

# Welcome to Supplier Registration

This document provides instructions on how to register with this organization of whom utilizes Ion Wave Technologies (IWT) software. Please take note of the following.

- Each organization manages its own supplier database. Registration with other IWT clients does not grant access to this organization’s site.
- Completing registration does not mean that you have been or will be awarded business with this organization.
- Reviewing this organization’s purchasing website for detailed instructions about doing business with them is highly suggested.
- Any changes or modifications to this supplier profile will need to be completed by the supplier. It is not the organizations responsibility to manage this information.
- Registrations are managed by this organization and not by IWT. All questions about the approval process will need to be directed to this organization.

## Registration Process:

To begin the registration process, select the “Supplier Registration” link on the organization’s page. You will be prompted to enter your Company Name, Telephone Number, and DUNS (if applicable). If you are providing an international telephone, check the box next to “International” and enter information accordingly. Select ‘Next’ to proceed. (See *Figure 1*.)

The screenshot shows the 'Supplier Registration' page for Ion Wave Technologies. The navigation tabs include Preliminary Info, Terms, Company Info, Addresses, W-9, Other Info, Commodity Codes, Classifications, Review, and Complete. The 'Preliminary Company Information' section contains a 'Cancel' button and a 'Next' button. The form fields are: Company Name (Test Company), Main Phone ((123) 456-7890), Ext. ( ), International (checkbox), and DUNS ( ).

Figure 1

The system will search this organization’s supplier database for an existing supplier account. If a duplicate or similar supplier account is found, we suggest contacting the primary user of the registered account to be added as an additional user on the account. If this is not your company, you can proceed by clicking ‘Create New Supplier’. (See *Figure 2*.)

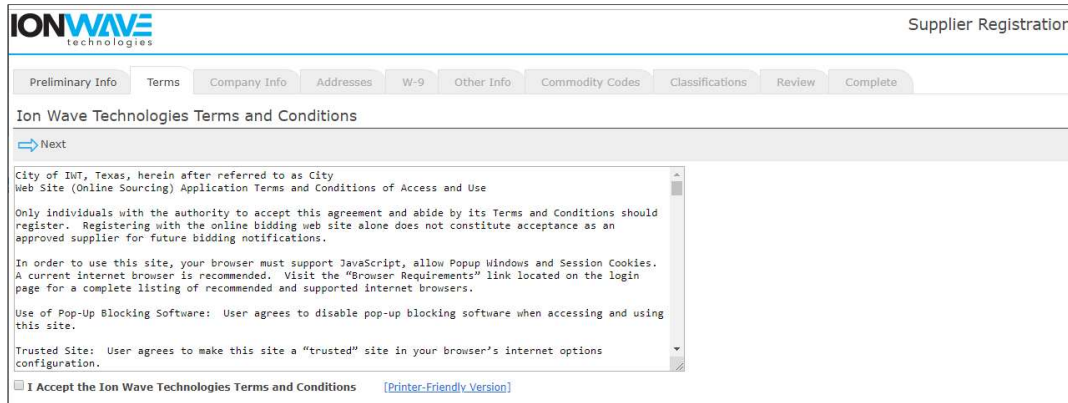
The screenshot shows the 'Supplier Registration' page for Ion Wave Technologies. The navigation tabs are the same as in Figure 1. The 'Preliminary Company Information' section now includes 'Cancel', 'Reset', and 'Create New Supplier' buttons. Below the form fields, there is a warning message: "The following 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." Below this is a table titled 'Similar Suppliers Found'.

Company Name	Location	Main Phone	DUNS	Status
Fall Leaf Removal	Austin, TX, USA	(123) 456-7890		Active

Figure 2

### Terms and Conditions:

On this screen, you are required to agree with the Terms and Conditions of using the system. If necessary, you can click the 'Printer-Friendly Version' link to print the terms for offline review. Once you have reviewed the terms and are in agreement, check the box and click 'Next'. (See *Figure 3*.)



The screenshot shows the 'Supplier Registration' page for Ion Wave Technologies. The page has a navigation bar with tabs: Preliminary Info, Terms (selected), Company Info, Addresses, W-9, Other Info, Commodity Codes, Classifications, Review, and Complete. Below the navigation bar, the title is 'Ion Wave Technologies Terms and Conditions'. There is a 'Next' button with a right-pointing arrow. The main content area contains the following text: 'City of IWT, Texas, herein after referred to as City Web Site (Online Sourcing) Application Terms and Conditions of Access and Use'. It states that only individuals with authority to accept the agreement should register, and that registering alone does not constitute acceptance. It also mentions browser requirements for JavaScript, Pop-up Windows, and Session Cookies, and a link for 'Browser Requirements'. A section on 'Use of Pop-Up Blocking Software' asks the user to agree to disable such software. A 'Trusted Site' section asks the user to agree to make the site a 'trusted' site in their browser's configuration. At the bottom, there is a checkbox labeled 'I Accept the Ion Wave Technologies Terms and Conditions' and a link for 'Printer-Friendly Version'.

