

# Supplier Registration

This document provides an overview for suppliers registering with an organization’s Ion Wave Technology 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.

To begin a new supplier registration, click on the “Supplier Registration” link located on the organization’s IWT login page.

### **Preliminary Company Information:**

Enter your company name, telephone number, SAM.gov Unique Entity ID (if applicable), and DUNS number (if applicable). All required fields are marked with a red asterisk (\*). 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’ (see Figure 1).

**Preliminary Company Information**

Cancel Reset Create New Supplier

\* Company Name

\* Main Phone  Ext:   International

SAM.gov Unique Entity ID (UEI)

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 an administrator at your organization to gain access.*

**Similar Suppliers Found**

Company Name	Location	Main Phone	SAM.gov UEI	DUNS	Registered With	Status
Abolins, Inc.		(111) 111-1111			Ion Wave Technologies	Active

Figure 1

### **Terms and Conditions:**

The Ion Wave Technologies Terms and Conditions must be acknowledged using the checkbox before selecting ‘Next’ to proceed.

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## Company Information:

Complete all applicable fields with accurate company information. Required items are marked with a red asterisk (\*). (See Figure 2)

The screenshot displays a registration form with two main sections: 'Company Information' and 'User Information'. The 'Company Information' section includes fields for Trade Name (dba), Legal Name (if different), Organization Type (dropdown), Formation Date, Tax ID Number (with radio buttons for FEIN, SSN/ITIN, and Other), SAM.gov Unique Entity ID (UEI), DUNS, Website, Company Description, Keywords (with a note to use commas or [Enter] to separate), Bypass Alternate Account Email checkbox, Alternate Account Email (with a note: 'Used for communication when account information has been lost'), and Verify Alternate Account Email. The 'Company Address' section includes Address 1, 2, and 3, City, State/Province (dropdown), Zip/Postal, Country (dropdown, currently set to United States), Main Phone, Toll Free, Fax, Contact Name, and Email. The 'User Information' section includes User Name / Login, Prefix, First Name, Last Name, Title, Email, Verify Email, Office Phone (with Ext and International checkboxes), Mobile Phone (with International checkbox), and Time Zone (dropdown).

Figure 2

- 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.
- Organization Type – Organizations outside of the U.S. should select 'Foreign Entity' from the organization type dropdown list.
- Tax ID Number – Foreign based companies should select "other".
- Company Recovery Email – Enter a secondary email address that can be used if account information has been lost or changed.

## User Information

- User Name / Login - A unique user login name is required for each new user account established in an IWT system. If you are registered with any other agency using the Ion Wave bidding system, you will not be able to reuse a previous user login name. You must create a unique user login name during registration. We recommend using a format like abcsupplies\_customer, where customer is a short version of the agency you are registering with.  
**NOTE: We strongly recommend adding a secondary user to vendor accounts (see "Helpful Tips" on page 5).**
- Time Zone - Pay special attention to the time zone selections. If you reside in a state that **does NOT observe daylight savings**, be sure to select that option from the lower portion of the list.

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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 (see Figure 3).

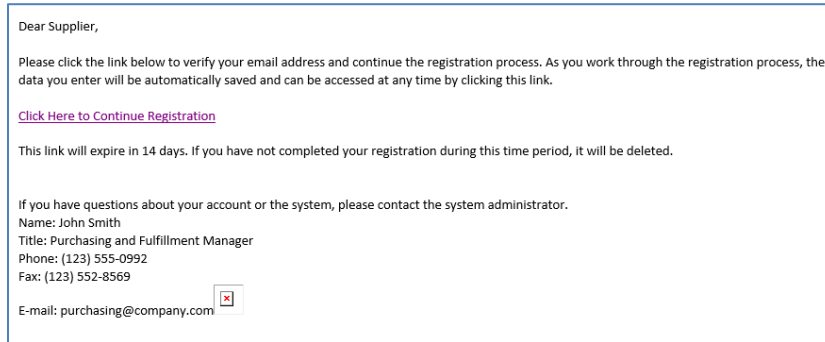


Figure 3

**Email Verification:** 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.

## **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.'

## **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'.

## **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. If this tab is not visible, the organization has opted not to collect this information.

## **Other Information:**

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 (see Figure 3). If this tab is not visible, the organization has opted not to collect this information.

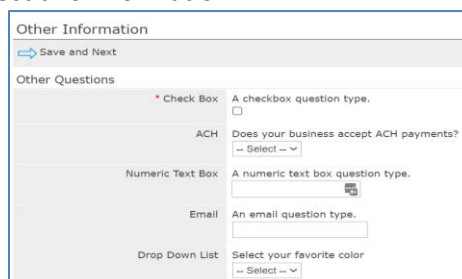
The image shows a screenshot of a web form titled "Other Information". At the top left, there is a "Save and Next" button. Below the title, the form is divided into sections. The first section is "Other Questions", which contains a "Check Box" question: "Does your business accept ACH payments?" with a dropdown menu labeled "Select". The second section is "Numeric Text Box", which contains a "Numeric Text Box" question: "Select your favorite color" with a dropdown menu labeled "Select". The third section is "Email", which contains an "Email" question: "Select your favorite color" with a dropdown menu labeled "Select". The fourth section is "Drop Down List", which contains a "Drop Down List" question: "Select your favorite color" with a dropdown menu labeled "Select".

