

How to Register with VIA Metropolitan Transit

Office of Small Business Enterprise Reporting System (OSBE)

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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. Vendor Registrations will need to be renewed every two (2) years.

QUESTIONS?

For assistance with registration please contact the following staff:

Richard Martinez
Outreach Specialist
richard.martinez@viainfo.net

Albert Olivarez
Document Management Administrator
albert.olivarez@viainfo.net

Register with B2Gnow

Do you have a B2Gnow Login?

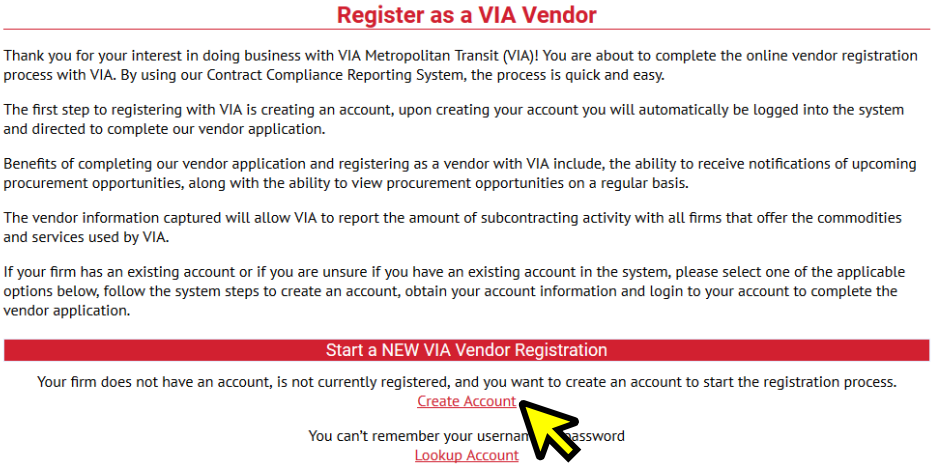
Many agencies across the country use B2Gnow, including Bexar County, City of San Antonio, and Brooks. **NOTE:** If you have never created an account with B2Gnow begin with **STEP 1**. If you already have an account with the system and need to register with VIA, skip to page 3 and begin with **STEP 2**.

STEP 1:

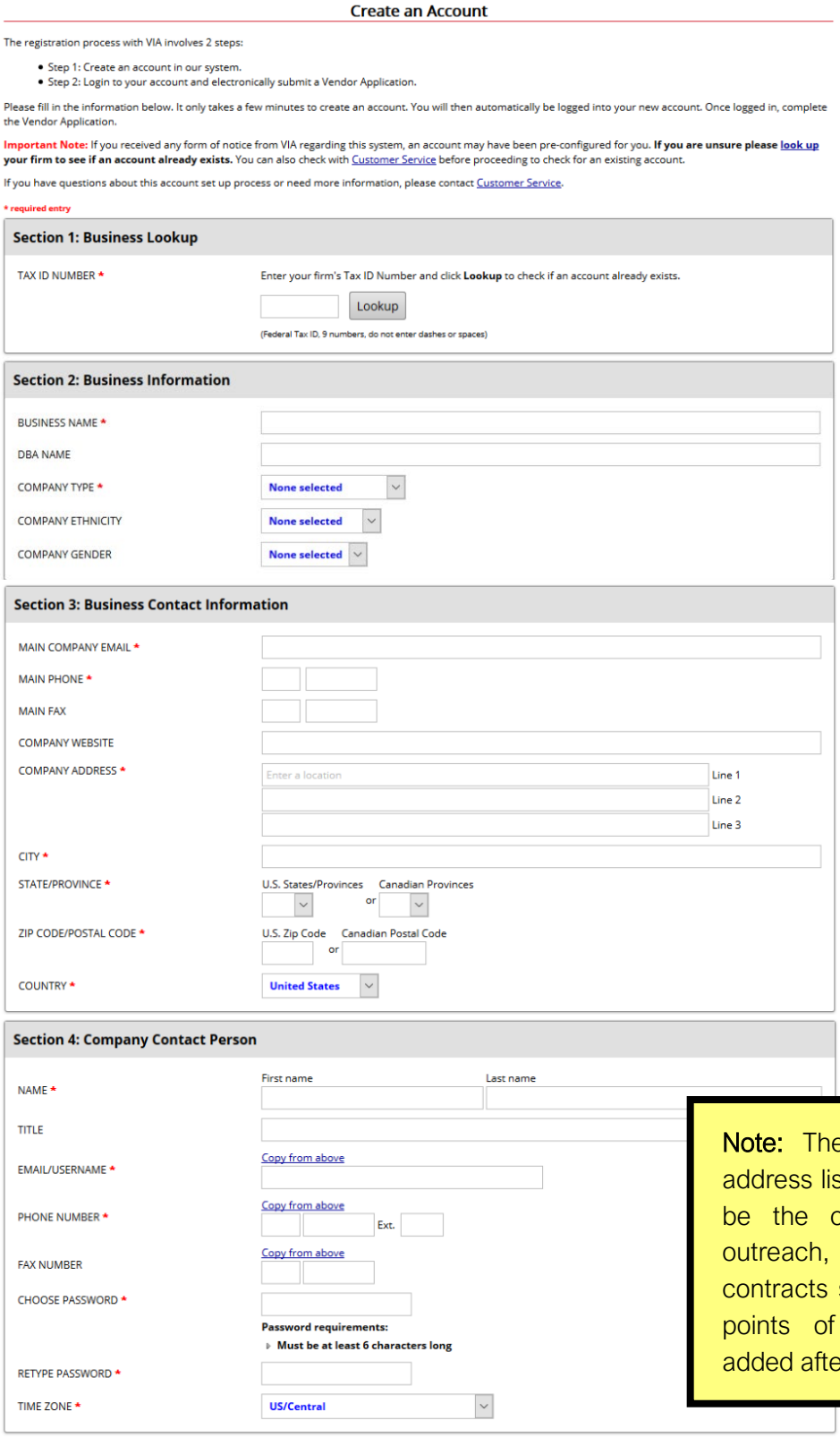
1. Go to the following web address: https://via.sbecompliance.com
2. Select **Vendor Registration** on the first column.



