

Please select Special Classification – if applicable. Select NEXT to continue.



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**Vendor Classification (Step 4 of 7)**

*\* indicates a required field*

**Special Classifications**

Special Classifications

- Minority Business Enterprise  
Firms meeting the criteria of either of North Central Texas Regional Certificatoin Agency (NCTRCA) or Texas TBPC HUBS Program.
- Small Business Enterprise  
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Women Owned Business  
Firms meeting the criteria of either of North Central Texas Regional Certificatoin Agency (NCTRCA) or Texas TBPC HUBS Program.

Previous

Cancel Registration

Next

Select commodity codes applicable to your business by selecting ([Add or Remove Selections](#)). Select NEXT to continue.



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**Vendor Commodities (Step 5 of 7)**

*\* indicates a required field*

**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

## Select commodities and **save** your selections.

Commodity Select - Windows Internet Explorer

https://ajoyaisdtest.ionwave.net/commodity/Desktop.aspx?vcid=81&field=Commodities&value=

[Search]

[Expand All] [Collapse All]

Commodities

- [Select] Air Conditioning, Heating and Ventilating Supplies and Equipment - 03106
- [Select] Air Quality Testing - 92615
- [Select] Appliances (refrigerator, microwave, washer, dryer, etc.) - 04506
- [Select] Architect Services - 90607
- [Select] Athletics: Baseball - 80524
- [Select] Athletics: Basketball - 80530
- [Select] Athletics: Cross Country - 80581
- [Select] Athletics: Football - 80548
- [Select] Athletics: Football Helmet Reconditioning - 93111
- [Select] Athletics: Golf - 80554
- [Select] Athletics: Soccer - 80566
- [Select] Athletics: Softball - 80569
- [Select] Athletics: Special Olympics - 47078
- [Select] Athletics: Swimming - 80575
- [Select] Athletics: Track - 80581
- [Select] Athletics: Trainer's Supplies and Equipment - 96208
- [Select] Athletics: Volleyball - 80590
- [Select] Athletics: Wrestling - 80542
- [Select] Auctioneer Services - 96209
- [Select] Audiovisual Equipment & Supplies - 84014
- [Select] Auditing Services - 94620

[Save Selections]

**Selected Commodities:**

- [Delete] Awards and Incentives (trophies, ribbons, plaques, shirts, custom-imprints, etc.) - 08078
- [Delete] Fine Arts Performance Groups (for custom-made costumes, uniforms, instruments, supplies, equipment, materials & seamstress services for Marching Orchestra, Conjunto, Estudiantina, Folklorico, Drill Team, Cheerleading, Dance, Drama, Choir and Career & Technical Departments) - 20027
- [Delete] Stages, Theater (hardware supplies, lighting, etc.) - 85581

[Save Selections]

Complete required user information. Additionally, please note e-mail information.



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**User Information (Step 6 of 7)**

*\* indicates a required field*

**Primary User Information**

Prefix	[Select Prefix] v			
* 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	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"/>
* User Name	<input type="text"/>			
* Password	<input type="password"/>			
* Password Confirm	<input type="password"/>			
* Time Zone	[Select Time Zone] v			
Previous		Cancel Registration		Next

Changes can be made using the “Edit” tab located on the upper right corner.

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**Review and Submit (Step 7 of 7)**

**Company Information** [\[Edit\]](#)

Trade Name (dba)	Showers Educational
Legal Name (if different)	April Showers
Organization Type	Sole Proprietor
Tax ID (EIN or SSN)	*****
State of Incorporation	Texas
Toll Free Telephone Number	800-555-5555
Formation/Incorporation Date	04/2012
Website	www.aprilshowers.com
DUNS #	123456789
Company Description	Educational Materials and Supplies
Business Type	Educational
Annual Gross Sales	Less than \$500,000
Excluded from Federal Procurement or Nonprocurement Programs?	No
Years in Business	2
Number of Employees	5

**Primary Address** [\[Edit\]](#)

Contact Name	April Showers
Address	12345 Summerfield
City	Flowers
State/Province	TX
Zip/Postal Code	78560
Country	USA
Phone	1 (956) 555 5555
Fax	1 (956) 555 5555
Email	ibourbois@lajoyaisd.net

**Remittance Address** [\[Edit\]](#)

Contact Name	April Showers
Address	12345 Summerfield
City	Flowers
State/Province	TX
Zip/Postal Code	78560
Country	USA
Phone	1 (956) 555 5555
Fax	1 (956) 555 5555
Email	ibourbois@lajoyaisd.net



Once information has been reviewed, click “Submit Registration”.

Correspondence Address		[Edit]
Contact Name		
Address		
City		
State/Province	TX	
Zip/Postal Code		
Country	USA	
Phone	1	
Fax	1	
Email		
Special Classifications		[Edit]
Special Classifications		
Commodity Codes		[Edit]
Commodities	Awards and Incentives (trophies, ribbons, plaques, shirts, custom-imprints, etc.) - 08078 Fine Arts Performance Groups (for custom-made costumes, uniforms, instruments, supplies, equipment, materials & seamstress services for Mariachi, Orchestra, Conjunto, Estudiantina, Folklorico, Drill Team, Cheerleading, Dance, Drama, Choir and Career & Technical Departments) - 20027 Stages, Theater (hardware supplies, lighting, etc.) - 85581	
Primary User Information		[Edit]
Prefix		
First Name	April	
Middle Name		
Last Name	Showers	
Title	Owner	
Email	i.bourbois@iajoyaisd.net	
Phone	1 (956) 555-5555	
Fax	1 (956) 555-5555	
User Name	ashowers	
Password	*****	
Time Zone	Central Time (Observes Daylight Savings Time)	
<a href="#">Previous</a>	<a href="#">Cancel Registration</a>	<a href="#">Submit Registration</a>