Ion Wave Registration Quick Tutorial

Supplier Registration in Ion Wave

1. Select "**Register**" under the Register in the E-Bid System section.

Electronic Bidding is a	two step process:
 selected commodities is is: Step 2: You must respond When a solicitation is is invitation to participate 	to a solicitation. ssued that matches your selected commodities, SBISD will send you an em in that solicitation. bate, you must complete and submit the solicitation response by the close da
Helpful Guides	
How to Create and Submit	a Response
Login	Solicitations
Login Name: Password:	Current Opportunities Closed Solicitations

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

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⊘ 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.

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* Company Name * Main Phone				
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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.

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⇒ Next			
Spring Branch ISD Purchasing Terms and Conditions			
Spring Branch Independent School District, herein after referred to as "District". Web Site (Online Sourcing) Application Terms and Conditions of Access and Use			
The District's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) http://www.ionwave.net. The terms and conditions of use herein represent the terms and conditions of use of the District and IWT as a designated agent.			
Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award.			
The content and solicitations of this system are intended for the sole use of authorized users and MAY NOT be resold, republished, or referenced without the District and IWT's expressed written consent.			
In order to use this site, user's browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit the "Browser Requirements" link located on the login page for a complete listing of recommended and supported 👻			
I Accept the Spring Branch ISD Purchasing Terms and Conditions Printer-Friendly Version			

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.

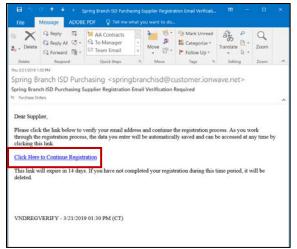
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Spring Branch	Supplier Registration
Preliminary Info Terms Company Info Addresses	Commodity Codes Classifications Review Complete
\Rightarrow Save and Next	
Company Information	User Information
* Trade Name (dba) Test Vendor 1	* User Name / Login
Legal Name (if different)	* Password
* Organization Type Select 🔻	* Verify Password
Formation Date	Prefix
* Tax ID Number FEIN SSN/ITIN Other	* First Name
DUNS 123456789	* Last Name
Website	Title
Company Description	* Email
	* Verify Email
	Office Phone (Ext International
Company Address	Mobile Phone International Time Zone Select
* Address 1	
Address 2	
Address 3	
* City	
* State/Province Select •	
* Zip/Postal	
* Country United States •	
* Main Phone (713) 222-2222 Ext International	
Toll Free Ext International	
Fax () International	
Contact Name	
Email	
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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.

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Preliminary Info Terms C	Company Info Addresses Commodity Codes Classifications I	Review Complete
⇒ Save and Next		
Company Information	User Information	
	ring Branch ISD Purchasing	
	fy Email Address	
* Organization Type		
Formation Date		
	k you for registering with us as a supplier. Before you can continue you verify your email address. An email from	
	ngbranchisd@customer.ionwave.net has been sent to you at:	
DUNS	haseorders@springbranchisd.com	
	the link in this email to verify your email address and complete your	ringbranchis
	ext 14 days to complete your registration.	ringbranchis
		Ext International
		International
Company Address		
* Address 1 5515 Tes		
Address 2		
Address 3		
* City HOUSTO		
* State/Province Texas		
* Zip/Postal 77024		
* Country United S		
* Main Phone (713) 222-2222	Ext International	
Toll Free	Ext International	
Fax ()	International	
Contact Name		
Email		
4		

- 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.

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Preliminary Info	Terms Company Info Addresses W-9 Commodity Codes Classifications Review
Complete	
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Company Informati	on User Information
* Trade Name	(dba) Test Vendor 1 * User Name / Login testvendor1
Legal Name (if diff	erent) Prefix
* Organization	Type C Corporation
Formatio	Date Last Name
* Formation	State Texas Title
* Tax ID N	FEIN SSN/ITIN Other
	DUNS Office Phone (713) 222-2222 Ext International
w	ebsite www.testvendor1.com Mobile Phone () International
Company Descr	iption * Time Zone Central Time
Company Address	
* Address 1	5515 Test Street
Address 2	
Address 3	
-	HOUSTON
* State/Province	
* Zip/Postal	
,	
* Main Phone	(713) 222-2222 Ext. International
Toll Free	() Ext International
Fax	() International
Contact Name	
Email	

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

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.

