

Ion Wave Registration Quick Tutorial

Supplier Registration in Ion Wave

- 1. Select “Register” under the Register in the E-Bid System section.

Register in the E-Bid System

Electronic Bidding is a two step process:

- Step 1: You must register in the electronic bidding system to be notified when a solicitation matching your selected commodities is issued.
- Step 2: You must respond to a solicitation.
 - When a solicitation is issued that matches your selected commodities, SBISD will send you an email invitation to participate in that solicitation.
 - If you choose to participate, you must complete and submit the solicitation response by the close date identified in the solicitation.

Helpful Guides

- [How to Create and Submit a Response](#)

Login

Login Name:

Password:

Submit

Solicitations

- [Current Opportunities](#)
- [Closed Solicitations](#)

[Register](#) | [Recover Username](#) | [Forgot Password?](#)

SBISD’s Supplier Registration page for the Ion Wave Electronic Bidding System opens.

Supplier Registration

https://springbranchisd.ionwave.net/VendorRegistration/PreliminaryInfo.aspx

Apps GHG AESOP Munis Live IW Website Admin EDGAR Contracts Insurance BGCK Technology

Spring Branch

Independent School District

Supplier Registration

Preliminary Info

Terms

Company Info

Addresses

Commodity Codes

Classifications

Review

Complete

Cancel

Next

* Company Name

* Main Phone

() - -

Ext.

☐ International

DUNS

2. Enter the company information in the Preliminary Info tab. Select **"Next"** to continue to the next tab.

NOTE: The fields marked with an asterisk are **required** fields. You will not be able to proceed without entering data into these fields.

The screenshot shows a web browser window titled "Supplier Registration" with the URL <https://springbranchisd.ionwave.net/VendorRegistration/PreliminaryInfo.aspx>. The page header includes the Spring Branch Independent School District logo and the title "Supplier Registration". Below the header is a navigation bar with tabs: "Preliminary Info", "Terms", "Company Info", "Addresses", "Commodity Codes", "Classifications", and "Review". The "Preliminary Info" tab is active, and a "Complete" button is visible. Below the tabs is a "Cancel" button and a "Next" button, both highlighted with red boxes. The form contains several fields: "Company Name" (Test Vendor 1), "Main Phone" ((713) 222-2222), "Ext." (empty), "International" (checkbox), and "DUNS" (123456789).

The Terms tab opens and displays the District's terms and conditions for the electronic bidding system.

3. Select the check box to accept the Spring Branch ISD Purchasing Terms and Conditions.

The screenshot shows the "Terms" tab selected in the navigation bar. The "Next" button is highlighted with a red box. Below the navigation bar is a section titled "Spring Branch ISD Purchasing Terms and Conditions". The text in this section describes the District's online sourcing application, its terms and conditions, and the requirements for users. At the bottom of the section, there is a checkbox labeled "I Accept the Spring Branch ISD Purchasing Terms and Conditions" with a link to the "Printer-Friendly Version". The checkbox is highlighted with a red box.

The following error message will appear if the vendor attempts to proceed without selecting the check box.

■ You must accept the Spring Branch ISD Purchasing Terms and Conditions

If you do not accept Spring Branch ISD Purchasing Terms and Conditions, you cannot proceed with registration.

4. Select **“Next”** to continue to the next tab, Company Info.
5. Enter the company information, user information, and company address sections.

NOTE: The fields marked with an asterisk are **required** fields. You will not be able to proceed without entering data into these fields.

The screenshot shows a web browser window with the URL <https://springbranchisd.ionwave.net/VendorRegistration/CompanyInfo.aspx>. The page title is "Supplier Registration". The navigation tabs are: Preliminary Info, Terms, Company Info (selected), Addresses, Commodity Codes, Classifications, Review, and Complete. A "Save and Next" button is highlighted with a red box. The form is divided into three main sections: Company Information, User Information, and Company Address.

