

Supplier Registration

This document provides an overview for suppliers registering with an organization's IWT electronic bidding system.

- Suppliers need to register with an organization to do business with that organization. Registering with a particular organization does not allow a supplier to respond to a solicitation from any other organization—you must register separately with each organization.
 - Registrations are managed by each organization and not by Ion Wave Technologies. All questions about supplier registration or the registration approval process will need to be directed to the organization.
1. **Preliminary Info:** Enter your company name, telephone number, and DUNS number (if applicable). If you are providing an international telephone, check the box and enter information accordingly. Select 'Next' to proceed.

The system will search this organization's supplier database for an existing supplier account. If a duplicate or similar supplier account is found, do not create a duplicate account. Instead, contact the account holder at your organization and ask them to give you a user profile on this account. If you represent a different company than the one highlighted as a duplicate, click 'Create New Supplier.'


Preliminary Company Information

* Company Name

* Main Phone Ext: International


DUNS

*The following suppliers match your information. Please review the list below and if your company is listed, select it to view additional options. **Please do not create duplicate supplier registrations.** If your company is already a supplier in the system and you simply need a login, please contact your administrator.*

Similar Suppliers Found				
Company Name	Location	Main Phone	DUNS	Status
 Abolins LLC	Orlando, FL USA	(111) 111-1111		Active

2. **Terms:** The Ion Wave Technologies Terms and Conditions must be acknowledged using the checkbox before selecting 'Next' to proceed.

3. **Company Info:** Complete all applicable fields with accurate company information. Required items are marked with a red asterisk (*).


Supplier Registration

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

Company Information

Save and Next

Company Information	User Information
<p>* Trade Name (dba) <input type="text" value="Test Registration"/></p> <p>Legal Name (if different) <input type="text"/></p> <p>* Organization Type <input type="text" value="Limited Liability Company"/></p> <p>Formation Date <input type="text"/></p> <p>* Formation State <input type="text" value="Missouri"/></p> <p>* Tax ID Number <input type="text" value="96-1815859"/> <input checked="" type="radio"/> FEIN <input type="radio"/> SSN/ITIN <input type="radio"/> Other</p> <p>DUNS <input type="text"/></p> <p>Website <input type="text"/></p> <p>Company Description <input style="height: 40px;" type="text"/></p> <p>Keywords <small>Use comma or [Enter] to separate keywords</small> <input style="height: 30px;" type="text"/></p>	<p>* User Name / Login <input type="text" value="auseername"/></p> <p>Prefix <input type="text"/></p> <p>* First Name <input type="text" value="John"/></p> <p>* Last Name <input type="text" value="Smith"/></p> <p>Title <input type="text"/></p> <p>* Email <input type="text" value="support@ionwave.net"/></p> <p>Office Phone <input type="text"/> Ext: <input type="text"/> <input type="checkbox"/> International</p> <p>Mobile Phone <input type="text"/> <input type="checkbox"/> International</p> <p>* Time Zone <input type="text" value="Central Time"/></p>
<p>Company Address</p> <p>* Address 1 <input type="text" value="3653 South Ave"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>* City <input type="text" value="Springfield"/></p> <p>* State/Province <input type="text" value="Missouri"/></p> <p>* Zip/Postal <input type="text" value="65902"/></p> <p>* Country <input type="text" value="United States"/></p> <p>* Main Phone <input type="text" value="(649) 624-6846"/> Ext: <input type="text"/> <input type="checkbox"/> International</p> <p>Toll Free <input type="text"/> Ext: <input type="text"/> <input type="checkbox"/> International</p> <p>Fax <input type="text"/> <input type="checkbox"/> International</p> <p>Contact Name <input type="text"/></p> <p>Email <input type="text"/></p>	

- a. Trade Name/Legal Name – Companies with separate operating names may utilize both fields. Companies that use the same legal and trade name only need to enter this information in the Trade Name field.
- b. Organization Type – Organizations outside of the U.S. should select ‘Foreign Entity’ from the organization type dropdown list.
- c. User Information – Additional users should be added once registration is complete. We strongly recommend adding a secondary user to vendor accounts.

4. **Email Verification:** Once the necessary information has been entered on the Company Info tab, click 'Save and Next'. A verification link will be sent to the email address entered. This link redirects to the Company Info tab and allows the supplier to proceed with registration.

If the verification email is not received, review trash/spam email folders. If the email still cannot be located suppliers should whitelist the email domain '@customer.ionwave.net'. Once whitelisted, contact the organization they are registering with and request the verification email be sent again.

5. **Addresses:** This Tab will include the address entered previously on the Company Info tab. Click the pencil icon to edit this address. Additional addresses may also be added by clicking 'Add Addresses.'
6. **W-9:** If the organization has elected to collect W-9 forms during registration, the system will prompt the supplier to complete a W-9 form on this tab. Complete and electronically sign this form before selecting 'save and next'.
7. **Automated Clearing House (ACH):** If the organization has elected to collect ACH information during registration, the system will prompt the supplier to submit this information at this step. You are not required to provide ACH information; however, if you begin filling it out, you will be required to complete all fields.
8. **Other Info:** If the organization has elected to collect any additional information during registration the system will prompt the supplier to submit this information at this step.

The screenshot shows a form titled "Other Information" with a "Save and Next" button. Below the button is a section titled "Other Questions" containing several question types:

- Check Box:** A checkbox question type. Example: "Does your business accept ACH payments?" with a dropdown menu below it.
- Numeric Text Box:** A numeric text box question type. Example: "Select your favorite color" with a dropdown menu below it.
- Email:** An email question type. Example: "Select your favorite color" with a dropdown menu below it.
- Drop Down List:** A dropdown list question type. Example: "Select your favorite color" with a dropdown menu below it.

9. **Commodity Codes:** Selecting commodities will allow a supplier to receive invites to solicitations as they are issued. Review commodities and mark those that pertain to your organization.

Use the search tool to search and highlight commodities using keywords.

The screenshot shows a form titled "Commodity Codes" with a "Save and Next" button and a search bar. Below the search bar is a list of commodity categories with checkboxes:

- Building Maintenance and Materials
- Construction
- Domestic
 - Apparel: Athletic, Clothing, Footwear, Graduation, Medical, Specialty, Uniforms, Accessories
 - Fabric, Garment, and Textile: Equipment, Supplies, and Services (Alteration, Dry Cleaning, Laundry, Sewing)
 - Interior: Coverings, Clocks, Decorations, Fixtures, and Treatments (Bath, Bed, Floor, Kitchen, Wall, and Window)
 - Personal Care: Products, Supplies, and Services (Barber, Salon)

10. **Classifications:** If the organization allows suppliers to self-elect special classifications during registration the system will prompt the supplier to do so on this tab.

Check any applicable classification. The system may ask that you upload supporting documentation.

Special Classifications

Save and Next

Check any special business classifications that apply to your business; if none, then check "None Apply". Classifications are subject to approval.

General Classifications

Hispanic American Hispanic American

Attach supporting document (Optional)

Select

11. **Review:** Review the information to confirm it is accurate and use the pencil icon to edit any incorrect information. When finished, select 'Register Now'.