

# VIRGIN ISLANDS PORT AUTHORITY SUPPLIER REGISTRATION INSTRUCTIONS

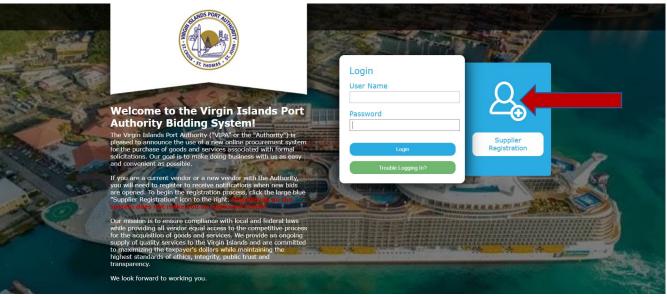
# **Supplier Registration**

This document provides instruction on how to register your organization as a supplier in Virgin Islands Port Authority's procurement software. Please take note of the following:

- Each organization manages its own supplier database. Registration with other IWT clients does not grant access to the VIPA's site.
- Completion of the registration process does not mean you will be awarded a contract with VIPA.
- Any changes or modifications to the supplier profile will be completed by the supplier. It is not VIPA's responsibility to manage this information.
- For questions regarding your registration application, contact <u>vipaprocurement@viport.com</u>.
- For technical assistance, contact <a href="mailto:support@ionwave.net">support@ionwave.net</a> or call 866-277-2645 ext. 4.

# **New Registration Process**

To begin the registration process, select the "Bids and Request for Proposals" link on the Virgin Islands Port Authority website. Once the login page is open, click on the "supplier Registration" tab. *(See Figure 1)* 





On the "Preliminary Company Information" page, enter your Company Name, Telephone Number, and DUNS. (Please note that effective January 1, 2022, all suppliers doing business with the Authority must have a DUNS number.) If you are providing an international telephone, check the box to "International" and enter information accordingly *(See Figure 2)*. Select "Next" to proceed.

	Supplier Registration
Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Review Complete	
Preliminary Company Information	
⊘Cancel ⇒ Next	
* Company Name	
* Main Phone () Ext: 🗆 International	
DUNS	

The system with search the Authority's Ion Wave supplier database for an existing supplier account. If a duplication is found, you will be prompted to **not create a duplicate supplier.** Click on "Cancel" button to cancel the registration. If you need to have access to your account, contact the primary user of this account in our organization and request to be added as an additional user on the account.

If the "duplicate" account is not your company, click on "Create New Supplier" on top left-hand side to proceed. *(See Figure 3)* 

				Supplier Registration
Preliminary Info Terms Company Info Addresses W-9 Comr	nodity Codes Review Complete			
Preliminary Company Information				
⊘Cancel ፼ Reset ⊕ create New Supplier				
Company Name VIPA Procurement     Main Phone (340) 774-1629 Ext: International     DUNS 123456789				
The following suppliers match your information. Please review the list below and you simply need a login, please contact an administrator at your organi		s. Please do not create duplicate supplier regis	trations. If your company is already a	supplier in the system
Similar Suppliers Found Company Name	Location	Main Phone	DUNS	Status
Q VIPAENG & Associates	St. Thomas, VI USA	(340) 774-1629	471271316	Active

Figure 2

#### **Terms and Conditions:**

You are required to agree with the Terms and Conditions to proceed with your registration. If necessary, click the 'Printer-Friendly Version' link to print the terms for offline review. Once you have reviewed the terms and agree, check the box, and click 'Next' on top left-hand side to proceed. (See *Figure 4*)

