



# Vendor Registration Process

**For assistance with vendor registration:** Call the TSC Purchasing and Contract Services Department at 956-295-3423 or email [purchasing@tsc.edu](mailto:purchasing@tsc.edu)

**For in-person assistance with vendor registration:** Visit the TSC Purchasing and Contract Services Department at Tandy Building, Second Floor, Room 267.

## Step One Register in Bonfire

Complete vendor registration in the college e-sourcing procurement portal (Bonfire) by accessing the following link:

[Vendor Registration - TSC](#)

Upload required documents listed below. These documents can be found in Bonfire and in the Purchasing website under vendor registration:

- Conflict of Interest Questionnaire
- Felony Conviction Notification

\*Proof of insurance is required for building repairs, plumbing, electrical, HVAC, and other construction related projects.

Upon saving your information, Bonfire will email a link to validate registration. Please click to confirm.

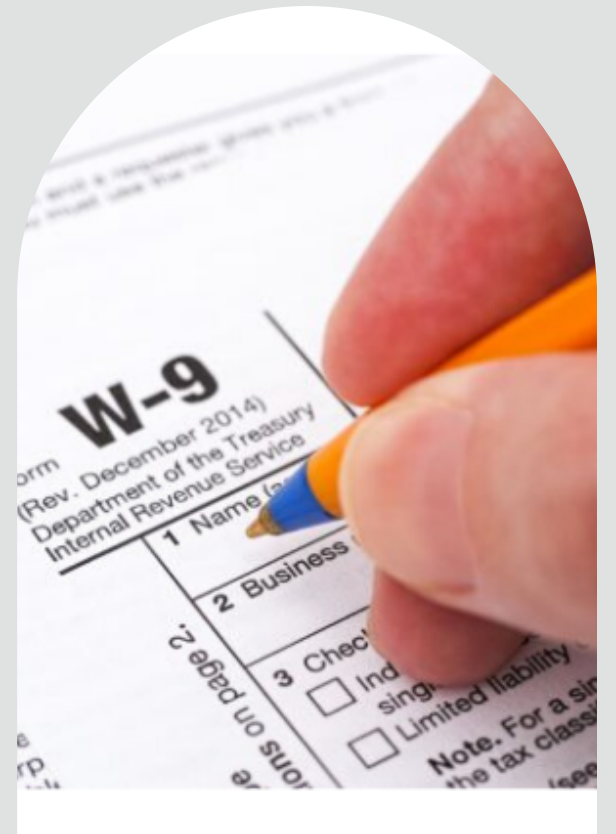
This will allow your company to receive invitations to participate in RFP/bid opportunities by submitting proposals and quotes in electronic format.



## Step Two Submit W-9 form

Fill and sign W-9 form and submit by email to [vendordocs@tsc.edu](mailto:vendordocs@tsc.edu)

The subject of the email must include the vendor name or company owner name and must match vendor profile information submitted in Bonfire.



## Step Three Confirm Registration

If you are contacted by a TSC representative to notify you of a purchase/contract, please confirm with this representative that both steps one and two of the vendor registration are completed.

In doing so, the TSC representative will request Purchasing and Contract Services department to set up your vendor profile in the TSC's financial management system (Ellucian Colleague). This will allow your company to receive an official purchase order from the college and subsequent payment.

