Supplier Resource

Supplier Registration

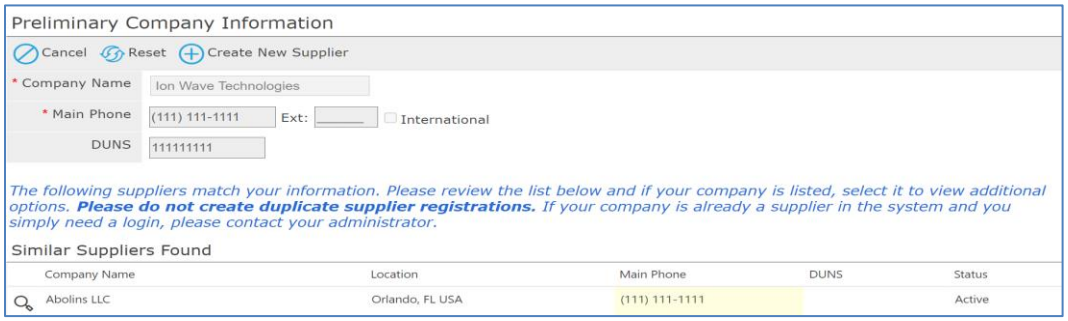
This document provides an overview for suppliers registering with an organization's IWT electronic bidding system.

- 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 exisiting 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.'



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

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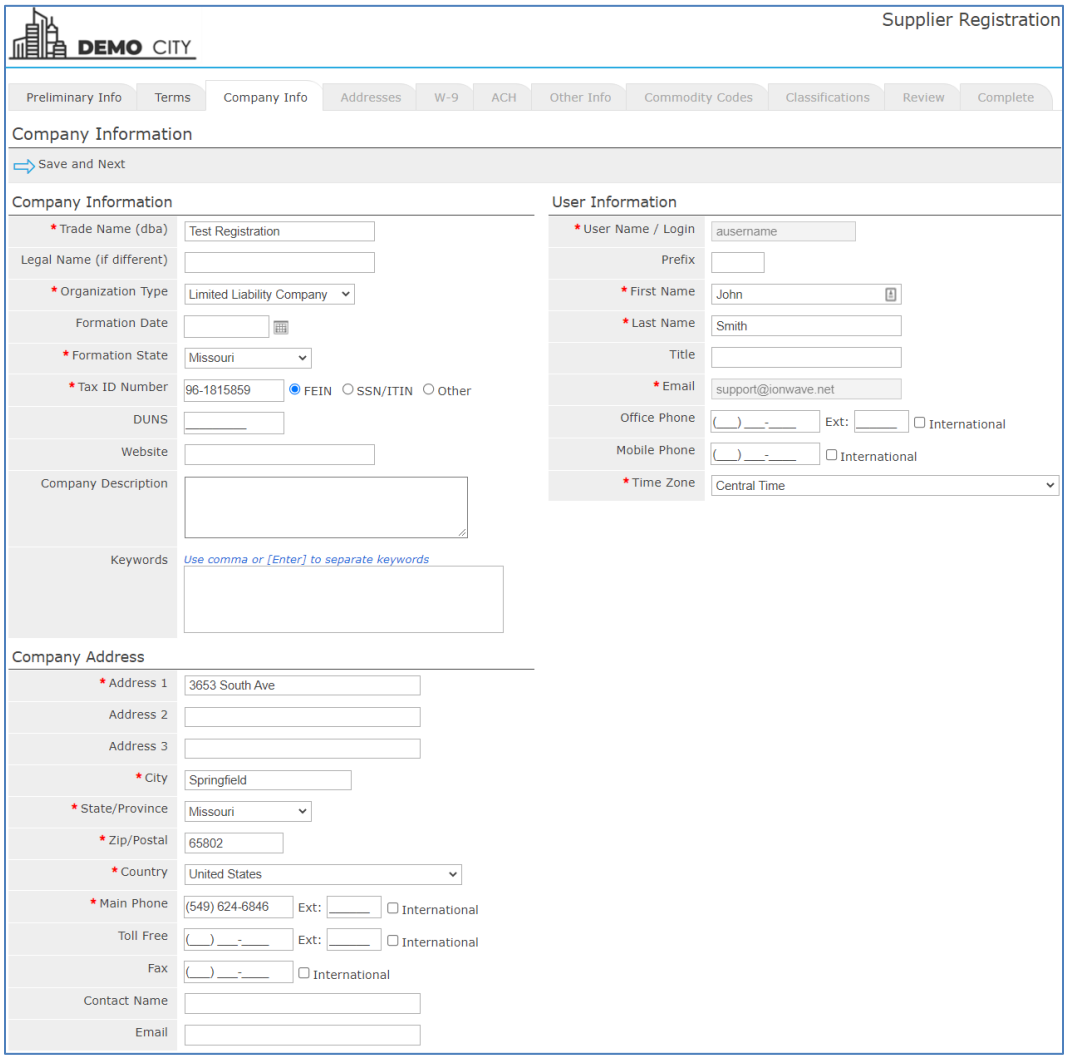
3. **Company Info:** Complete all applicable fields with accurate company information. Required items are marked with a red asterisk (*).



