

Supplier Registration Instructions

- 1) Go to www.birdvilleschools.ionwave.net
- 2) Choose **"SUPPLIER REGISTRATION"**



Birdville Independent School District
excellence | integrity | service

Please Note:

If you are interested in doing business with Birdville ISD, you will need to register as a supplier to receive notifications when new opportunities are available. This registration does not make you an approved vendor.

Login

User Name

Password

Login

Trouble Logging In?



Supplier Registration



Current Bids



Awarded Bids



Birdville ISD Purchasing Department



Approved Vendors List

A Eune Solutions Brand

IONWAVE
technologies

[Browser Requirements](#) | Use of website indicates agreement with [Terms of Use](#) | Version 2023.03.30 [Production] | © 2024 Ion Wave Technologies, LLC

- 3) First Screen will ask for preliminary company Information, **company name** and **phone number** are required.

Preliminary Company Information

 Cancel  Next

* Company Name	
* Main Phone	() - Ext: ☐ International
SAM.gov Unique Entity ID (UEI)	
DUNS	

- 4) Terms and Conditions, read them and then “check

[illegible]

4) Provide company information *** are required fields.** This is where your username/login will be created as well.

Company Information

Save and Next

Company Information

* Trade Name (dba)

Company Name

Legal Name (if different)

* Organization Type

Partnership

Formation Date

* Formation State

-- Select --

* Tax ID Number

-

☒ FEIN

☐ SSN/ITIN

☐ Other

SAM.gov Unique Entity ID (UEI)

DUNS

Website

Company Description

Keywords

Use comma or [Enter] to separate keywords

Bypass Company Recovery Email

☐

* Company Recovery Email

Note: In the event of staff transition, the Company Recovery Email will be used to recover access.

User Information

* User Name / Login

Prefix

* First Name

* Last Name

Title

* Email

* Verify Email

Office Phone

() -

Ext:

☐ International

Mobile Phone

() -

☐ International

* Time Zone

-- Select --

5) Look for an email from birdvilleschools@customer.ionwave.net to verify your email

6) This is what email will look like, click the link in the email

Dear Supplier,

Please click the link below to verify your email address and continue the registration process. As you work through the registration process, the data you enter will be automatically saved and can be accessed at any time by clicking this link.

[Click Here to Continue Registration](#)

This link will expire in 14 days. If you have not completed your registration during this time period, it will be deleted.

7) This will than ask you to create a password

8) You will enter your company's information that is on a W-9. No need to upload any documents here.

Substitute W-9 Tax Identification Form

Save and Next

This information is populated from the Company Info tab. To update any grayed out information, return to the Company Info tab.

Name

Company Name

(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

3126 Carson Street

City, State, Zip

Hallom City, TX 76117

Taxpayer Identification Number (TIN)

75-6000193

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

10) This screen will give you the opportunity to choose what commodities your company offers. When a bid goes out we checkmark the commodities that apply to the proposal.

Commodity Codes

Save and Next

Search

Commodities

Building Maintenance and Materials

Construction

Construction: Contracting and Sub Contracting

Domestic

Entertainment and Arts

Environmental

Food and Beverage

Furniture and Furnishings

Industrial and Manufacturing

Instructional and Education

Medical and Health

Office and Business

Professional and Consulting Services

Power and Energy

Security, Public Order, and Safety

Sports and Recreation

Technology

Transportation

11)This is where you can identify any special classifications that apply to your company.

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

Minority

Attach HUB Certification form

Small Business Enterprise

As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>

Woman Owned

Attach HUB Certification form

None Apply

None of the above classifications apply to my business

12) You will than be prompted to review all the information to double check and edit. To complete your registration, click "Register Now" above.

Review

Register Now

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

***** IMPORTANT INFORMATION, Please read *****

The Supplier Registration is used to identify vendors who desire to participate in the competitive bidding process.

This registration is NOT intended to add a vendor to the approved vendor list, but to make sure all those that desire to be a part of the process get notified of bid opportunities.

Vendor approval status is based on the awarding of bids and proposals.

Submittal of the Supplier Registration does not imply or guarantee to the submitter the receipt of any invitation to bid or request of proposal released.