

BWL Supplier Registration Portal Tutorial

Welcome to Supplier Registration!

This document provides instructions on how to register on BWL's platform that utilizes Ion Wave Technologies (IWT) software. Please take note of the following.

- BWL 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 BWL.
- Reviewing BWL'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 BWL's responsibility to manage this information.
- For technical assistance, contact support@ionwave.net or call 866-277-2645 ext. 4.

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*.)

	ye gires	Supplier Registration
Preliminary Info	Terms Company Info Addresses W-9 Other Info Commodity Codes Classifications Review Complete	
Preliminary Co	ompany Information	
Cancel 🖨 Ne	xt	
* Company Name	Test Company	
* Main Phone	(123) 456-7890 Ext: 🔲 International	
DUNS		
	- , - , - ,	

Figure 1

The system will search this organization's supplier database for an exisiting 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.*)

	Øgies	Supplier Registration
Preliminary Info	Terms Company Info Addresses W-9 Other Info Commodity Codes Classifications	Review Complete
Preliminary Co	ompany Information	
Cancel 🕜 Res	eset 🕂 Create New Supplier	
Company Name	Test Company	
* Main Phone	(123) 456-7890 Ext:	
DUNS		
	pliers match your information. Please review the list below and if your company is listed, select it to the registrations. If your company is already a supplier in the system and you simply need a login, present the second s	
Company Name	Location Main Pho	DUNS Status
Q Fall Leaf Removal	Austin, TX USA (123) 456	5-7890 Active



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.*)

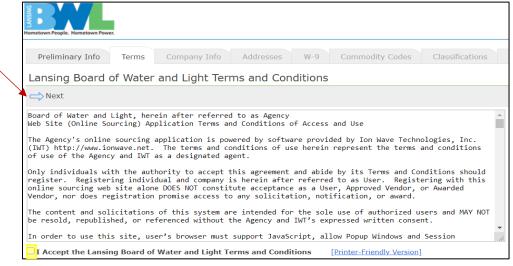


Figure 3

Company Information:

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

			Supplier
Preliminary Info Ter	ms Company Info Addresses W-9 Other Is	nfo Commodity Codes Classif	ications Review Complete
Company Informati	on		
➡ Save and Next			
Company Information		User Information	
 Trade Name (dba) 	TEST Company	• User Name / Login	ionwave
Legal Name (if different)		* Password	
Organization Type	Select *	* Verify Password	5
Formation Date	—	Prefix	
* Tax ID Number		* First Name	
DUNS		Last Name	
Website		Title	
Company Description		* Email	
		• Verify Email	
	ß	Office Phone	Ext: 🗉 Internation
Company Address		Mobile Phone	(
Address 1 Address 2		• Time Zone	Select
Address 2 Address 3			
* City			
* State/Province	Select V		
* Zip/Postal			
* Country * Main Phone	United States T		
	(123) 456-7890 Ext: International		
Toll Free	(Ext: International		
Fax	() 🔲 International		
Contact Name			
Email			

- 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
 - o (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.*)

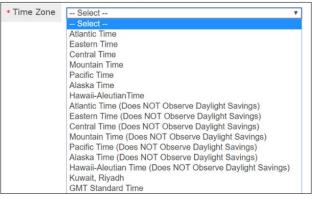


Figure 5

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.)

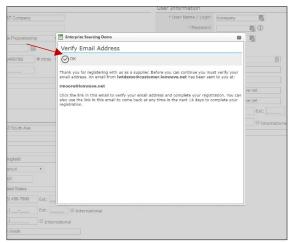


Figure 6

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.*)

P	reliminary Ir	nfo Terms	Company Info	Addresses	W-9 Other In	fo Commodity Codes	Classifications	Review	Complete
Ad	dresses								
æ	Add Addres	s 📥 Next							
0									
Dure	dofault the "	Ganaral/Carpor	ata" addrora will b	a stared in your (Company Brofile If	www.have.additional.addr	incon for Doumont I	Duchasa Orda	r, ata, planca click
	default the " lress to crea		ate" address will b	e stored in your (Company Profile. If y	vou have additional addre	sses for Payment, F	Puchase Orde	r, etc. please click
Ädd	lress to crea	te.		e stored in your C	Company Profile. If y	rou have additional addre	sses for Payment, F	Puchase Orde	r, etc. please click
Ädd	ress to crea neral/Corpo Address	te. orate Address 3653 South Ave		e stored in your C	Company Profile. If y Contact Name		sses for Payment, F	Puchase Orde	r, etc. please click
Add Ger	ress to crea neral/Corpo Address	te. orate Address		e stored in your C			isses for Payment, F		r, etc. please click
Add Ger	neral/Corpo Address	te. orate Address 3653 South Ave		e stored in your C	Contact Name		isses for Payment, F		r, etc. please click
Add Ger	neral/Corpo Address	te. orate Address 3653 South Ave Springfield, MO		e stored in your C	Contact Name		sses for Payment, F		r, etc. please click

Figure 7

Adding Additonal Addresses:

Additional addresses can be added by clicking the \bigcirc Add Address tool on the gray menu bar. Select the "Next" arrow to advance to the next tab. (See *Figure 7.*)