Company Information

- * Trade Name (dba): Test Vendor 1
- Legal Name (if different):
- * Organization Type: -- Select --
- Formation Date: [Calendar Icon]
- * Tax ID Number: [Field] FEIN SSN/ITIN Other
- DUNS: 123456789
- Website: [Field]
- Company Description: [Text Area]

User Information

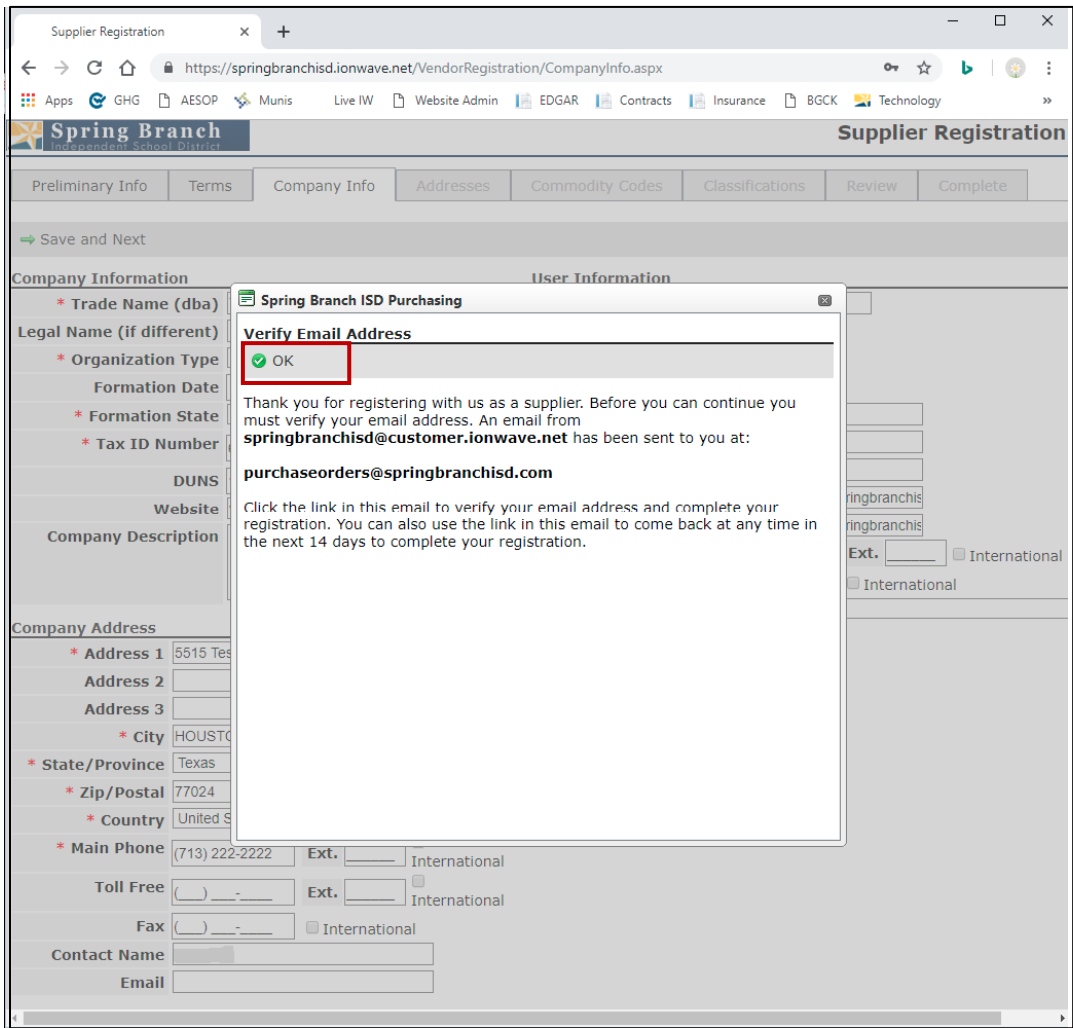
- * User Name / Login: [Field]
- * Password: [Field]
- * Verify Password: [Field]
- Prefix: [Field]
- * First Name: [Field]
- * Last Name: [Field]
- Title: [Field]
- * Email: [Field]
- * Verify Email: [Field]
- Office Phone: [Field] Ext. [Field] ☐ International
- Mobile Phone: [Field] ☐ International
- * Time Zone: -- Select --