	Supplier Registration
Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Review Complete	
Terms and Conditions	
⇒Next	
/irgin Islands Port Authority Terms and Conditions	
content and solicitations of this system are intended for the sole use of authorized users and MAY NOT be resold, republished, or referenced without the Ageincy and IVT's expressed withan consent. In order to use withdows and Session Cookies. A current intermet browsers is recommended with the "Services Requirements" link located on the loging page for a compilete listing of recommended and using the browsers. Jocking software when accessing and using this site. Trusted Site: User agrees to make this site a "trusted" site in user's proviser's intermet options configuration. Use of Spam Filters: User agrees to make this site a "trusted" site in user's proviser's intermet options configuration. Use of Spam Filters: User agrees to the built of the software and conditions and conditions spat) to user's use of any part of this colline sourcing system (also r user, you accept and agree to be bound by these terms and conditions. The following terms and conditions are not the degency's Bid Terms and Conditions will be included within the application. If user provides any information that is untrue, inaccurate, not current or ris incomplete, or the Agency has exaponsible for admacrase, not current or ris incomplete, or the Agency has exaponsible for admacrase, not current or ris incomplete, or the Agency has exponsible for danages. Users are reactions are neal add insure this incoming main includes are read on a regulate basis. User are removed to the web site (or any portion thereor). Users are responsible for keeping the information rune or this uses of the substite or any portion thereory. Users are responsible for admacrase, not current or ris incomplete. The the appendix the temperature or this uses as the application. In the low points of the rune of the rune as the temperature or the approxible for damages exactly and legally responsible for damages exactly in user's incomplete into admont the provisions of the application including but not limited to hadd users et nucles any information that is unot in make	Jse of Pop-Up Blocking Software: User agrees to disable pop-up very and acceptance of all email coming from ferred to as "web site") each time that you use it. By registering as cation and attached to each bid opportunity. Registration true, accurate, current and complete information about user's somplete, the Agency has the right to suspend or terminate user's fress or set up multiple email accounts that are regularly read to gattempts, tattempts to gain unauthorized access the application,

#### **Company Information:**

			Supplier Registration
Preliminary Info Ter	ms Company Info Addresses W-9 Commodity Codes Review Complete		
Company Information	on		
➡ Save and Next			
Company Information		User Information	
<ul> <li>Trade Name (dba)</li> </ul>	VIPA Procurement	* User Name / Login	
Legal Name (if different)		* Password	
* Organization Type	Select 🗸	* Verify Password	
Formation Date		Prefix	
* Tax ID Number	FEIN OSSN/ITIN Oother	* First Name	
DUNS	123456789	* Last Name	
Website		Title	
Company Description		* Email	
		* Verify Email	
Vauuarde	Use comma or [Enter] to separate keywords	Office Phone	( Ext: International
Reywords	ou commu or juncif to separate revino da	Mobile Phone	
		• Time Zone	
Company Address			
Address 1			
Address 2			
Address 3			
* City			
* State/Province	Select 🗸		
* Zip/Postal			
* Country	United States		
* Main Phone	(340) 774-1629 Ext:		
			Figure
			Tigure

The system requires your company information. All required fields on this page are indicated with a red asterisk \*. (See *Figure 5*)

• Trade Name or DBA (Doing Business As) /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**
- User Information By default, the system will utilize the user information to create the primary user profile for the account.
- Company Address By default, the system will utilize this as your primary communication. Enter a different contact name and email if primary contact is different from the user contact information. 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 6*)

Time Zone	Select
	Select
	Atlantic Time
	Eastern Time
	Central Time
	Mountain Time
	Pacific Time
	Alaska Time
	Hawaii-AleutianTime
	Atlantic Time (Does NOT Observe Daylight Savings)
	Eastern Time (Does NOT Observe Daylight Savings)
	Central Time (Does NOT Observe Daylight Savings)
	Mountain Time (Does NOT Observe Daylight Savings)
	Pacific Time (Does NOT Observe Daylight Savings)
	Alaska Time (Does NOT Observe Daylight Savings)
	Hawaii-Aleutian Time (Does NOT Observe Daylight Savings)
	Kuwait, Riyadh
	GMT Standard Time
	Transport (1997) (1997) (1997) (1997)

Click on 'Save and Next' on the top left-hand side to proceed. (See Figure 5 above.)

**Verify Email Address** – The system will send an email link to verify if you email address is valid. The "From" address is provided in the pop-up box. Add this email address to your Safe Senders list (whitelist) to avoid being routed to your junk mail.