Figure 3

### Company Information:

The system requires certain information before being able to proceed. These areas are indicated with a red asterisk \*. (See *Figure 4*.)

- Trade Name/Legal Name – If your company has separate operating names, please provide both in the designated area. If your company has the same Trade and Legal name, only enter this information in the Trade Name area.
- Organization Type – Select appropriate type from the drop-down menu
  - (International) – If your organization is outside of the United States, please select **Foreign Entity** from the Organization drop-down selection.
- Tax ID Number –
  - (International) – if your organization is outside the United States, please select **OTHER**

### Company Address:

By default, the system will utilize this as your primary communication. Additional addresses can be added in the next step. (See *Figure 4*.)

**User Information:**

Additional users can be added once your registration has been approved by the organization. We highly suggest adding a secondary user. (See *Figure 4.*)

- Password – Password must contain a minimum of 8 characters including: 1 number, 1 letter, and 1 special character.

The screenshot shows the 'Supplier Registration' page for IONWAVE Technologies. The 'Company Information' section includes fields for Trade Name (db), Legal Name, Organization Type, Formation Date, Tax ID Number (with radio buttons for FEIN, SSN/ITIN, and Other), DUNS, Website, and Company Description. The 'Company Address' section includes fields for Address 1-3, City, State/Province, Zip/Postal, Country, Main Phone, Toll Free, Fax, Contact Name, and Email. The 'User Information' section includes fields for User Name / Login, Password, Verify Password, Prefix, First Name, Last Name, Title, Email, Verify Email, Office Phone, Mobile Phone, and Time Zone. A 'Save and Next' button is located at the top left of the form area.

Figure 4

**Important Note:** Selecting your correct Time Zone (including the observation of Daylight Savings) will ensure that the time of Issue Dates, Closed Dates, and Activity Dates are displayed accurately. (See *Figure 5.*)

The image shows a close-up of the 'Time Zone' dropdown menu. The menu is open, showing a list of time zones. The first two options are '-- Select --'. The rest of the options are: Atlantic Time, Eastern Time, Central Time, Mountain Time, Pacific Time, Alaska Time, Hawaii-AleutianTime, Atlantic Time (Does NOT Observe Daylight Savings), Eastern Time (Does NOT Observe Daylight Savings), Central Time (Does NOT Observe Daylight Savings), Mountain Time (Does NOT Observe Daylight Savings), Pacific Time (Does NOT Observe Daylight Savings), Alaska Time (Does NOT Observe Daylight Savings), Hawaii-Aleutian Time (Does NOT Observe Daylight Savings), Kuwait, Riyadh, and GMT Standard Time.

Figure 5

Select "Save and Next" on the top left-hand side to proceed. (See *Figure 4.*)

**Verify Email Address** – The system will send an email link that will verify your email address is valid and working. Once received, you must click on the provided link in the email to continue the registration.

The “From” address is provided in the pop-up box. We suggest adding this email address to your Safe Senders list (whitelist). If you do not receive the verification email, check your Junk folders or contact your IT staff to ensure this email has not been blocked by your company’s network.

The link provided in the email will expire after 14 days. **Click ‘OK’ to receive this link.** (See *Figure 6*.)

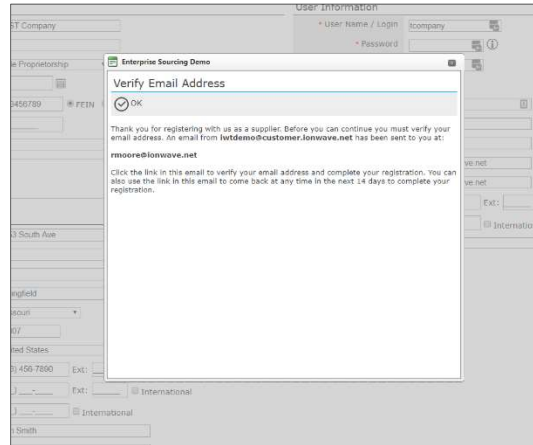


Figure 6

**Addresses:**

The system provides the Company Address entered previously entered. To edit this address, click the Pencil icon located to the left of the address field. (See *Figure 7*.)