W-9:

The system will 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.*)

		Supplier Registration
	pany Info Addresses W-9 Other Info Commodity Codes Classifications Review Comp	lete
Substitute W-9 Tax Identificati	tion Form	
➡ Save and Next		
This information is populated from the Co	Company Info tab. To update any grayed out information, return to the Company Info tab.	
Name	e Test Company (as shown on your income tax return)	
Business Name/Disregarded Entity Name	e (if different from above)	
Federal Tax Classification	Individual/sele proprietor © C Corporation © S Corporation © Partnership © Trust/estate Uninted liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): Other	
Exempt payee code	e (if any)	
Exemption from FATCA reporting code	e (if any)	
Address	9 3653 South Ave	
City, State, Zip	P Springfield, MO 65807	
Taxpayer Identification Number (TIN)) 98-7654321	
Certification & Electronic Signatur		
Under penalties of periury, I certify that:		
	ny correct taxpaver identification number (or I am waiting for a number to be issued to me), and	
I am not subject to backup withholdin backup withholding as a result of a fa	ing because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Sen failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withho	vice (IRS) that I am subject to
I am a U.S. citizen or other U.S. pers		nung, unu
	form (if any) indicating that I am exempt from FATCA reporting is correct.	
Signature - Type your full name here		
Today's date	33	

Figure 8

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.

					Suppli				r Regis	
Preliminary Info	Terms (Company Info	Addresses	W-9	Other Info	Commodity Codes	Classifications	Review	Complete	
Commodity Cod	les									
Save and Next		Q Se	arch							
- Commodities										
Construction										
🖶 🗐 Building Main	tenance and Mate	erials								
Domestic										
Construction:	Contracting and S	Sub Contracting								
🕸 🗐 Entertainment	and Arts									
🖶 🗐 Environmental	1									
Food and Beve	erage									
Furniture and	-									
🛉 🔲 Industrial and	-									
Instructional a										
🖶 🔲 Medical and H										
Office and Bus										
Professional a		rvices								
Power and Ene										
Security, Publi		.ty								
Sports and Rev Technology	creation									
Technology										

Figure 10

Classifications:

You will be asked to provide information about Special Classifications related to your business and will be prompted to upload a document verifying your qualification for this classification.

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

		Supplier Rec
Preliminary Info Terms Company	Info Addresses W-9 Other I	fo Commodity Codes Classifications Review Complete
Special Classifications		
➡ Save and Next		
Check any special business classificatio	is that apply to your business; if none	, then check "None Apply". Classifications are subject to approval.
General Classifications		
Hispanic American		Hispanic American
African American		African American
Asian Pacific American		Asian Pacific American
Asian Subcontinent American		Asian Subcontinent American
Disadvantaged Business Enterprise Attach supporting document (Optional) Select		Disadvantaged Business Enterprise
Disabled Business Enterprise		Disabled Business Enterprise
Service-Disabled Veterans-Owned		Service-Disabled Veterans-Owned
Minority-Owned Business Enterprise		Minority-Owned Business Enterprise
Native American		Native American
Small Business Enterprise / Concern		Small Business Enterprise / Concern
Small Disadvantage Business		Small Disadvantage Business
Women-Owned Business Enterprise		Women-Owned Business Enterprise
Emergency Service/Product Supplier		Does your company provide services or products utilized in response to emergencies (na man made disasters)

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.*)

	es						Su	upplier Registration
Preliminary Info	Terms Company Is	nfo Address	es W-9	Other Info	Commodity Codes	Classifications	Review Complete	
Review								
Register Now								
registration, click "R Company Info	egister Now" above.				lick 🖉 on the section), or click the app	opriate tab above. To	complete your
Company Informati	on		User Informati	on				
Company Name	Test Company		User Name / Log	In TCO				
Company Description			First Nam	ne Tom				
	Sole Proprietorship		Last Nam					
Legal Name			Tit					
Tax ID Number	987654321		Emi		@ionwave.net			
DUNS			Office Phor					
Formation Date			Mobile Phor					
Website			Time Zor	ne Central	Time			
Addresses								0
General/Corporate	Address							
Address 3653 Sc Springfi	eld, MO 65807	Contact Name Email	Tom Jones					
Main Phone (417) 12	23-4567							

Figure 12

Complete:

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



User Information:

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

Ny Profile Help Lo Welco Workgroup: Bonc Co							
G Home 📕 Bids 🔮	🖁 Contracts 🔒 Suppliers 🚳 Admin						
Abolins	<u>\</u>						
Profile Address Bool	Vsers Commodities Special Classifications Other Information W-9 Notes Audit History Login History Messages						
Supplier Information							
숙 Return 📄 Save 🔗	Message Supplier 😠 Deactivate Supplier 🕁 View Activity 😤 Suppress Email						
Company Information							
	ACTIVE						
 Trade Name (dba) 	Abolins						
Legal Name (if different)	Abolins Legal Name, Inc.						
Company Description							
 Organization Type 	Limited Liability Company •						
Tax ID Number	11-1111111						
DUNS							
Formation Date							
	Figure 14						