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Spring Branch			Supplier Registration
Preliminary Info Terms Company Inf	o Addresses	W-9 Commodity Codes	Classifications Review
Complete	II he stored in your	Company Defile If you have diffe	unant additional addresses for
Payments, Purchase Orders, etc. click Add Add General/Corporate Address			
Address 5515 Test Street HOUSTON, TX 77024	Contact Name Email		
Phone (713) 222-2222 Toll Free Fax			

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.

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Complete							
⇒ Save and Next							
Substitute W-9 Tax Identification Form							
This information is populated from the Company	y Info tab. Please ret	urn to the	Company Info tab to upo	late and move for	ward		
Name	Test Vendor 1						
	(as shown on your ii	ncome tax	return)				
Business name/disregarded entity name					if different		ove)
Federal Tax Classification						/estate	_
	 Limited liability cor corporation, P=partn 		nter the tax classification	(C=C corporation	n, S=S		
	Other						
Exempt payee code	(if any)						
Exemption from FATCA reporting code	(if any)					_	
Address	5515 Test Street						
						11	
City, State, Zip	HOUSTON, TX 77024						
Taxpayer Identification Number (TIN)	65-552312						
.,	00-0002012						
Certification & Electronic Signature							
Under penalties of perjury, I certify that:						N	
The number shown on this form is my correct on the number shown on this form is my correct on the number of the	1.1		· 5				mal
I am not subject to backup withholding bec Revenue Service (IRS) that I am subject to notified me that I am no longer subject to	backup withholding	as a resul					
🔲 I am a U.S. citizen or other U.S. person (de							
The FATCA code(s) entered on this form (if	any) indicating that	I am exen	npt from FATCA reporting	is correct.			
Signature - Type your full name here							
Today's date							
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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.

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Independent School District	
Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review	
Complete	
⇒ Save and Next ⊆ Search	
Commodities	
ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.	
ADDRESSING, COPTING, MIMEOGRAPH, AND SPIRIT DOPLICATING MACHINE SOPPLIES: CHEMICALS, INKS, PAPER, ETC. AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	
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AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	
AIR COMPRESSORS AND ACCESSORIES	
🖶 🔲 AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)	
🕮 🔲 AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES	
I AIRCRAFT AND AIRPORT OPERATIONS SERVICES	
AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.	
🖶 🔲 ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)	
🖶 🔲 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	
🕾 🔲 ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL	
RCHITECTURAL SERVICES, PROFESSIONAL	
ART EQUIPMENT AND SUPPLIES	
RT OBJECTS	
AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.	
O AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS O AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	
AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	
AUTOMOTIVE VEHICLES AND RELATED EQUIPMENT AND SOFFEES	
INACTIVATED, REFER TO CLASSES 071, 072 AND 073)	
🖶 📄 BADGES, AWARDS, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.	
🖶 📄 BAGS, BAGGING, TIES, AND EROSION SHEETING, ETC.	

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.

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Complete									
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Check any special bu approval.	siness class	sifications that app	oly to your busir	ness; if no	ne, then check "None	Apply". Classificati	ons are sub	ject to	
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None Apply 🗆 None	e of the abo	ve classifications a	pply to my busin	ess					

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

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Spring Branch			Supplier Reg	istratio
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Select at least 1 classificati	on or check "None Apply"			
⇒ Save and Next				
Check any special business cla approval. General Classifications	ssifications that apply to your t	ousiness; if none, then check "N	lone Apply". Classifications are su	bject to
Small Business Enterprise	As defined according to the Sm http://www.sba.gov/size/	all Business Administration size s	standards available at	
None Apply	ove classifications apply to my b	usiness 🛕		

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.

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Preliminary Info Terms	Company Info	Addresses	W-9	Commodity Codes	Classifications	Review		
Complete								
Register Now								
ou're almost done. Please review	vyour informati	on below: to ma	ke correct	tions, click "[edit]" or	the section (or c	lick the appro	priate ta	b
oove). To complete your registrat								
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Formation Date		Mobile Pho						
Formation State Texas			one Centra	al Time				
Website www.testv	vendor1.com							
ddresses							[ed	lit]
eneral/Corporate Address	Courte at Name	- Nine Test						
Address 5515 Test Street HOUSTON, TX	Contact Nam	e NinaTest						
77024	Ema	il						
Main Phone (713) 222-2222								
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Toll Free								
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The Electronic Bidding System displays a registration confirmation page that provides the vendor with a link to login to their profile.

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