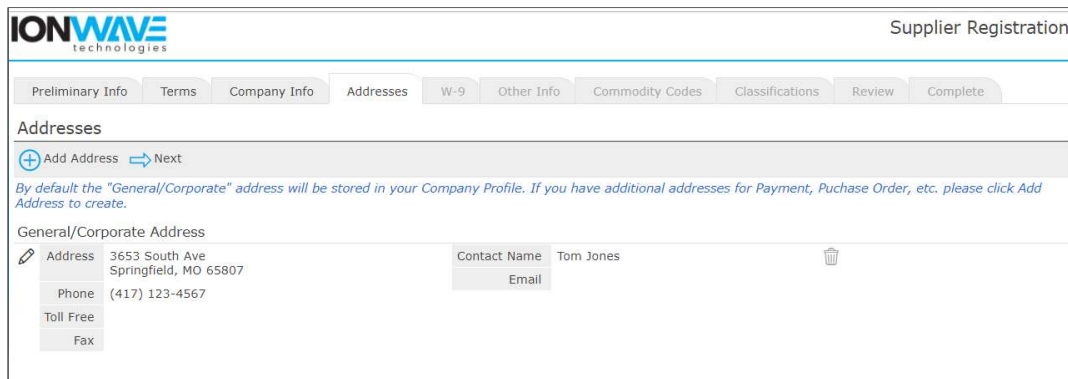



Figure 7

**Adding Additional Addresses:**

Additional addresses can be added by clicking the  tool on the gray menu bar.

Select the “Next” arrow to advance to the next tab. (See *Figure 7*.)

**W-9:**

Depending on this organization’s settings and your organization type, the system may prompt you to complete a W-9 form. You should complete this just as you would a paper version of the form. Check mark all applicable boxes, enter your name or the name of the appropriate representative, and enter the date you are completing this registration. (See Figure 8.)

The screenshot shows the 'W-9' tab of the 'Supplier Registration' process. The form is titled 'Substitute W-9 Tax Identification Form'. It includes a 'Save and Next' button and a note: 'This information is populated from the Company Info tab. To update any grayed out information, return to the Company Info tab.' The form fields are as follows:

- Name: Test Company (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: (if any)
- Exempt payee code: (if any)
- Exemption from FATCA reporting code: (if any)
- Address: 3653 South Ave
- City, State, Zip: Springfield, MO 65807
- Taxpayer Identification Number (TIN): 98-7654321

Below the form is the 'Certification & Electronic Signature' section, which includes a certification statement and a signature field.

**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: \_\_\_\_\_

Figure 8

**Other Info.** – Depending on this organization’s settings, you may be required to answer additional questions. If there are additional questions, they will be located on the “Other Info” tab. All questions with a red asterisk \* are required. (See Figure 9.)

The screenshot shows the 'Other Info' tab of the 'Supplier Registration' process. It includes a 'Save and Next' button and a section titled 'Question Types' with the following options:

- Check Box: A checkbox question type.
- Check Box List: A checkboxlist question type.  Orange,  Blue,  Green,  Yellow,  Red
- Currency: A currency question type. \_\_\_\_\_
- Date Picker: A date picker question type. \_\_\_\_\_

Figure 9

### Commodity Codes:

Selection of Commodities will allow your organization to be invited to solicitations specifically related to business as they are released. Please review all commodities and only mark those commodities that pertain to your organization. The commodity main categories can be expanded by clicking either on the + sign or **bold text**.

The Search tool allows you to enter a keyword and Search the commodity listing. The system will highlight those commodities matching your search. (See Figure 10.)