**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 7).* 

			Supplier Registration
Preliminary Info Terr Company Informatio	ms Company Info Addresses W-9 Commodity Codes	Review Complete	
☐>Save and Next			
Company Information		🔄 Virgin Islands Port Authority 🛛 🚳	
* Trade Name (dba)	VIPA Procurement	Verify Email Address	
Legal Name (if different)		Ок	
* Organization Type	Government Entity		
Formation Date	5/10/2022	Thank you for registering with us as a supplier. Before you can continue you must verify your email address. An email from viport@customer.ionwave.net has been sent to you at:	
* Tax ID Number	98-7654321	vipaprocurement@viport.com	
DUNS	123456789	Click the link in this email to verify your email address and complete your registration. You can also use the link in this email to come back at any time in the next 14 days to complete your	
Website	www.viport.com	registration.	
Company Description	Virgin Islands Port Authority		nt@viport.com
			nt@viport.com
			Ext:
Keywords	Use comma or [Enter] to separate keywords		
			International
			<b></b>
Company Address			
	8074 Lindbergh Bay		
Address 2			
Address 3			
* City	St. Thomas		
State/Province			
Zip/Postal	00803		
* Country	Virgin Islands, U.S.		
* Main Phone	(340) 774-1629 Ext: 🗆 International		
			— 1:21 PM —

Once you receive the email, click on the provided link in the email to continue with the registration. Click on 'Click Here to Continue Registration'. (See Figure 8).

Virgin Islands Port Authority [Test] Supplier Registration Email Verification Required	
Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from viport@customer.ionwave.net.] Show blocked content	
Virgin Islands Port Authority <viport@customer.ionwave.net> To: VIPA Procurement</viport@customer.ionwave.net>	
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.	
VNDREGVERIFY - 5/10/2022 12:19 PM (CT)	
≪, Reply all → Forward	

```
Figure 8
```

#### 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 9.1*).

									Supplier Registration
Preliminary	Info Terms Compa	ny Info Addresses	Commodity Codes	Review Complete					
Addresses									
🕂 Add Addr	ess 🛋 Next								
By default the	"General/Corporate" addre	ss will be stored in you	r Company Profile. If you	have additional address	es for Payment, Purchase Or	der, etc. please click Add	Address to create.		
General/Cor	porate Address								
🖉 Address	8074 Lindbergh Bay St. Thomas 00803 Virgin Islands, U.S.		Contact Name Email		Ŵ				
	(340) 774-1629								
Toll Free Fax									
Fax									

Figure 9.1

#### **Adding Additional Addresses:**

Additional addresses can be added by clicking the Add Address tool on the gray menu bar. Complete the required fields in the Add New Address dialogue box (See *Figure 9.2*). Click 'Save' to add the address.

=	
Add New Add	dress
Ocancel	Save
New Address I	Information
* Address 1	
Address 2	
Address 3	
* City	
* State/Province	Select 🗸
* Zip/Postal	
* Country	United States
* Phone	() Ext: □ International
Toll Free	() Ext: 🗆 International
Fax	() Ext: 🗆 International
Contact Name	
Email	
* Address Type	Bid/Quote Mailing Payment Purchase Order Emergency Contact

Figure 9.2

Click on 'Next' to proceed to the next tab. (See Figure 9.1)

#### **W-9:**

You are required to submit a W9. The system will prompt you to complete a W-9 form. Complete this page 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 10*). Click on 'Save and Next' to proceed to the next tab.

		lassifications Review Complete	
Substitute W-9 Tax Identification	on Form		
-	impany Info tab. To update any grayed out information, return to the Compa	en tala tak	
Name			
	Test Company	(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	3653 South Ave	A	
City, State, Zip	Springfield, MO 65807		
Taxpayer Identification Number (TIN)	98-7654321		
Certification & Electronic Signature	8		
<ul> <li>I am not subject to backup withholdin backup withholding as a result of a fai</li> <li>I am a U.S. citizen or other U.S. person</li> </ul>		notified by the Internal Revenue Service (IRS) that I am subject to	
	rm (if any) indicating that I am exempt from FATCA reporting is correct.		
Signature - Type your full name here			
Today's date	223		

```
Figure 10
```

#### **Other Information**:

You are required to answer additional fields in the 'Other Information' tab. All questions with a red asterisk \* are required. (See *Figure 11*).