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.

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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.

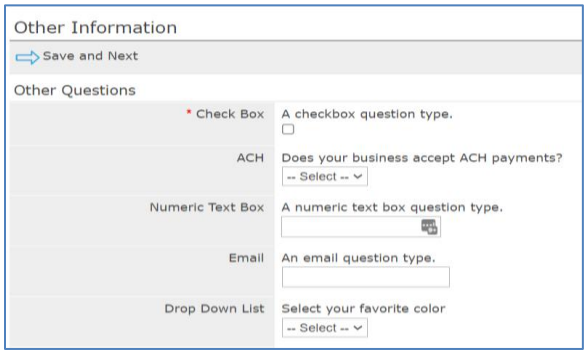
   If the verification email is not received, review trash/spam email folders. If the email still cannot be located suppliers should whitelist the email domain '@customer.ionwave.net'. Once whitelisted, contact the organization they are registering with and request the verification email be sent again.

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'.

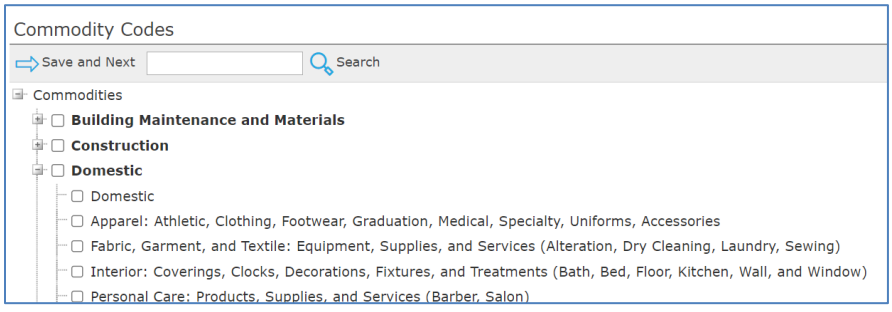
7. **Automated Clearing House (ACH):** If the organization has elected to collect ACH information during registration, the system will prompt the supplier to submit this information at this step. You are not required to provide ACH information; however, if you begin filling it out, you will be required to complete all fields.

8. **Other Info:** If the organization has elected to collect any additional inforamation during registration the system will prompt the supplier to submit this information at this step.



9. **Commodity Codes:** Selecting commodities will allow a supplier to receive invites to soliciations 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.



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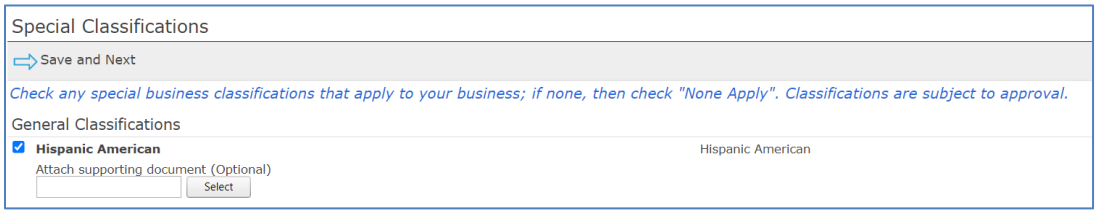
10. **Classifications:** If the organization allows suppliers to self-elect special classifications during registration the system will prompt the supplier to do so on this tab.

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



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'.

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