

Supplier Registration Quick Tutorial

Welcome to Supplier Registration

This document provides instructions on how to register with the City of Cedar Rapids e-procurement system, Ion Wave Technologies (IWT) software. Please take note of the following.

- Completing registration does not mean that you have been or will be awarded business with this organization.
- Any changes or modifications to this supplier profile will need to be completed by the supplier. It is not the City's responsibility to manage this information.

Registration Process:

To begin the registration process, log in to <https://cityrbids.ionwave.net> and 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 IONWAVE logo and 'Supplier Registration' title. A navigation bar includes tabs: Preliminary Info (selected), Terms, Company Info, Addresses, W-9, Other Info, Commodity Codes, Classifications, Review, and Complete. Below the tabs is the 'Preliminary Company Information' section with 'Cancel' and 'Next' buttons. The form fields are: Company Name (Test Company), Main Phone ((123) 456-7890), Ext. (empty), International (checkbox), and DUNS (empty).

Figure 1

The system will search this City's supplier database for an existing supplier account. If a duplication 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 same IONWAVE logo and 'Supplier Registration' title. The navigation bar is the same. In the 'Preliminary Company Information' section, 'Cancel' and 'Reset' buttons are present, and a 'Create New Supplier' button has been added. The form fields are the same as in Figure 1. Below the form is a 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
Q 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' process at the 'Terms' step. The page title is 'Ion Wave Technologies Terms and Conditions'. A red arrow points to the 'Next' button. 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

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering with the online bidding web site alone does not constitute acceptance as an approved supplier for future bidding notifications.

In order to use this site, your browser must support JavaScript, allow Pop-up Windows and Session Cookies. A current internet browser is recommended. Visit the "Browser Requirements" link located on the login page for a complete listing of recommended and supported internet browsers.

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software when accessing and using this site.

Trusted Site: User agrees to make this site a "trusted" site in your browser's internet options 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*.)

The screenshot shows the 'Company Information' step of the 'Supplier Registration' process. The page title is 'Supplier Registration'. The main content area is divided into two sections: 'Company Information' and 'User Information'. The 'Company Information' section includes the following fields:

- Trade Name (dba): TEST Company
- Legal Name (if different):
- Organization Type: --Select--
- Formation Date: [Date Picker]
- Tax ID Number: [Field] * FEIN [Radio] SSN/ITIN [Radio] Other [Radio]
- DUNS: [Field]
- Website: [Field]
- Company Description: [Text Area]

The 'User Information' section includes the following fields:

- User Name / Login: ionwave
- Password: [Field]
- Verify Password: [Field]
- Prefix: [Field]
- First Name: [Field]
- Last Name: [Field]
- Title: [Field]
- Email: [Field]
- Verify Email: [Field]
- Office Phone: [Field] Ext: [Field] International [Radio]
- Mobile Phone: [Field] International [Radio]
- Time Zone: --Select--

Red arrows point to the asterisks on the 'Trade Name (dba)', 'Legal Name (if different)', 'Tax ID Number', and 'Email' fields.

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.
- Time Zone -
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.)

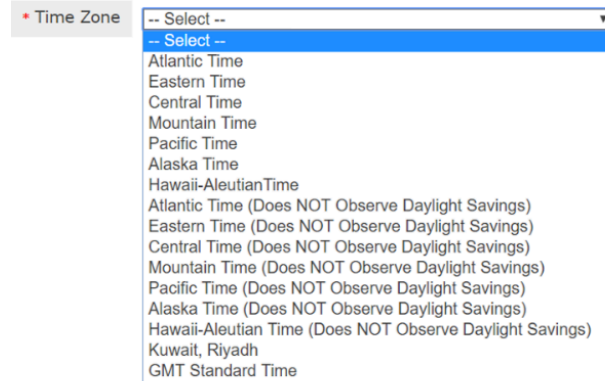


Figure 5

Select “Save and Next” on the top left-hand side to proceed. (See Figure 4 above.)

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).

NOTE: If you do not receive the verification email, check your Junk/Clutter 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.)

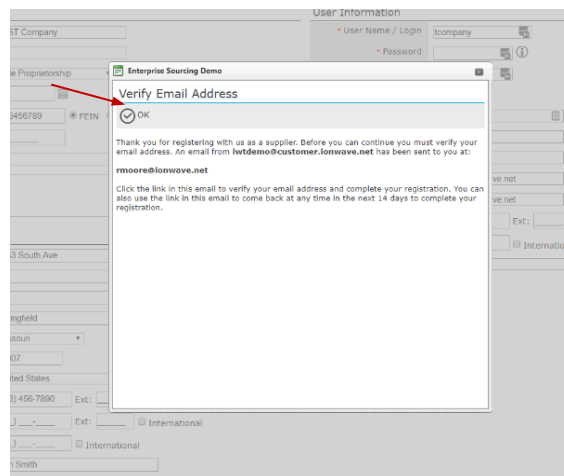


Figure 6



Addresses:

The system auto-populates the Company Address field from the information 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 **+ Add Address** 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.)

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.)

