

# **BECOMING A REGISTERED SUPPLIER**

**USING THE EBID SYSTEM**



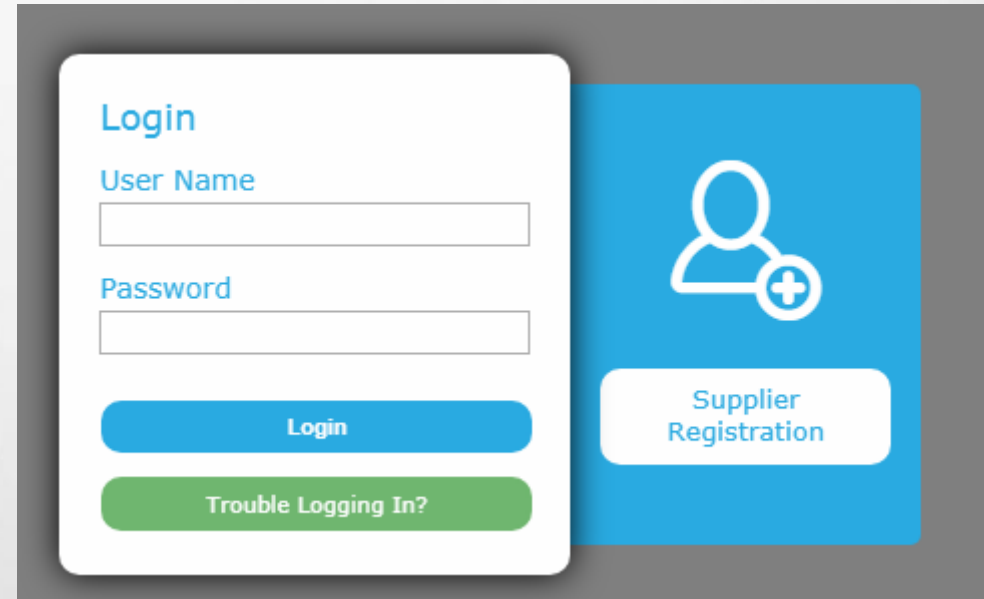
# WHAT IS EBID?

- An online bidding system which eliminated traditional paper bids and replaces them with an electronic process via the internet
- Utilized for vendor management
- The general public is able to view current and cancelled bids; however, to **submit** a bid one **must be registered**



# HOW DO YOU BECOME A REGISTERED VENDOR?

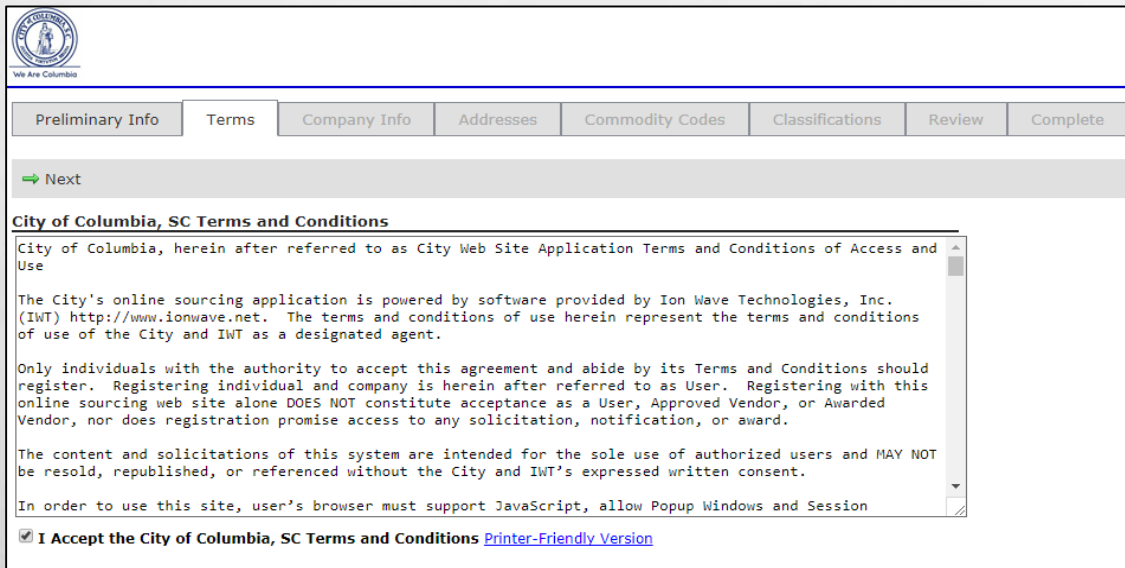
1. Go to <https://columbiasc.ionwave.net>
2. Click on supplier registration



