



# How to Register with VIA Metropolitan Transit

Diversity Compliance Reporting System (DCRS)







# How to Register with VIA Metropolitan Transit

VIA Metropolitan Transit (VIA) uses a web-based software system (provided by B2Gnow) for advertising and posting solicitations. Registered vendors can download Invitation for Bids (IFB), Request for Proposals (RFP), vendor lists, and other related documents. Vendors can also download a list of certified and non-certified vendors registered with VIA. Registration is a two-step process if you do not have an account with B2Gnow. You will first need to create an account with B2Gnow, and then complete the VIA Vendor Application.

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## **QUESTIONS?**

For assistance with registration please contact the following staff:

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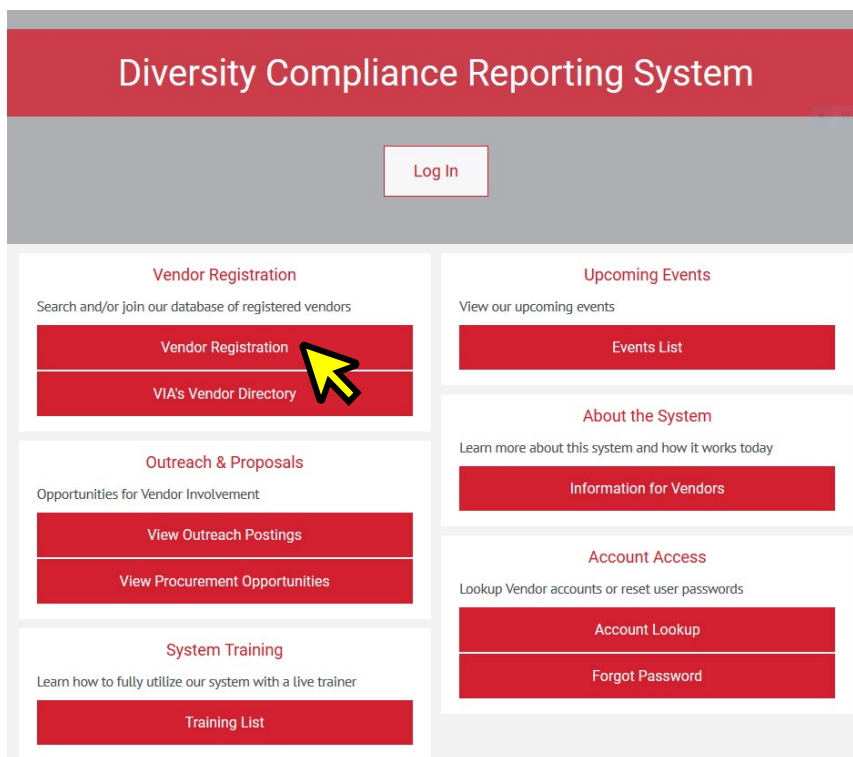
# Register with B2Gnow

Do you have a B2Gnow Login?

Many agencies across the country use B2Gnow, including Bexar County, City of San Antonio and Brooks City Base. **NOTE:** If you have never created an account with B2Gnow begin with **STEP 1**. If you already have an account with the system and need to register with VIA, skip to page 3 and begin with **STEP 2**.

## STEP 1:

1. Go to the following web address: <https://VIA.diversitycompliance.com>
2. Select **Vendor Registration** on the first column.



3. Under “Start a NEW VIA Vendor Registration” select **Create Account**.

**Register as a VIA Vendor**

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Thank you for your interest in doing business with VIA Metropolitan Transit (VIA)! You are about to complete the online vendor registration process with VIA. By using our Contract Compliance Reporting System, the process is quick and easy.

The first step to registering with VIA is creating an account, upon creating your account you will automatically be logged into the system and directed to complete our vendor application.

Benefits of completing our vendor application and registering as a vendor with VIA include, the ability to receive notifications of upcoming procurement opportunities, along with the ability to view procurement opportunities on a regular basis.

The vendor information captured will allow VIA to report the amount of subcontracting activity with all firms that offer the commodities and services used by VIA.