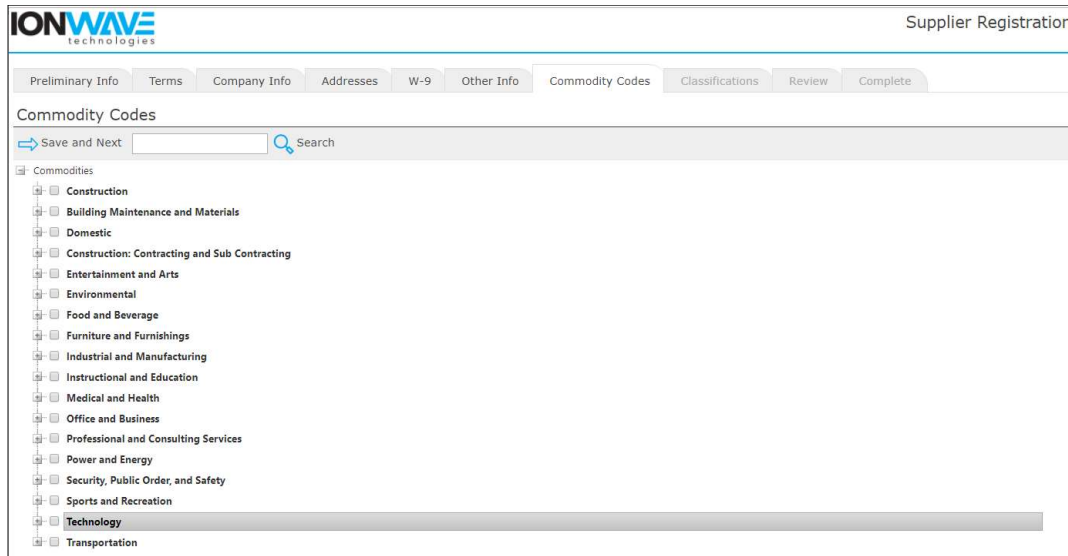


Figure 10

### Classifications:

Depending on this organization’s settings, you may be asked to provide information about Special Classifications related to your business and may be prompted to upload a document verifying your qualification for this classification.

Check mark each classification that applies to your organization and if prompted, upload a document from your desktop by clicking the ‘Select’ tool and then selecting the appropriate file from your computer. (See Figure 11.)

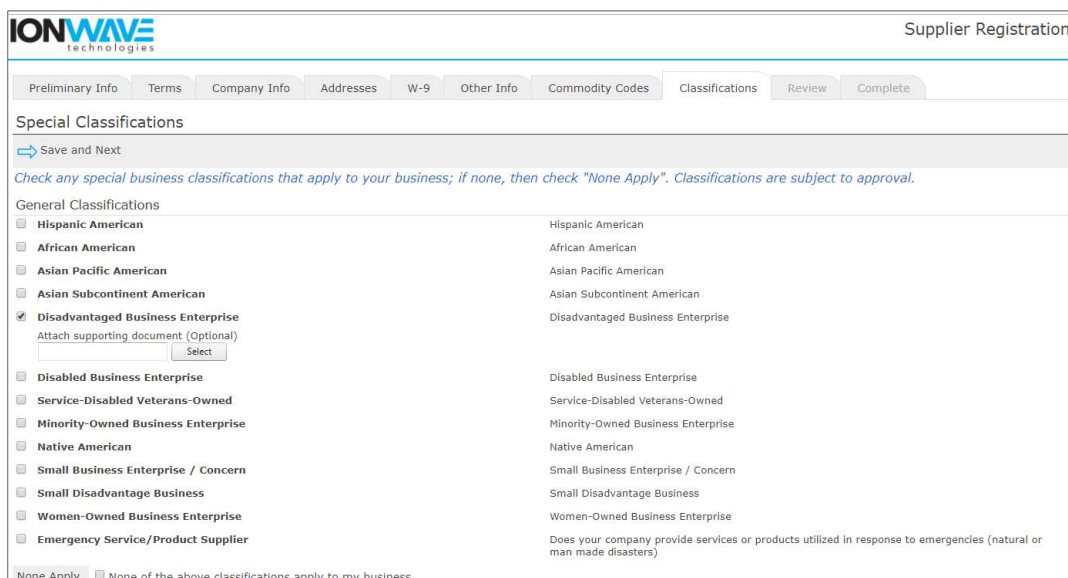


Figure 11

**Review:**

Look over all entered information and verify all information is correct. If you need to make corrections, you can either click the [edit] tool for that section of the tab where that information is. Click 'Register Now' when ready to submit. (See *Figure 12.*)

Company Information		User Information	
Company Name	Test Company	User Name / Login	TCO
Organization Type	Sole Proprietorship	First Name	Tom
Legal Name		Last Name	Jones
Tax ID Number	987654321	Title	
DUNS		Email	rmoore@ionwave.net
Formation Date		Office Phone	
Website		Mobile Phone	
		Time Zone	Central Time

General/Corporate Address	
Address	3653 South Ave Springfield, MO 65807
Contact Name	Tom Jones
Main Phone	(417) 123-4567
Email	

Figure 12

**Complete:**

Congratulations! Your registration is complete. Once your registration has been reviewed by this organizations purchasing department you will receive an additional email with further instructions. (See *Figure 13.*)

Any questions about your registration or this process will need to be directed to this organization's purchasing department.

Congratulations, you have successfully submitted your registration.  
You will be notified via email once your registration has been reviewed.

[Return to Login](#)

Figure 13