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

(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 * — Enter a location; 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 *
Password requirements:
- **Must be at least 6 characters long**

RETYPE PASSWORD *
TIME ZONE * — US/Central

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.

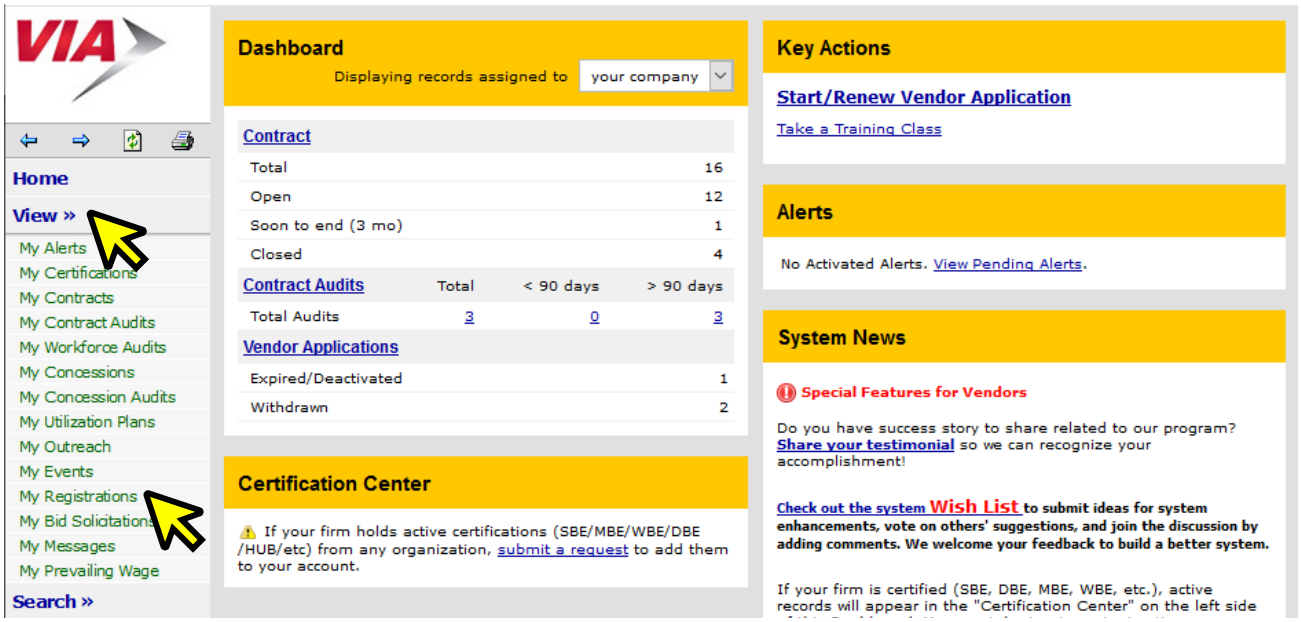
5. Review your information and edit if necessary.
6. Check the box ☑ **I would like to create an account in this system** then select **Next.**
7. You will receive an email from **VIA's Office of Diversity & Federal Compliance** that you have successfully created an account with B2Gnow. **Check junk/spam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