If your firm has an existing account or if you are unsure if you have an existing account in the system, please select one of the applicable options below, follow the system steps to create an account, obtain your account information and login to your account to complete the vendor application.

**Start a NEW VIA Vendor Registration**

Your firm does not have an account, is not currently registered, and you want to create an account to start the registration process.

[Create Account](#)

You can't remember your username or password

[Lookup Account](#)

#### 4. Complete sections one through four, then select **Next**.

**Create an Account**

The registration process with VIA involves 2 steps:

- Step 1: Create an account in our system.
- Step 2: Login to your account and electronically submit a Vendor Application.

Please fill in the information below. It only takes a few minutes to create an account. You will then automatically be logged into your new account. Once logged in, complete the Vendor Application.

**Important Note:** If you received any form of notice from VIA regarding this system, an account may have been pre-configured for you. If you are unsure please [look up your firm to see if an account already exists](#). You can also check with [Customer Service](#) before proceeding to check for an existing account.

If you have questions about this account set up process or need more information, please contact [Customer Service](#).

\* 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)

### Section 2: Business Information

BUSINESS NAME \*

DBA NAME

COMPANY TYPE \* None selected

COMPANY ETHNICITY None selected

COMPANY GENDER None selected

### Section 3: Business Contact Information

MAIN COMPANY EMAIL \*

MAIN PHONE \*

MAIN FAX

COMPANY WEBSITE

COMPANY ADDRESS \*  Line 1  
 Line 2  
 Line 3

CITY \*

STATE/PROVINCE \* U.S. States/Provinces  or Canadian Provinces

ZIP CODE/POSTAL CODE \* U.S. Zip Code  or Canadian Postal Code

COUNTRY \* United States

### Section 4: Company Contact Person

NAME \* First name  Last name

TITLE

EMAIL/USERNAME \* [Copy from above](#)

PHONE NUMBER \* [Copy from above](#)   Ext.

FAX NUMBER [Copy from above](#)

CHOOSE PASSWORD \*

RETYPES PASSWORD \*

TIME ZONE \* US/Central

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

**Note:** The name and email address listed in **Section 4** will be the contact person for outreach, solicitations, and contracts sent by VIA. Other points of contact may be added after registration.

5. Review your information and edit if necessary.
6. Check the box ☒ **I would like to create an account in this system** then select **Next**.
7. You will receive an email from **VIA's Office of Diversity & Federal Compliance** that you have successfully created an account with B2Gnow. **Check junk/spam folder for confirmation email.**

# Register with VIA

How to complete VIA's Vendor Application

## STEP 2:

1. On the left-hand side select **View** then select **My Registrations**.

The screenshot shows the VIA dashboard interface. On the left-hand side, there is a navigation menu with the following items: Home, View >>, My Alerts, My Certifications, My Contracts, My Contract Audits, My Workforce Audits, My Concessions, My Concession Audits, My Utilization Plans, My Outreach, My Events, My Registrations, My Bid Solicitations, My Messages, My Prevailing Wage, and Search >>. The 'View >>' and 'My Registrations' items are highlighted with yellow arrows. The main content area is divided into three sections: 'Dashboard' (displaying records assigned to 'your company'), 'Key Actions' (with links for 'Start/Renew Vendor Application' and 'Take a Training Class'), and 'Alerts' (showing 'No Activated Alerts. View Pending Alerts.'). The 'System News' section contains a 'Special Features for Vendors' announcement and a 'Wish List' link. The 'Certification Center' section at the bottom provides information about submitting a request for active certifications.

2. Click on the **New Vendor Application & Renewal**.

### Vendor Profile: Vendor Applications

The screenshot shows the 'Vendor Profile: Vendor Applications' page. At the top, there is a horizontal navigation bar with the following tabs: General, Public Profile, Users, Commodity Codes, Contacts, Employees, Certifications, Contracts, Workforce Comp/EEO, and Registrations. Below the navigation bar, there is a section titled 'VIA Test'. At the bottom of the page, there is a button labeled 'New Vendor Application & Renewal', which is highlighted with a yellow arrow.

3. Complete all sections of the **Vendor Application** including **Entity Information**, **Business Information**, **Ownership**, **Certification**, **Business Standing**, **Principal Financial Institution**, and **Referrals**. You must provide information for sections with a red asterisk (\*).



