

Ion Wave Registration Quick Tutorial

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



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.

A screenshot of a web browser showing the "Supplier Registration" form. The browser address bar shows "https://springbranchisd.ionwave.net/VendorRegistration/CompanyInfo.aspx". The page title is "Spring Branch Independent School District" and "Supplier Registration". The form has several tabs: "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:
- * Tax ID Number: FEIN SSN/ITIN Other
- DUNS: 123456789
- Website:
- Company Description:

User Information:

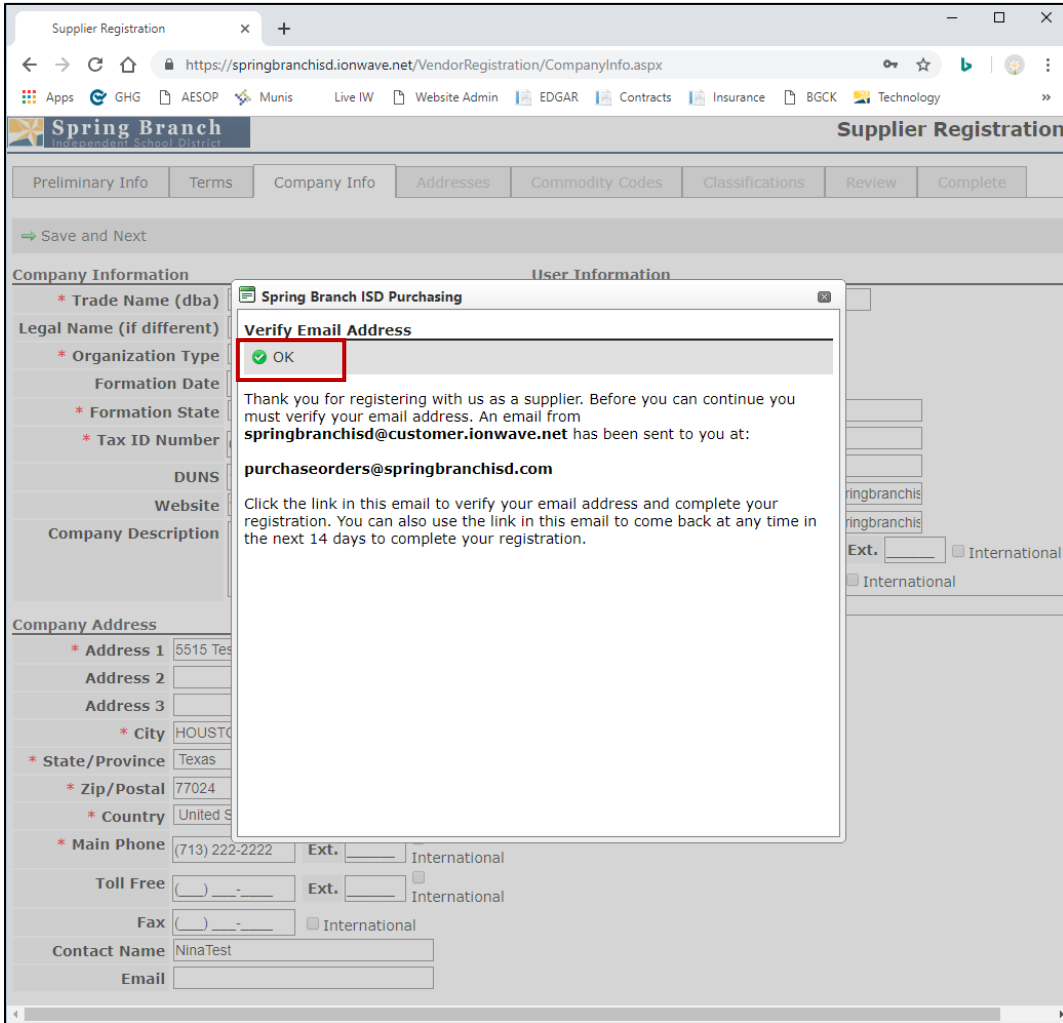
- * User Name / Login: shepham
- * Password:
- * Verify Password:
- Prefix:
- * First Name:
- * Last Name:
- Title:
- * Email:
- * Verify Email:
- Office Phone: () - - Ext. International
- Mobile Phone: () - - International
- * Time Zone: -- Select --