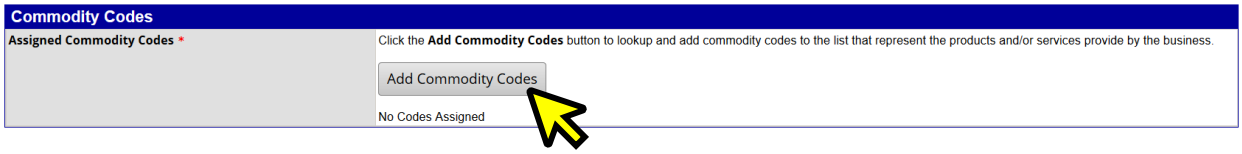


2. Click on the **New Vendor Application & Renewal.**

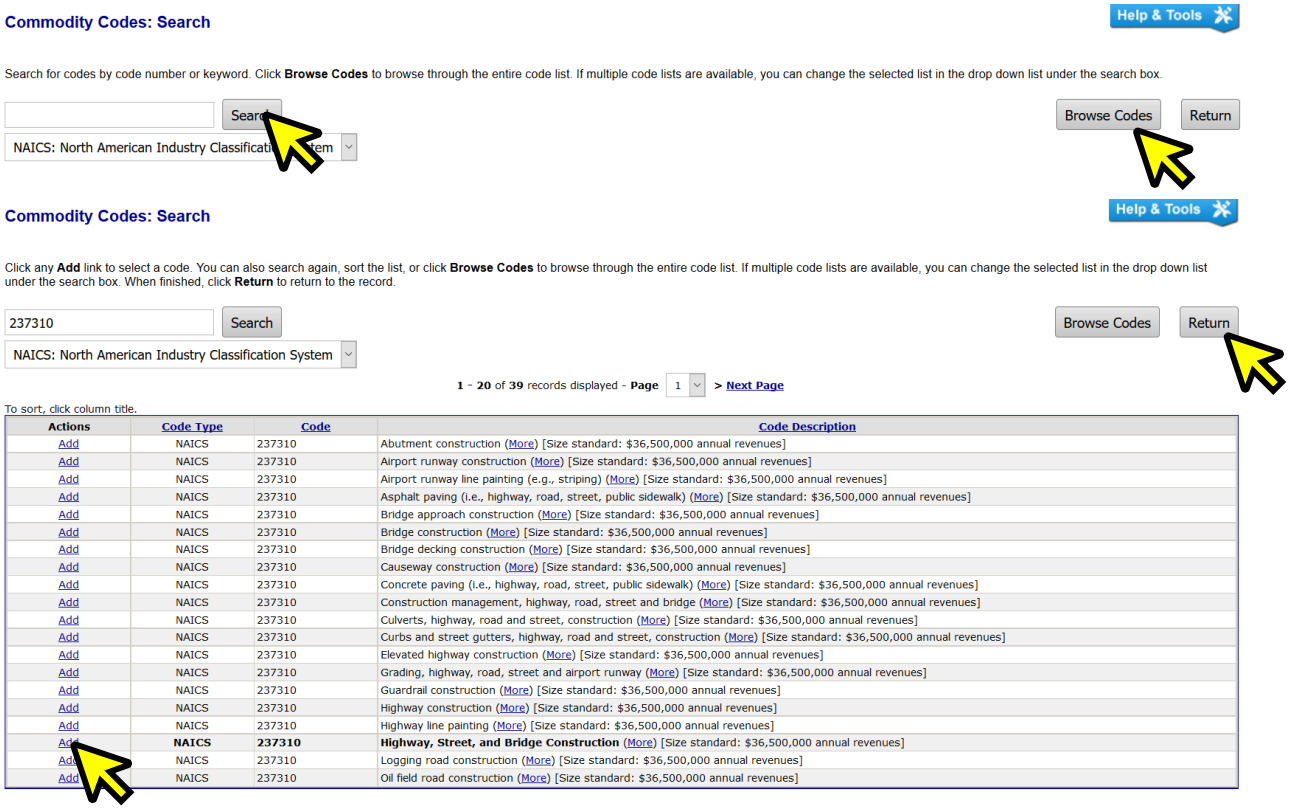


3. Complete all sections of the **Vendor Application** including **Entity Information**, **Business Information**, **Ownership**, **Certification**, **Business Standing**, **Principal Financial Institution**, and **Referrals.** You must provide information for sections with a red asterisk **(*).**

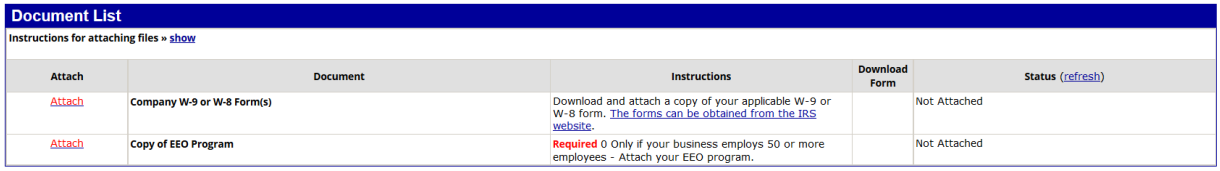
4. Click on **Add Commodity Codes**, select **NAICS: North American Industry Classification System** from the drop-down menu, enter your code(s) and select **Search**. Repeat this action until you have selected all your applicable codes, then select **Return** to take you back to the application.



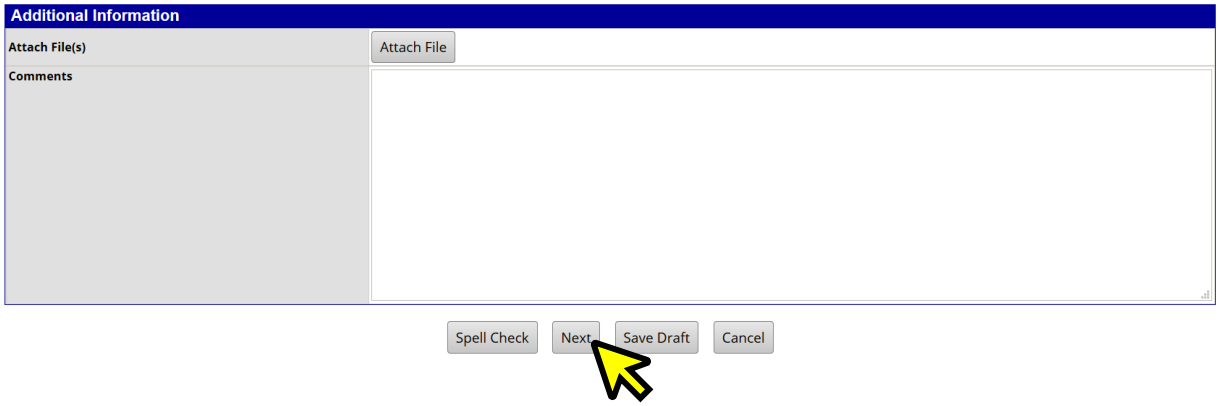
NOTE: If you do not know your NAICS code(s), you can select **Browse Codes** to view the code descriptions.



5. Attach a completed **Company W-9 or W-8 Form**, and if your company has more than 50 employees attach a **Copy of your company EEO (Equal Employment Opportunity) Program** (a 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).



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.**



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 Small Business Enterprise Reporting System (OSBE)** once your application is approved.

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For Upcoming Contracting and Networking Opportunities visit https://via.sbecompliance.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

Office of Small Business Enterprise
800 W. Myrtle
San Antonio, TX 78212