Ordering Contact - This contract will receive Purchase Order email notifications. Can be the same person as the user contact.

Payment Contact - This contact receives ACH payment email notifications. Can be the same person as the user contact.

Bank Information – You are required to fill banking information. This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Authorization Notice - You are required to agree with the Loudoun Water Authorization Notice.

Click on the 'Save' to proceed to the next tab.

ORDERING CONTACT       This contact person will receive Purchase Order email notifications.         This person is the same as our User Contact.	Return 🖹 Save	e		
Konding/Transit Number      Konding/Kondi	ORD	DERING CONTACT		
Email Address:   Image: Control of the splication of Automated Clearing House (AcH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment or accest by case basis.   • Bank INFORMATION   This is the application of Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment and reviewed on a case by case basis.   • Bank INFORMATION   Thereby authorize Loudour Water (Loudour Water Senitation Authority) and the financial institution identified above to electronically deposit, my AP monies into my designated accourr and to correct for account of accept to the which i am not entitled.		First Name:	(If different from User Contact.)	
EANK INFORMATION     This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment     Eank Account Number:     Enacial Institution Name:     Authorization Notice:     Authorization Notice:     The bark Account Number:     Authorization Notice:     The bark Account Number:     Authorization Notice:     The bark Account Number:     The bark Account Numb		Last Name:		
PAYMENT CONTACT     This contact person will receive ACH payment email notifications.     This person is the same as our User Contact.     This person is the same as our User Contact.     This person is the same as our User Contact.     This person is the same as our User Contact.     This person is the same as our User Contact.     Telephone Number:     Description     Telephone Number:     PANK INFORMATION     This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment     will be considered as an exception and reviewed on a case by case basis.     Financial Institution Name:     Bank Account Number:     Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment     will be considered as an exception and reviewed on a case by case basis.     Financial Institution Name:     Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment     will be considered as an exception and reviewed on a case by case basis.     Financial Institution Name:     Accept the Authorize Loudoun Water (Loudoun Water Santiation Authority) and the financial institution identified above to electronically deposit my A/P monies into my designated accour     Accept the Authorize Loudoun Water (Loudoun Water Santiation Authority) and the financial institution identified above to electronically deposit my A/P monies into my designated accour     Accept the Authorize Loudoun the oncide		Email Address:		
• BANK INFORMATION This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment will be considered as an exception and reviewed on a case by case basis.   • BANK INFORMATION This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment will be considered as an exception and reviewed on a case by case basis.   • BANK INFORMATION This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment will be considered as an exception and reviewed on a case by case basis.   • Financial Institution Name:   • Routing/Transit Number:   • Authorization Notice:	Tel	lephone Number:	Ext:  International	
First Name:     Last Name:	PA	YMENT CONTACT	This contact person will receive ACH payment email notifications.	
Last Name:     Email Address:     Email Addres				
Email Address:     Email Ad		First Name:		
• BANK INFORMATION This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment will be considered as an exception and reviewed on a case by case basis. • Routing/Transit Number: • Routing/Transit Number: • Authorization Notice: * Authorization Notice:		Last Name:		
BANK INFORMATION     This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water requests that all vendors accept payment by ACH. Request for check payment will be considered as an exception and reviewed on a case by case basis.     Financial Institution Name:     Bank Account Number:     Authorization Notice:     Thereby authorize Loudoun Water (Loudoun Water Sanitation Authority) and the financial institution identified above to electronically deposit my A/P monies into my designated accourt and to correct my account for any amounts deposited to it to which I am not entitied."     Accept the Authorization Notice:	Email Address:			
<ul> <li>Routing/Transit Number:</li> <li>Bank Account Number:</li> <li>Authorization Notice:</li> </ul>	Tel	lephone Number:	Ext: International	
<ul> <li>Routing/Transit Number:</li> <li>Bank Account Number:</li> <li>Authorization Notice:</li> </ul>				
Routing/Transit Number:     Bank Account Number:     Authorization Notice:     "I hereby authorize Loudoun Water (Loudoun Water Sanitation Authority) and the financial institution identified above to electronically deposit my A/P monies into my designated account and to correct my account for any amounts deposited to it to which I am not entitled."     Accept the Authorization Notice:	* BANK INFORMATION			
Bank Account Number:     Authorization Notice:     Thereby authorize Loudoun Water (Loudoun Water Sanitation Authority) and the financial institution identified above to electronically deposit my A/P monies into my designated account and to correct my account for any amounts deposited to it to which I am not entitled."     Accept the Authorization Notice:		Financial Institution Nan	ne:	
Authorization Notice:     "I hereby authorize Loudoun Water (Loudoun Water Sanitation Authority) and the financial institution identified above to electronically deposit my A/P monies into my designated accourt and to correct my account for any amounts deposited to it to which I am not entitled."     Accept the Authorization Notice:	* Routing/Transit Number:			
and to correct my account for any amounts deposited to it to which I am not entitled." Accept the Authorization Notice:	* Bank Account Number:			
	* Authorization Notice:			
			Notice:	