Company Address

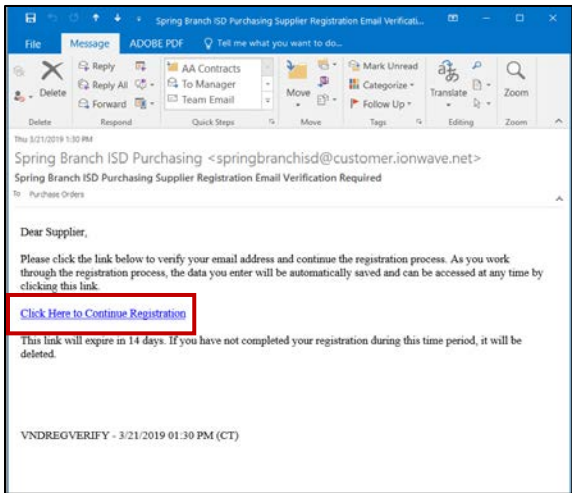
- * Address 1: [Field]
- Address 2: [Field]
- Address 3: [Field]
- * City: [Field]
- * State/Province: -- Select --
- * Zip/Postal: [Field]
- * Country: United States
- * Main Phone: (713) 222-2222 Ext. [Field] ☐ International
- Toll Free: [Field] Ext. [Field] ☐ International
- Fax: [Field] ☐ International
- Contact Name: [Field]
- Email: [Field]

6. Select **“Save and Next”** to continue.

A message appears informing the vendor that an email has been sent by the system in order to verify the email address entered during the registration process.



- 7. Select “OK”
- 8. To proceed, the vendor must click locate the verification email sent by the electronic bidding system and select the “Click Here to Continue Registration” hyperlink contained in the email.



By clicking the hyperlink, the electronic bidding system will open in the web browser and return the supplier to the Company Info tab.

9. Select “Save and Next” to continue to the next tab, Addresses.

The screenshot shows the 'Supplier Registration' page for Spring Branch Independent School District. The 'Company Info' tab is active. A red box highlights the 'Save and Next' button. The form is divided into 'Company Information' and 'User Information' sections.

Company Information

- * Trade Name (dba): Test Vendor 1
- Legal Name (if different):
- * Organization Type: C Corporation
- Formation Date:
- * Formation State: Texas
- * Tax ID Number: FEIN SSN/ITIN Other
- DUNS:
- Website: www.testvendor1.com
- Company Description:

User Information

- * User Name / Login: testvendor1
- Prefix:
- * First Name:
- * Last Name:
- Title:
- * Email:
- Office Phone: (713) 222-2222 Ext. International
- Mobile Phone: International
- * Time Zone: Central Time

Company Address

- * Address 1: 5515 Test Street
- Address 2:
- Address 3:
- * City: HOUSTON
- * State/Province: Texas
- * Zip/Postal: 77024
- * Country: United States
- * Main Phone: (713) 222-2222 Ext. International
- Toll Free: Ext. International
- Fax: International
- Contact Name:
- Email:

The system will display the company address provided on the Company Info tab.

10. To add an additional address, click “Add Address”. To edit or delete an existing address select the appropriate icon to the right of the address.

The screenshot shows the 'Supplier Registration' page for Spring Branch Independent School District. The 'Addresses' tab is active. A red box highlights the 'Add Address' button. Below the button, there is a text block explaining the default address and a section for the 'General/Corporate Address'.

Add Address → Next

By default the "General/Corporate Address" will be stored in your Company Profile. If you have different additional addresses for Payments, Purchase Orders, etc. click Add Address to create those now.

General/Corporate Address

Address	5515 Test Street HOUSTON, TX 77024	Contact Name	
Phone	(713) 222-2222	Email	
Toll Free			
Fax			

A red circle highlights the edit and delete icons (pencil and trash) to the right of the address entry.

The W-9 tab opens.

11. You must agree to the certifications (by checking the boxes) and provide your digital signature and date before selecting **“Save and Next”** at the top.

The screenshot shows a web browser window with the URL <https://springbranchisd.ionwave.net/VendorRegistration/W9.aspx>. The page title is "Supplier Registration" and the Spring Branch Independent School District logo is visible. A navigation bar at the top includes tabs for Preliminary Info, Terms, Company Info, Addresses, W-9 (selected), Commodity Codes, Classifications, and Review. A "Complete" button is also present. Below the navigation bar, a red box highlights a "Save and Next" button. The main form is titled "Substitute W-9 Tax Identification Form" and includes a note: "This information is populated from the Company Info tab. Please return to the Company Info tab to update and move forward". The form fields are as follows: Name: Test Vendor 1 (as shown on your income tax return); Business name/disregarded entity name: (if different from above); Federal Tax Classification: ☐ Individual/sole proprietor, ☒ C Corporation, ☐ S Corporation, ☐ Partnership, ☐ Trust/estate, ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership); Other: ; Exempt payee code: (if any); Exemption from FATCA reporting code: (if any); Address: 5515 Test Street; City, State, Zip: HOUSTON, TX 77024; Taxpayer Identification Number (TIN): 65-5552312. A red box highlights the "Certification & Electronic Signature" section, which includes the text "Under penalties of perjury, I certify that:" followed by four checkboxes: ☐ The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and ☐ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and ☐ I am a U.S. citizen or other U.S. person (defined in instructions), and ☐ The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Below the checkboxes are fields for "Signature - Type your full name here" and "Today's date".