4. Click on **Add Commodity Codes**, select **NAICS: North American Industry Classification System** from the drop-down menu, enter your code(s) and select **Search**. Repeat this action until you have selected all your applicable codes, then select **Return** to take you back to the application.

**Commodity Codes**

Assigned Commodity Codes \*

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

**Add Commodity Codes**

No Codes Assigned

**NOTE:** If you do not know your NAICS code(s), you can select **Browse Codes** to view the code descriptions.

**Commodity Codes: Search**

[Help & Tools](#)

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.

**Search**

NAICS: North American Industry Classification System

**Browse Codes** **Return**

**Commodity Codes: Search**

[Help & Tools](#)

Click any **Add** link to select a code. You can also search again, sort the list, or 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. When finished, click **Return** to return to the record.

237310 **Search**

NAICS: North American Industry Classification System

**Browse Codes** **Return**

1 - 20 of 39 records displayed - Page 1 > [Next Page](#)

To sort, click column title.

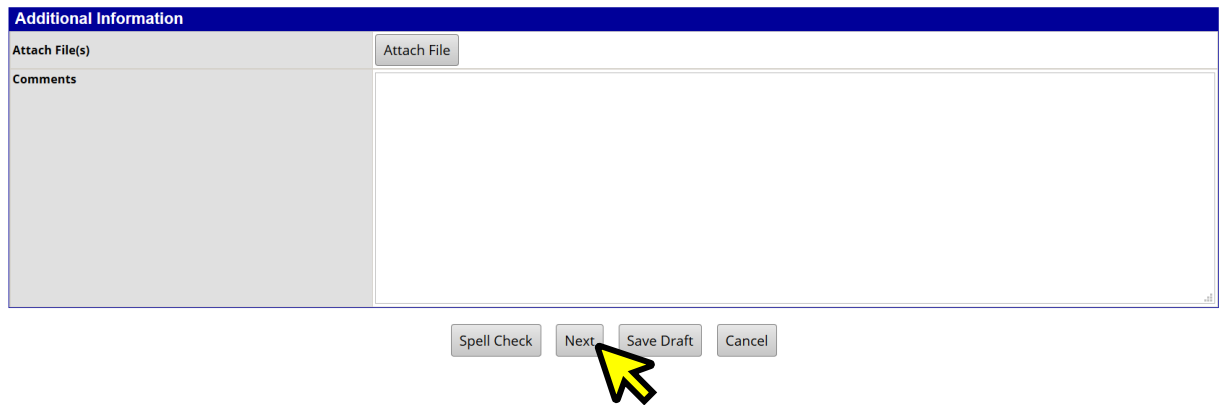
Actions	Code Type	Code	Code Description
<a href="#">Add</a>	NAICS	237310	Abutment construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Airport runway construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Airport runway line painting (e.g., striping) ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Asphalt paving (i.e., highway, road, street, public sidewalk) ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Bridge approach construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Bridge construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Bridge decking construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Causeway construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Concrete paving (i.e., highway, road, street, public sidewalk) ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Construction management, highway, road, street and bridge ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Culverts, highway, road and street, construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Curbs and street gutters, highway, road and street, construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Elevated highway construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Grading, highway, road, street and airport runway ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Guardrail construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Highway construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Highway line painting ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Highway, Street, and Bridge Construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Logging road construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]
<a href="#">Add</a>	NAICS	237310	Oil field road construction ( <a href="#">More</a> ) [Size standard: \$36,500,000 annual revenues]

5. Attach a completed **Company W-9 or W-8 Form**, and if your company has more than 50 employees attach a **Copy of EEO (Equal Employment Opportunity) Program** (statement that your company provides equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law).