#### **Commodity Codes:**

Selection of Commodities will allow your organization to be invited to solicitations specifically related to your business. Review all commodities and only mark those commodities that pertain to your business. The commodity main categories can be expanded by clicking either on the + sign or **bold text**. *(See Figure 12).* Click on 'Save and Next' to proceed to the next tab.

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

Supplier	Registration

Preliminary Info       Terms       Company Info       Addresses       Commodity Codes         Commodity       Codes       Review       Complete         Image: Search       Image: Search       Image: Search       Image: Search         Image: Construction       Image: Search       Image: Search       Image: Search         Image: Search       Image: Search       Image: Search       Image: Search       Image: Search         Image: Search       Image: Search       Image: Search       Image: Search       Image: Search       Image: Search       Image: Search       Image: Search       Image: Search       Image: Search       Image: Search       Image: Search       <	
Sive and Next Supplex, and Services Commodiles Commod	Preliminary Info Terms Company Info Addresses Commodity Codes Review Complete
Commodilies  Commodilies  Commodilies  Construction  Cons	Commodity Codes
Building Maintenance. Materials. Supplies, and Services         Generatical Construction         Generatical Constructions contracting and Sub Contracting         Generatical Constructions Contracting and Sub Contracting         Generatical Constructions Contractions         Generatical Constructions Contracting and Sub Contracting         Generatical Constructions Contractions         Generatical Constructions         Gene	$ ightarrow$ Save and Next $O_{ m Q}$ Search
Industrial and Manufacturing       Ibuditial and Manufacturing       Ibuditian and Manufacturing       Ibuditian All consulting Services       Ibuditian Consulting Services	Building Maintenance, Materials, Supplies, and Services      Construction      Onestruction contracting and Sub Contracting      Domestic      Entertainment and Arts      Environmental      Fordan Bereage
🗄 🖳 Water and Waterwater	

Figure 12

#### **Classifications:**

Check mark each Special Classifications related to your business. If any Special Classifications is selected, you will be required to upload a document verifying your qualification for this classification by clicking the 'Select' tool and then selecting the appropriate file to upload (See Figure 13). Click on 'Save and Next' to proceed to the next tab.

Preliminary Info Terms Company Info Addresses W-9 Other In	fo 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	Hispanic American				
African American	African American				
Aslan Pacific American Aslan Pacific American					
Asian Subcontinent American Asian Subcontinent American					
Disadvantaged Business Enterprise Disadvantaged Business Enterprise					
Attach supporting document (Optional) Select					
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 (natural or man made disasters)				
None Apply  None of the above classifications apply to my business					

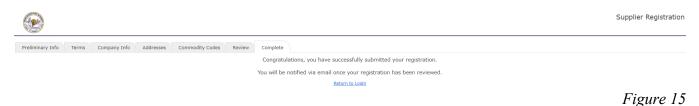
#### **Review:**

Review and verify if all information is correct. To make any corrections, click the <sup>1</sup> icon for that section of the tab where that information is. Click 'Register Now' when ready to submit. (See *Figure 14*)