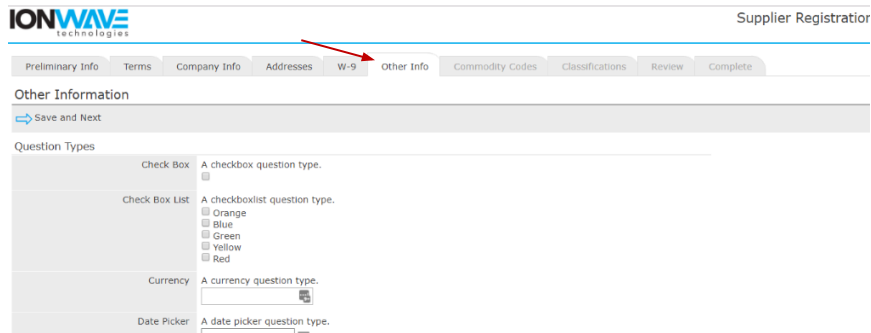


Figure 9

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**. (See Figure 10.)

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

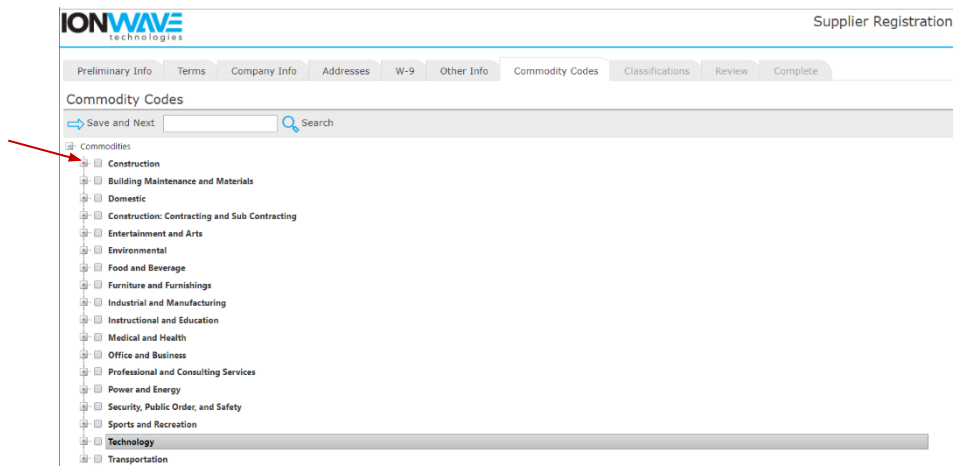


Figure 10

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.)

IONWAVE technologies Supplier Registration

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

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
- African American
- Asian Pacific American
- Asian Subcontinent American
- Disadvantaged Business Enterprise
- Disabled Business Enterprise
- Service-Disabled Veterans-Owned
- Minority-Owned Business Enterprise
- Native American
- Small Business Enterprise / Concern
- Small Disadvantage Business
- Women-Owned Business Enterprise
- Emergency Service/Product Supplier

None Apply None of the above classifications apply to my business

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.)

IONWAVE technologies Supplier Registration

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

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.

Company Info

Company Information

Company Name	Test Company
Company Description	
Organization Type	Sole Proprietorship
Legal Name	
Tax ID Number	987654321
DIUNS	
Formation Date	
Website	

User Information

User Name / Login	TCO
First Name	Tom
Last Name	Jones
Title	
Email	rmcore@ionwave.net
Office Phone	
Mobile Phone	
Time Zone	Central Time

Addresses

General/Corporate Address

Address	3653 South Ave Springfield, MO 65807
Main Phone	(417) 123-4567

Contact Name

Contact Name	Tom Jones
Email	

Figure 12

Complete:

Congratulations! Your registration is complete. Once your registration has been reviewed by the City, you will receive an additional email with further instructions. (See Figure 13.)

IONWAVE technologies Supplier Registration

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

Congratulations, you have successfully submitted your registration.

You will be notified via email once your registration has been reviewed.

[Return to Login](#)

Figure 13

User Information:

Additional users can be added once your registration has been approved by the City. We highly suggest adding a secondary user. (See Figure 14.)

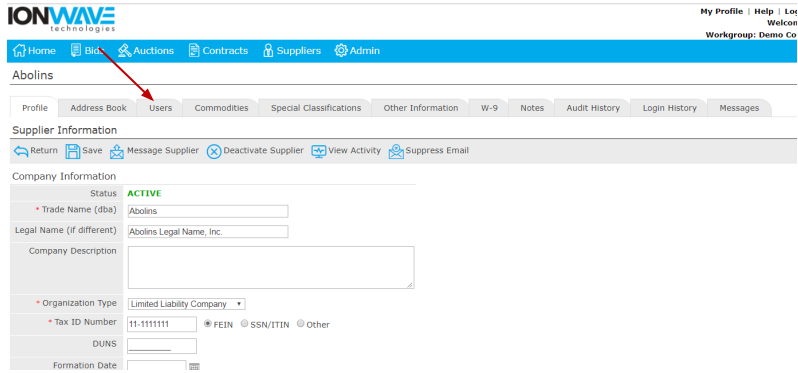


Figure 14