Document List				
Instructions for attaching files » <a href="#">show</a>				
Attach	Document	Instructions	Download Form	Status ( <a href="#">refresh</a> )
<a href="#">Attach</a>	Company W-9 or W-8 Form(s)	Download and attach a copy of your applicable W-9 or W-8 form. <a href="#">The forms can be obtained from the IRS website.</a>		Not Attached
<a href="#">Attach</a>	Copy of EEO Program	<b>Required 0</b> Only if your business employs 50 or more employees - Attach your EEO program.		Not Attached

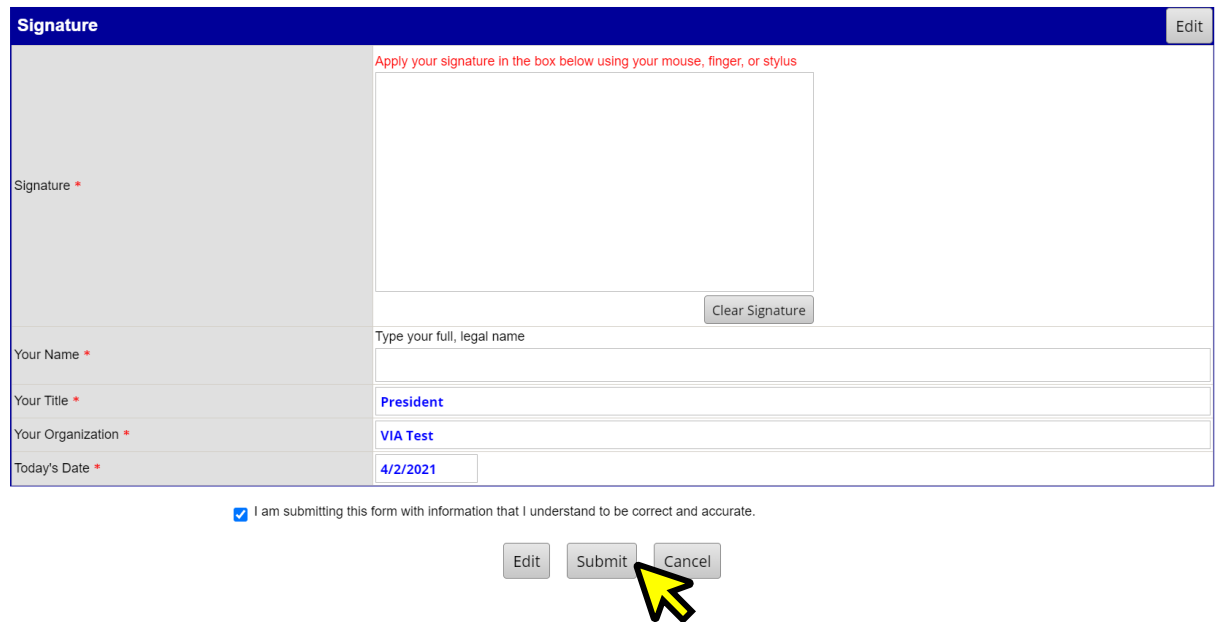


6. Select **Next**.



7. Review your information, apply your signature, enter your full, legal name, check the box ☒ **I am submitting this form with information that I understand to be correct and accurate** and select **Submit**.

I, individually and on behalf of the business named below, do by my electronic signature certify that the information provided in this application is true and correct. I understand that if the information provided herein contains any false statements or any misrepresentations: 1) VIA will have the grounds to terminate any or all contracts which VIA has or may have with the business; 2) VIA may disqualify the business named above from consideration for contracts and may remove the business from VIA's bidders list; or/and 3) VIA may have grounds for initiating legal action under federal, state or local law. Additionally, this information will allow VIA to report the amount of subcontracting activity with all businesses that offer the commodities and services used by VIA.



8. Upon receipt of completed application, VIA staff will review and approve submission or return if information is missing from your application.
9. You will receive an email from **VIA's Office of Diversity & Federal Compliance** once your application is approved.



## For Upcoming Contracting and Networking Opportunities visit <https://VIA.diversitycompliance.com>

The scope of contracting opportunities encompasses a wide variety of projects and services, including, but not limited to:

- Architecture
- Engineering
- Construction
- Facilities & Maintenance
- Goods & Services

**Procurement Division**  
**800 W. Myrtle**  
**San Antonio, TX 78212**  
**(210) 362-2400**

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**Office of Diversity & Federal Compliance**  
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