Company Address:

- * 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:

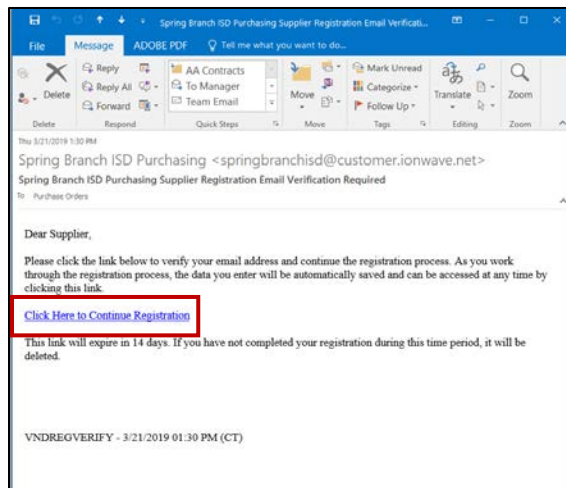
6. Select “**Save and Next**” to continue.

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 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, W-9, Commodity Codes, Classifications, and Review. A "Complete" button is visible. A "Save and Next" button is highlighted with a red box. The form is divided into three main sections:

- Company Information:** Fields include Trade Name (dba) [Test Vendor 1], Legal Name (if different) [], Organization Type [C Corporation], Formation Date [], Formation State [Texas], Tax ID Number [65-5552312], DUNS [123456789], Website [www.testvendor1.com], and Company Description [].
- User Information:** Fields include User Name / Login [testvendor1], Prefix [], First Name [NinaTest], Last Name [ShephardTest], Title [], Email [purchaseorders@springbranchisd], Office Phone [(713) 222-2222], Mobile Phone [], and Time Zone [Central Time].
- Company Address:** Fields include 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], Toll Free [], Fax [], and Contact Name [NinaTest].

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 a web browser window with the URL <https://springbranchisd.ionwave.net/VendorRegistration/AdditionalAddress.aspx>. The page title is "Supplier Registration". The navigation tabs are: Preliminary Info, Terms, Company Info, Addresses (selected), W-9, Commodity Codes, Classifications, and Review. A "Complete" button is visible. An "Add Address" button is highlighted with a red box. Below the button, there is a text block: "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." The "General/Corporate Address" section displays the following information:

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

At the bottom right of the address information, there are two icons: a pencil (edit) and a trash can (delete), both circled in red.

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.

Spring Branch ISD Purchasing x Supplier Registration x +

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

→ 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:

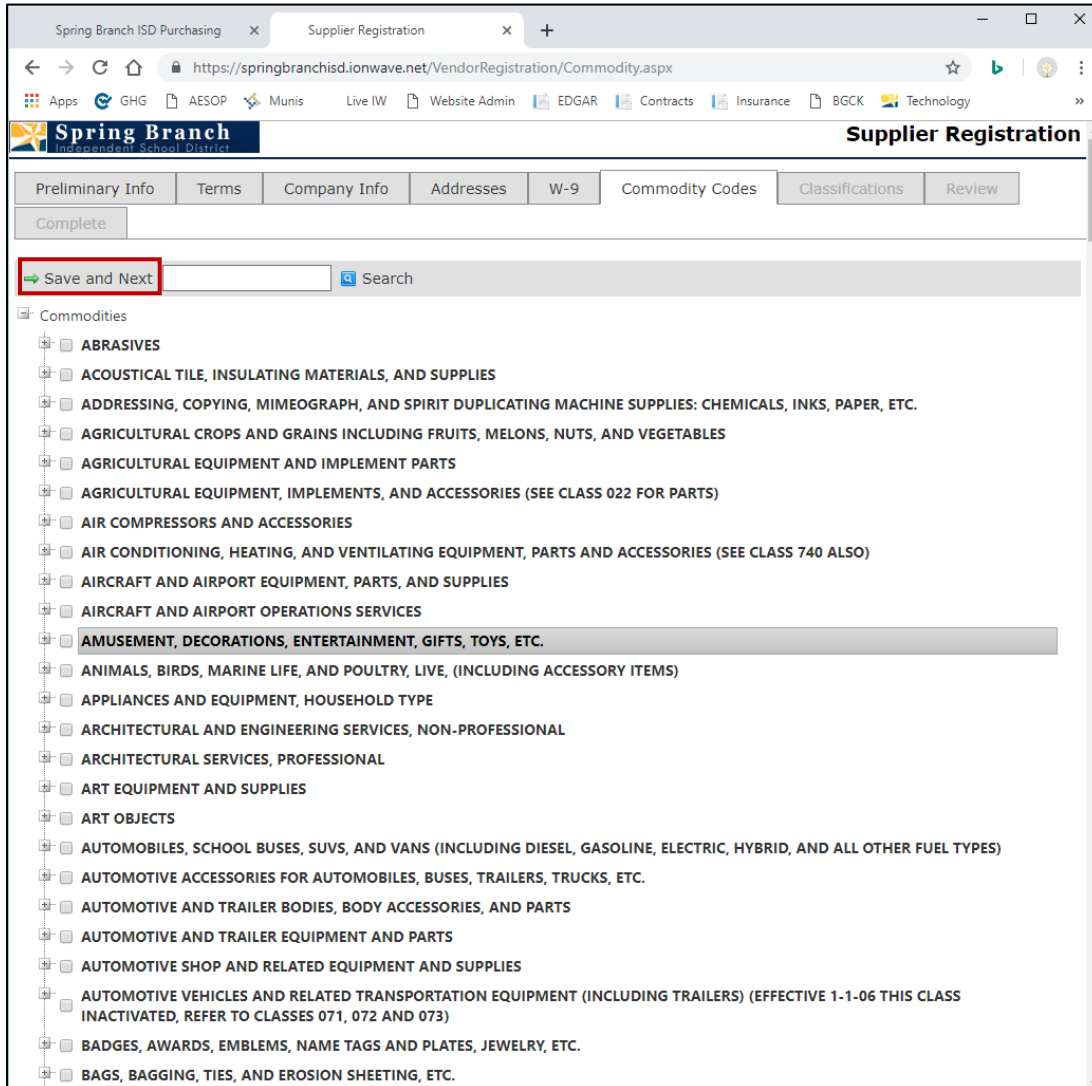
- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am 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.

- 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.



- 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 "Supplier Registration" and the Spring Branch logo is visible. A navigation bar contains tabs for "Preliminary Info", "Terms", "Company Info", "Addresses", "W-9", "Commodity Codes", "Classifications", and "Review". A "Complete" button is present. Below the navigation bar is 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 are two options: "Small Business Enterprise" (with a radio button) and "None Apply" (with a radio button). The "None Apply" option is selected. A note for "Small Business Enterprise" states: "As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>".

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 above, but with an error message displayed in a red box: "Select at least 1 classification or check 'None Apply'". The "None Apply" checkbox is still selected, but the error message indicates that this selection is not sufficient to proceed. The rest of the page content, including the navigation bar, "Save and Next" button, and classification options, remains the same.

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 Supplier Registration
Independent School District

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 testvendor1
Company Description	First Name NinaTest
Organization Type C Corporation	Last Name ShephardTest
Legal Name	Title
Tax ID Number 655552312	Email purchaseorders@springbranchisd.com
DUNS 123456789	Office Phone (713) 222-2222
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 Nina Test ShephardTest

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.

