



THE DISTRICT

Ysleta ISD E-Bid Questions

I would like to become a registered vendor and bid on current and future bids/proposals. How do I go about doing this?

Please proceed to YISD's E-Bid system at yisd.ionwave.net. To the left of the log-in application, select "Supplier Registration" and complete all of the * indicated fields. Once your request has been processed, you will receive email notification as to whether or not your request was accepted. If you have any questions on your pending request, the response, or registration in general, please contact the Purchasing Department's – Buyer at 915-434-0294 for assistance.

I am a registered vendor, but I do not receive notification of current bids OR I receive notification to bids not related to my goods/services.

You may need to adjust the settings on your E-Bid vendor profile. E-Bid contacts vendors for bids that match the commodities the vendor selects. Simply sign into E-Bid (yisd.ionwave.net) and, from your vendor homepage on the left side of the screen under "Account Information", there is a "Manage my Account" option. From that screen, underneath "Supplier Status" there is a tab marked "Commodities". Click the pencil tool under it marked "Edit." By adding/removing commodities you will manage which commodities you supply and which bid opportunities you'd like to receive notification on.

Another reason for not receiving a notification is the selected commodity, for which your organization registered for, has not advertised.

I tried to log into E-Bid, but it is saying my account is disabled.

Please contact the Purchasing Department's – Buyer at 915-434-0294 for assistance.

I have not received email confirmation on my pending registration.

All registration requests will receive an email confirmation on the business day immediately following the date of registration. If registration requests are submitted after business hours, on weekends or holidays, they will receive confirmation the following business day. If your registration request has not received an email confirmation after one business day, please contact the Purchasing Department's – Buyer for assistance at 915-434-0294.

I am trying to attach documents to the E-Bid system, but the E-Bid system is not allowing these documents be attached to the response.

If the solicitation is not allowing for attachments to be uploaded, the District is not requesting additional forms/documents. Prospective vendors should complete/answer everything online.

How can I submit a paper response rather than responding via the E-Bid system?

The District strongly encourages all prospective bidders to submit their response via the E-Bid system, as this will be a considered factor during the evaluation.