			Supplier Registration
Preliminary Info	Terms Company Info Addresses Commo	dity Codes Revie	w Complete
Review			
Register Now			
You're almost done.	Please review your information below. To make o	orrections, click 🖉	on the section, or click the appropriate tab above. To complete your registration, click "Register Now" above.
🖉 Company Info			
Company Informati	ion	User Information	
Company Name	VIPA Procurement	User Name / Login	Authority
Company Description	Virgin Islands Port Authority	First Name	VIPA
Organization Type	Government Entity	Last Name	Procurement
Legal Name		Title	
Tax ID Number	987654321	Email	vipaprocurement@viport.com
DUNS	123456789	Office Phone	
Formation Date	5/10/2022	Mobile Phone	
	www.viport.com	Time Zone	Atlantic Time
Keywords			
🖉 Addresses			
General/Corporate	Address		
	ndbergh Bay Contact Name nas 00803 slands, U.S. Email		
Main Phone (340) 7	74-1629		
Toll Free			
Fax			
Commodities			
Commodities			
	ce, Materials, Supplies, and Services		
	nance, Materials, Supplies, and Services		
Backfill: Gravel, I	Dirt, Sand, Topsoil and Services		
			Figure 14

#### **Complete:**

Congratulations! Your registration is complete (See *Figure 15*). Your registration will be reviewed by LW Procurement Department before it can be activated.



#### Activate:

Once your registration has been reviewed and activated, you will receive an email notification that your account has been activated. If you view your registered account, the compete tab will update to show that your registration has been activated (See *Figure 16*).

Complete	Review	Classifications	Commodity Codes	W-9	Addresses	Company Info	Terms	Preliminary Info
ed.	een activate	egistration has b	Your					
	ain	Return to Log						
Figu								

# **Update Supplier Information**

#### Log In:

Once your account is activated, you are responsible in managing your company's information stored in LW Ion wave. Click the link to LW Ion wave application on Loudoun Water's webpage. Enter your 'Username' and 'Password' then click 'Login' button. (See *Figure17*)



#### Home Tab:

Once you login, the application opens the 'Home' tab. Alerts information is viewable on this page. (See

ධි Home 📕 Bid Events 🏟 Admin
Alerts
LOUDOUN 🖇 WATER
Welcome to the Ion Wave Bidding Dev supplier portal!

Figure 18

#### **Bid Events Tab:**

The 'Bid Events' tab has all information regarding bid opportunities and your bid activities. (See *Figure 19*). Click on tabs you want to view.

<b>ONWAV</b>	ගි Home	Bid Events	🕸 Admin						DeniRe
Available Bids	Closed Bids	My Responses	My Awards						
My Invitations									
Bid Number		Title		Туре	Issue Date	Close Date 🔺	Time Left	Bid Status	Response Status
No records to display.									
Other Bid Oppor	tunities								
Bid Number		Title		Туре	Issue Date	Close Date 🔺	Time Left	Bid Status	Response Status
No records to display.									

Figure 19

#### Admin Tab – My Profile:

Select Admin > 'My Profile' to view your profile. (See *Figure 20.1*).

🙀 💶 DocuSign Login - Enter em... 📨 Select a business role - [SAP] 📚 Sign into Helpdesk 🖉 RACE 🖙 Solution Documentation (2) 🚦 Sign in to your

IONWAVE	ගි Home	Bid Events	Admin	
			My Profile	
			Company Profile	
	Aler	ts	Messages	
			Audit History	

To edit your user information by making changes to your profile. When done click the 'Save' button (See Figure 20.2). The 'Audit/Login History' button is also available to view your activities in Ion Wave

	Home 🗐 Bid Events 🍄 Admin
Edit User	
Save 🛱 Audit / Login	History
My Profile	
* User Name / Login	DeniReye
Title	
Prefix	

.