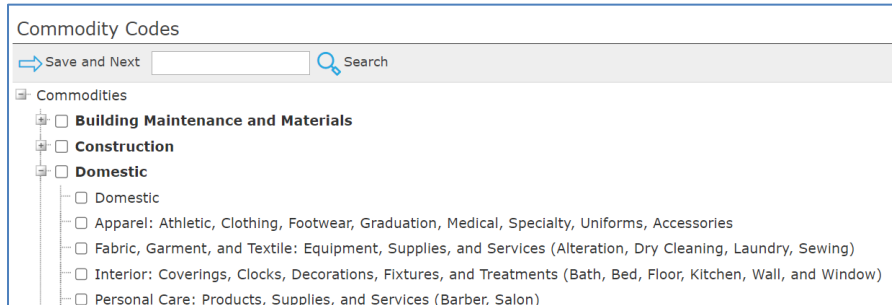
Figure 4

# Supplier Registration

## **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. (See Figure 5).



Commodity Codes

Save and Next Search

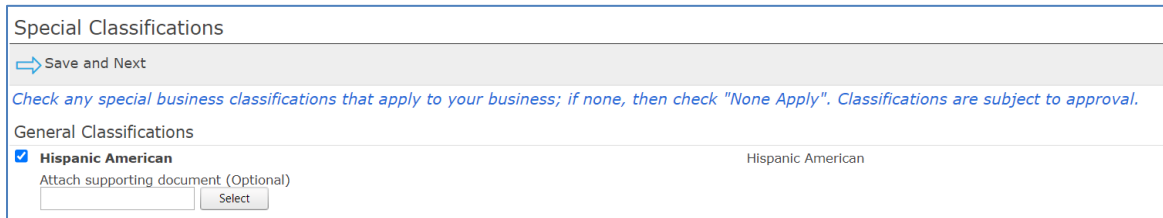
Commodities

- Building Maintenance and Materials
- Construction
- Domestic
  - 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)

Figure 5

## **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 (see Figure 6). If this tab is not visible, the organization has opted not to collect this information.



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

Figure 6

## **Review:**

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

An email notification will be sent once the supplier account has been activated.

# Supplier Registration

## HELPFUL TIPS:

Once your company registration has been activated, log in to the system to add an additional “user” account utilizing a generic/shared email address for ease of access for other company representatives.

- Log in to the system using the User Name and Password created.
- On the right quadrant, under “Quick Links”, select “Company Profile” (see Figure 7).

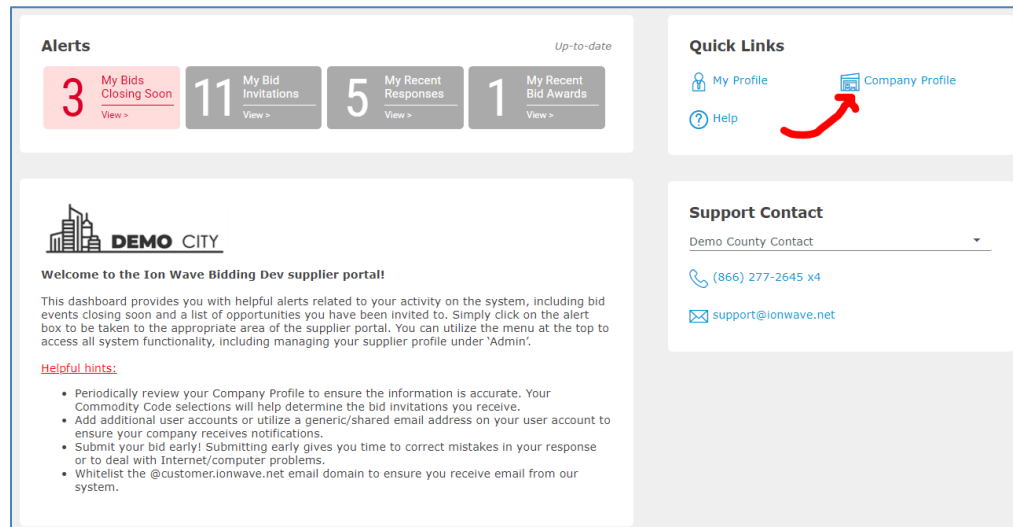


Figure 7

- When the profile opens, click on the “Users” tab to add a new system user, then select “Add User” on the left (see Figure 8).

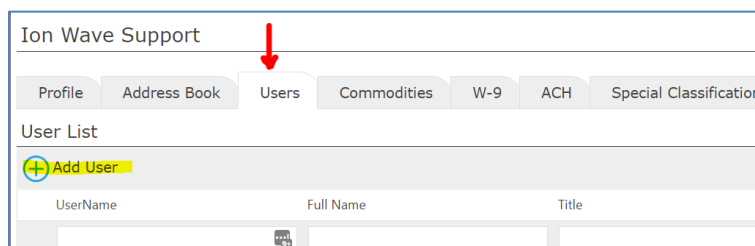


Figure 8

- Enter in all required information. It is recommended that a “generic” user name/login as well as generic/shared email address. Make special note to select the correct time zone Before saving, scroll to the very bottom of the page and click in the box, “Event View/Respond” (see Figure 9)

# Supplier Registration

### Add New User

[Return](#) [Save](#)

#### User Information

Status: NONE

\* User Name / Login:

\* Password:  ⓘ

\* Verify Password:

Title:

Prefix:

\* First Name:

Middle Name:

\* Last Name:

\* Email:

Office Phone: ( ) - - Ext:   International

Fax Phone: ( ) - - Ext:   International

Mobile Phone: ( ) - -  International

\* Time Zone: -- Select --

Receive Email Notifications:

Ion Wave Notification Emails:

#### User Roles

Role	Description
<input type="checkbox"/> Administrator	Administrator
<input checked="" type="checkbox"/> Event View/Respond - View/Respond to Bids or Auctions	

Figure 9