Spring Branch ISD Purchasing x Supplier Registration x +

https://springbranchisd.ionwave.net/VendorRegistration/W9.aspx

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Spring Branch
Independent School District

Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review

Complete

→ Save and Next

Substitute W-9 Tax Identification Form

This information is populated from the Company Info tab. Please return to the Company Info tab to update and move forward

Name Test Vendor 1
(as shown on your income tax return)

Business name/disregarded entity name (if different from above)

Federal Tax Classification ☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): ☐ Other

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

Address 5515 Test Street

City, State, Zip HOUSTON, TX 77024

Taxpayer Identification Number (TIN) 65-5552312

Certification & Electronic Signature

Under penalties of perjury, I certify that:

☐ The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

☐ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

☐ I am a U.S. citizen or other U.S. person (defined in instructions), and

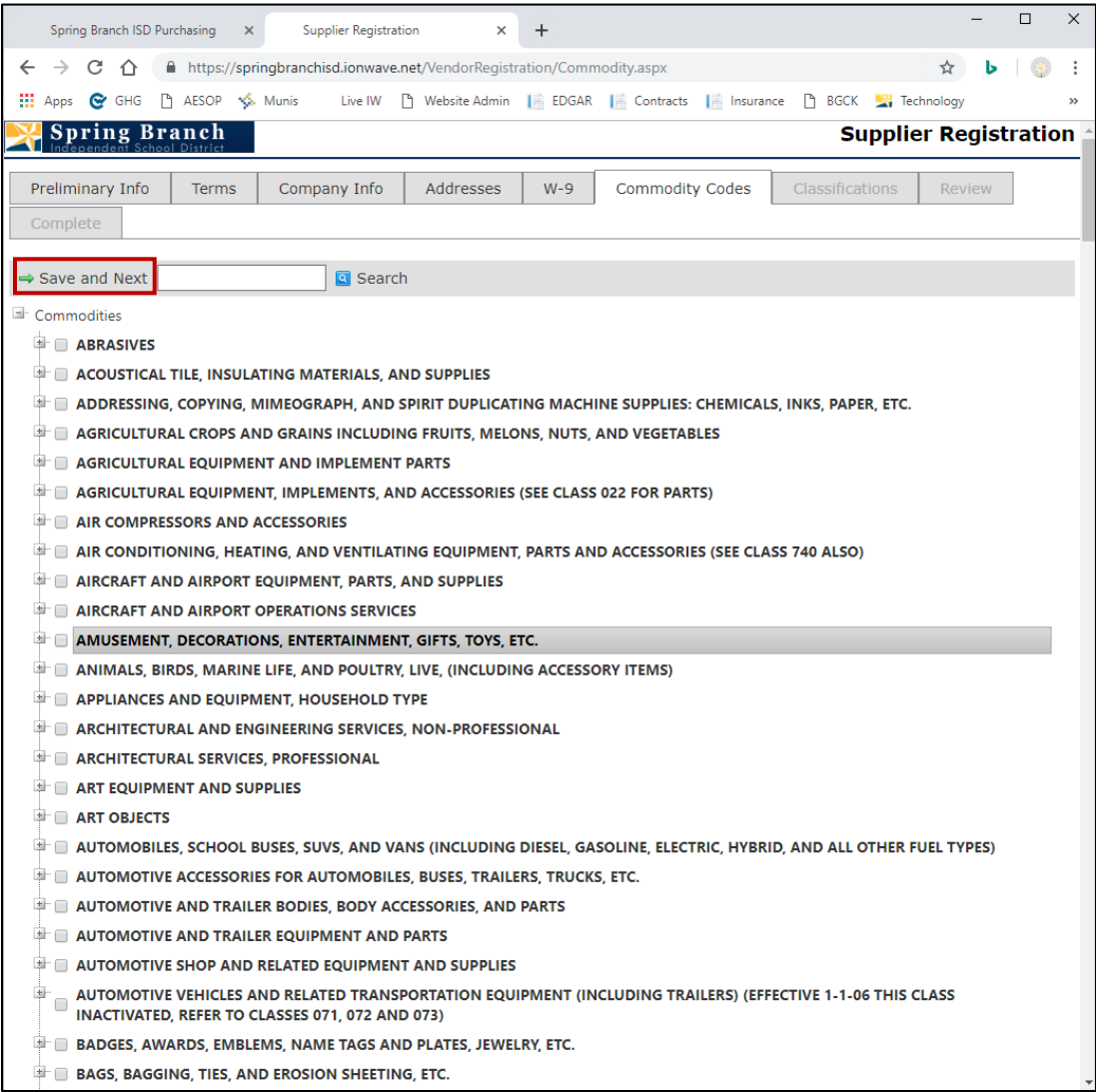
☐ The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Signature - Type your full name here