Figure 20.1

#### Admin Tab – Company Profile:

The following tabs are available to update in 'Admin' > Select 'Company Profile'. (See Figure 21).

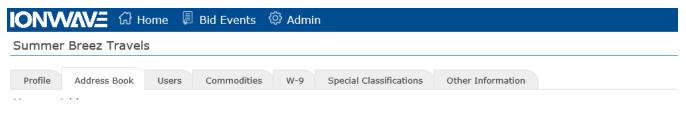


Figure 21

#### Navigating in Address Book Tab:

Use this tab to update your company address or add additional addresses for the company. Click Admin > Company Profile > Address Book (See *Figure22*).

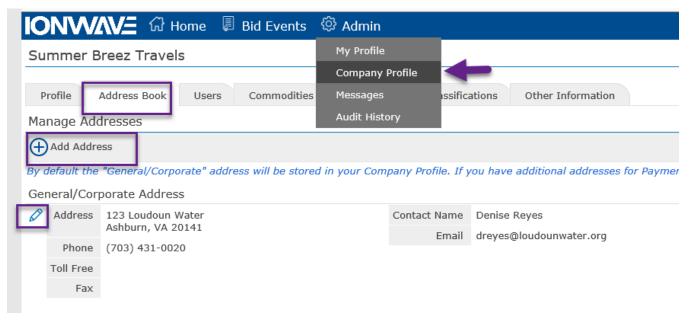


Figure 22

#### Navigating in User Information Tab:

You can add additional users once your registration has been approved by Loudoun Water. It is useful to add a secondary user to your account. To add another user, click on Admin > Company Profile > Users tab > Add User. (See *Figure 23.1*).

🚖 💶 DocuSign Login - Enter em 📨 Select a business role - [SAP] 🕫	🕏 Sign into Helpdesk 🕘 RACE	Solution Doc	umentation (2) 📕 Sign in to you	r account 🍳 Loudoun Water LW Connect 🜌
IONVAVE 记 Home 📱 Bid Events	🛱 Admin			
Summer Breez Travels	My Profile			
	Company Profile			
Profile Address Book Users Commodities	Messages	ssifications	Other Information	
User List	Audit History			
Add User				
UserName	Full Name		Title	

Fill the additional new user information. Click 'Save' when done to add the new user in the account. (See *Figure 23.2*)

Add New User

Return Save	
User Information	
Status	NONE
* User Name / Login	
* Password	<u>ì</u>
* 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	

# Navigating in Commodities ab:

Use this tab to update selected commodities. You can add or delete selected commodities. Click 'Save' button to save changes. (See *Figure24*).

Figure 23.2

IONVAVE 🕢 Home 📱 Bid Events	② Admin
Summer Breez Travels	My Profile
	Company Profile
Profile Address Book Users Commodities	Messages sifications Other Information
Commodities	Audit History
Save Q Search	
Commodity Selection	
⊡ <sup></sup> Commodities	
Building Maintenance and Materials	
Construction	
Construction: Contracting and Sub Contracting	
Domestic	
Entertainment and Arts	

Figure 24

#### Navigating in W9 Tab:

Use this tab to update or save W9 Form. Click Admin > Company Profile > W9 Tab > Select Update W9 or View W9 (See *Figure25*).

Profile Address Book Users	Commodities W-9	Special Classifications	Other Information		
Substitute W-9 Tax Identification	Form				
View W-9					
This is the W-9 currently on file for your o	organization. If you need t	o make changes/correction	s, click "Update W-9" to	o submit a new one.	
Name	Summer Breez Travels			(as shown on your inco	ome tax return)
Business Name/Disregarded Entity Name				(if different from above	<i>;)</i>
Federal Tax Classification	_	etor C Corporation S Connormality Co			tnership):
Exempt Payee Code	(if any)				
Exemption from FATCA Reporting Code	(if any)				
Address	123 Loudoun Water				
					Figure 25

### Navigating in Special Classification Tab:

Use this tab to update your special classifications. Click Admin > Company Profile > Special Classification (See *Figure26*). Select from the list then click on 'Add Selected' button.

