

New Vendor Registration Guide

How to Register

Ensure you are using the internet browser, Google Chrome or Microsoft Edge. Access to the vendor registration is on the County's Become a Vendor webpage and on the County's Ion Wave homepage.

http://epcounty.com/vendorenrollment/default.htm https://epcountypurchasing.ionwave.net/Login.aspx

Step 1: Click on the Become a Vendor or Supplier Registration button.



Step 2: Complete the Tabs, starting with "Preliminary Info" and finishing with "Complete".

Any time information is missing from the required fields (*) or the system detects a descrepancy a notice will appear, follow the prompts.

						Sup	plier Registration
Preliminary Info Complete	Terms	Company Info	Addresses	W-9	Commodity Codes	Classifications	Review
	mpany II _{xt}	nformation					
* Company Name * Main Phone DUNS	()	Ext:	_ _ Internation	al			

Step 3: Once you complete the "Company Info" tab and click on the "Save and Next" button, a pop-up window will direct you to verify your indicated email address.

Company Informatio	on		
➡ Save and Next			
Company Informati		User Information	
* Trade Name (dba)	Example Company	* User Name / Login	ExampleUserName
Legal Name (if different)		* Password	
* Organization Type	Sole Proprietorship 🗸	* Verify Password	••••••
Formation Date	m	Prefix	
* Tax ID Number	98-7654321	* First Name	
DUNS		* Last Name	
Website	www.epcounty.com/purchasing	Title	
Company Description		* Email	bidquestions@epcounty.com



The only way to continue the registration is to click on the link sent to the email provided. The link expires within 14 days. Clicking on the "OK" button will close the window and return you to the homescreen. Example of emailed link below.

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.

Step 4: **Continue completing the Tabs.** Choosing the correct commodities will help your company receive relevant, important notices. To select the right commodity click on the expand button to the right of the commodity category to view detailed/sub categories, search for keywords, or select broad main categories. Commodities and the vendor profile may be updated as needed once complete.

	ve and Next 🛛 🔍 Search
Comr	nodities
<u>⊨</u>	Building Maintenance and Materials
÷	Construction
÷	Construction: Contracting and Sub Contracting
÷	Domestic
₽	Entertainment and Arts
<u></u> <u> </u>	Environmental
÷	Food and Beverage
· ₽- □] Furniture and Furnishings
<u>∎</u> - □	Industrial and Manufacturing
· · · · ·	Instructional and Education
÷	Medical and Health
	Office and Business
	Office and Business
	" 🗌 Material Handling - Warehouse, Containers, Packaging, and Storage: Equipment, Supplies, and Servi
	Office Equipment, Forms, Paper, and Supplies
	··· 🗹 Office Services
	Printing, Publishing, and Signs: Equipment, Supplies, and Services
	Promotional Items, Flags, and Novelty: Equipment, Supplies, and Services
1.1.1	Retail and Wholesale - Equipment, Machines, Supplies, and Services

Step 5: **Review all entered information.** Click on the "Register Now" button to submit your registration and a notification will be sent to your email once the registration is complete.

Questions about the vendor registration? Call the Purchasing Department at (915) 546-2048 or email bidquestions@epcounty.com.

Review				
Register Now				
You're almost done. above. To complete Ø Company Info	Please review your information below. your registration, click "Register Now" a	To make corrections, click 🖉 above.	on the section, or click the appropria	
Company Information		User Information		
Company Name	Example Company	User Name / Login	ExampleUserName	
Company Description		First Name		
Organization Type	Sole Proprietorship	Last Name		
Legal Name		Title		
Tax ID Number	987654321	Email	bidquestions@epcounty.com	
DUNS		Office Phone		
Formation Date		Mobile Phone		
Website	www.epcounty.com/purchasing	Time Zone	Mountain Time (Does NOT Observe Day	
Keywords			Savings)	

Ion Wave Helpful Guides

Additional guides are provided by Ion Wave Technologies when logged in to your vendor profile.

IONWAVE	ගි Home	🗐 Bid Events 🔅 4	Admin	Example.company 🖣
				My Profile
Alerts		No alerts!	Quick Links	Help Log O
			(?) Help	Commodity Codes