Today's date

The Commodities tab opens.

12. To add commodities, place a check next to the desired selection. To expand the selection, click the expand icon next to the desired category. To select all commodities within a category, place a check next to the category name. To search by a keyword, utilize the search bar in the toolbar.



13. Click “**Save and Next**” to move to the next tab, Classifications.

14. Place a check next to the applicable classifications or “none apply” if none of the classifications apply.

The screenshot shows a web browser window with the URL <https://springbranchisd.ionwave.net/VendorRegistration/Classification.aspx>. The page title is "Spring Branch Supplier Registration". The navigation bar includes tabs: Preliminary Info, Terms, Company Info, Addresses, W-9, Commodity Codes, Classifications, and Review. The "Classifications" tab is active. Below the tabs is a "Complete" button and a "Save and Next" button. The main content area contains the following text: "Check any special business classifications that apply to your business; if none, then check 'None Apply'. Classifications are subject to approval." Under the heading "General Classifications", there is a checkbox for "Small Business Enterprise" with a description: "As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>". Below this is a checkbox for "None Apply" with the text "None of the above classifications apply to my business".

The following error message will appear if you attempt to proceed without selecting a check box.

The screenshot shows the same web browser window as the previous one, but with an error message displayed in a red box: "Select at least 1 classification or check 'None Apply'". The "Save and Next" button is still visible. The main content area is the same as in the previous screenshot, but the "None Apply" checkbox is now selected, and a warning icon (a yellow triangle with an exclamation mark) is visible next to the text "None of the above classifications apply to my business".

15. Click “Save and Next” to move to the final tab, Review.

Review all of the information that has been entered. Select the “Edit” icon the right of the section heading to update the entered information.

16. Select “Register Now” to complete the registration process.

Spring Branch ISD Purchasing x Supplier Registration x +

https://springbranchisd.ionwave.net/VendorRegistration/Review.aspx

Apps GHG AESOP Munis Live IW Website Admin EDGAR Contracts Insurance BGCK Technology »

Spring Branch
Independent School District

Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review

Complete

Register Now

You're almost done. Please review your information below; to make corrections, click "[edit]" on the section (or click the appropriate tab above). To complete your registration, click "Register Now" above.

Company Info [edit]

Company Information	User Information
Company Name Test Vendor 1	User Name / Login
Company Description	First Name
Organization Type C Corporation	Last Name
Legal Name	Title
Tax ID Number 655552312	Email
DUNS 123456789	Office Phone
Formation Date	Mobile Phone
Formation State Texas	Time Zone Central Time
Website www.testvendor1.com	

Addresses [edit]

General/Corporate Address

Address 5515 Test Street HOUSTON, TX 77024	Contact Name NinaTest
Main Phone (713) 222-2222	Email
Toll Free	
Fax	

W-9 [edit]

Substitute W-9 Tax Identification Form

Name Test Vendor 1
(as shown on your income tax return)

Business name/disregarded entity name (if different from above)

Federal Tax Classification ☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership):
☐ Other

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

Address 5515 Test Street

City, State, Zip HOUSTON, TX 77024

Taxpayer Identification Number (TIN) 65-5552312

Certification & Electronic Signature

Under penalties of perjury, I certify that:

- ☒ The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- ☒ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- ☒ I am a U.S. citizen or other U.S. person (defined in instructions), and
- ☒ The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Signature

Date Signed 3/21/2019

Commodities [edit]

Commodities

ABRASIVES

Classifications [edit]

General Classifications

No Classifications selected

The Electronic Bidding System displays a registration confirmation page that provides the vendor with a link to login to their profile.