Profile Address Book	Users	Commodities	W-9	Special Classifications	Other Information
elected Classifications					
Classification Title				Description	1
lo records to display.					
vailable Classifications					
➡Add Selected					
Employment Service Orga	nization				
Minority Owned Business					
Service Disabled Veteran-	Owned Bu	siness			
Small Business Enterprise	1				
Small Minority African Am	erican Bus	iness			
Small Minority Asian Ame	rican Busin	ess			
Small Minority Hispanic A	merican Bu	siness			
Small Minority Native Ame	erican Busi	ness			
Small Service Disabled Ve	teran-Own	ed Business			
Small Women-Owned Bus	iness				
Women Owned Business					

Figure 26

**Navigating in Other Information Tab**: Use this tab to update found in Other Information Tab. Click Admin > Company Profile > Other Information (See Figure 27). You can update your bank information, ordering contact information and payment contract information.

IONWAVE ᢙ Home 「	Bid Events 🕸 Admin
Summer Breez Travels	My Profile
	Company Profile
Profile Address Book Users	Commodities Messages ssifications Other Information
Supplier Other Info Edit	Audit History
Save	
ORDERING CONTACT	This contact person will receive Purchase Order email notifications.
	This person is the same as our User Contact.
First Name:	(If different from User Contact.)
Last Name:	
Email Address:	
Telephone Number:	Ext:  International
PAYMENT CONTACT	This contact person will receive ACH payment email notifications.
	This person is the same as our User Contact.
First Name:	
Last Name:	
Email Address:	
Telephone Number:	Ext:
* BANK INFORMATION	This is the application for Automated Clearing House (ACH). This is to notify applicants that Loudoun Water by case basis.
	Financial Institution Name:
* Routing/Transit Number:	
* Bank Account Number:	

#### Admin Tab – Messages:

To view all messages or messages that need acknowledgement, click 'Admin' > Select 'Messages'. (See *Figure 28*). To view the message, just click on the message line to open.

ION\	MAVE 记 Home 🗏 Bid Eve	ents 🖗 Admin
Messag	jes	My Profile
All Mess		Company Profile Messages Audit History
! Ack	< Received	Subject
Q	9/11/2020 12:45:38 PM (ET)	Loudoun Water Procurement [Test] Bid Extension Notification: 2020-081-1210001 (RFP Template - Engineering BOA)
Q	9/11/2020 12:30:29 PM (ET)	Loudoun Water Procurement [Test] Bid Opportunity Invitation: 2020-081-1210001 (RFP Template - Engineering BOA)
Q,	9/3/2020 11:04:20 PM (ET)	Loudoun Water Procurement [Test] Registration Activation Notification
Q	9/3/2020 11:01:14 PM (ET)	Loudoun Water Procurement [Test] Supplier Registration Email Verification Required

# Admin Tab – Audit History:

To view the audit history for this supplier, click 'Admin' > Select 'Audit History'. (See *Figure 29*). This will show all activities done in the system by the user/supplier.

-				
0	NWAVE 🔂 Home	🗐 Bid Events	🕸 Admin	_
Su	oplier Audit List		My Profile	
	Message		Company Profile	
~	9/23/2020 12:55:00 AM (ET)	User update	Messages	E Reyes)
	"User Added" Ryes DeniseEidy (deneid	yR)	Audit History	
	User deneidyR: Role "Administrator" ad	dded		
	User deneidyR: Role "Event View" added			
	User deneidyR: Role "Event Respond" a	added		
Υ.	9/3/2020 11:04:00 PM (ET)	User update	(Denise	e E Reyes)
	User Denireye: "Status" changed from	"PENDING" to "ACTIVE"		
Υ.	9/3/2020 11:04:00 PM (ET)	Supplier Profile update	(Denise	e E Reyes)
	Supplier status changed from "DRAFT"	to "ACTIVE"		
	Supplier pool status changed from "DF	AFT" to "ACTIVE"		
	"Status" changed from "DRAFT" to "AC	TIVE"		
Υ.	9/3/2020 11:03:00 PM (ET)	Commodity insert	(Denise	e E Reyes)

Figure 29