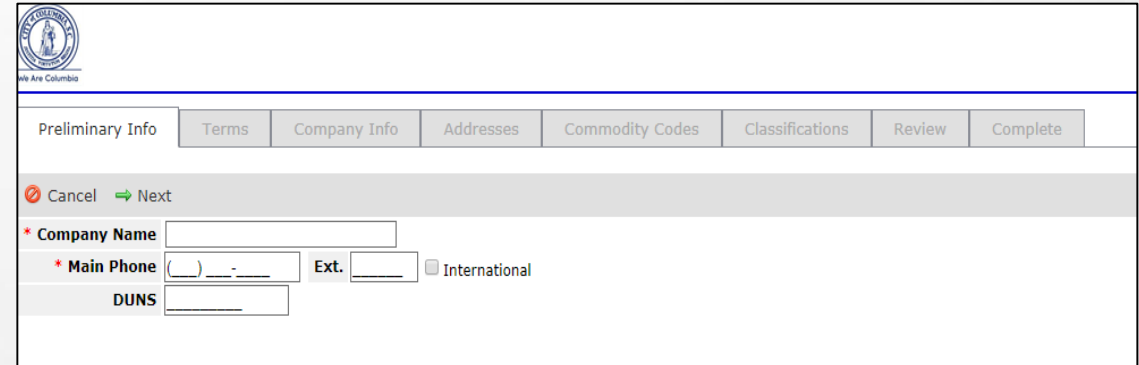
The screenshot shows a user interface with a white login form on the left and a blue registration panel on the right. The login form has a title 'Login', a 'User Name' field, a 'Password' field, a blue 'Login' button, and a green 'Trouble Logging In?' button. The registration panel features a white icon of a person with a plus sign, and a white button labeled 'Supplier Registration'.

# HOW DO YOU BECOME A REGISTERED VENDOR?

3. Enter in your Company name and phone number, then click Next.



The screenshot shows the 'Terms' step of the registration process. At the top left is the City of Columbia logo with the slogan 'We Are Columbia'. Below the logo is a navigation bar with tabs: 'Preliminary Info', 'Terms' (selected), 'Company Info', 'Addresses', 'Commodity Codes', 'Classifications', 'Review', and 'Complete'. Below the navigation bar is a grey bar with a green arrow and the text 'Next'. The main content area is titled 'City of Columbia, SC Terms and Conditions' and contains the following text: 'City of Columbia, herein after referred to as City Web Site Application Terms and Conditions of Access and Use', 'The City's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) http://www.ionwave.net. The terms and conditions of use herein represent the terms and conditions of use of the City and IWT as a designated agent.', 'Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award.', 'The 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 City and IWT's expressed written consent.', 'In order to use this site, user's browser must support JavaScript, allow Popup Windows and Session'. At the bottom, there is a checkbox labeled 'I Accept the City of Columbia, SC Terms and Conditions' with a link to 'Printer-Friendly Version'.



The screenshot shows the 'Company Info' step of the registration process. At the top left is the City of Columbia logo with the slogan 'We Are Columbia'. Below the logo is a navigation bar with tabs: 'Preliminary Info', 'Terms', 'Company Info' (selected), 'Addresses', 'Commodity Codes', 'Classifications', 'Review', and 'Complete'. Below the navigation bar is a grey bar with a red 'X' icon and the text 'Cancel' and a green arrow with the text 'Next'. The main content area contains the following fields: '\* Company Name' with a text input field, '\* Main Phone' with a text input field containing '( ) - -', 'Ext.' with a text input field, and an unchecked checkbox labeled 'International'. Below these fields is a 'DUNS' field with a text input field.

4. Review & accept the terms & conditions by checking the box, then click Next.

# HOW DO YOU BECOME A REGISTERED VENDOR?

5. Complete all fields. One is not able to proceed forward until all fields marked with an asterisk are complete.

→ Under User Information, the password MUST be 8 characters long including a special character (i.e: #, @, !)

→ Click Save and Next

The screenshot shows the 'Suppli' vendor registration form, specifically the 'Company Info' tab. The form is divided into three main sections: 'Company Information', 'Company Address', and 'User Information'. Each section contains various input fields, some of which are marked with an asterisk to indicate they are required. The 'Company Information' section includes fields for Trade Name (dba), Legal Name (if different), Organization Type, Formation Date, Tax ID Number (with radio buttons for FEIN, SSN/ITIN, and Other), DUNS, Website, and Company Description. The 'Company Address' section includes fields for Address 1, 2, and 3, City, State/Province, Zip/Postal, Country, Main Phone, Toll Free, Fax, Contact Name, and Email. The 'User Information' section includes fields for User Name / Login, Password, Verify Password, Prefix, First Name, Last Name, Title, Email, Verify Email, Office Phone, Mobile Phone, and Time Zone. The form also features a 'Save and Next' button and a navigation bar with tabs for Preliminary Info, Terms, Company Info, Addresses, Commodity Codes, Classifications, Review, and Complete.

**Suppli**

Preliminary Info | Terms | **Company Info** | Addresses | Commodity Codes | Classifications | Review | Complete

→ Save and Next

**Company Information**

- \* Trade Name (dba) fdfdfad
- Legal Name (if different)
- \* Organization Type -- Select --
- Formation Date
- \* Tax ID Number - - - - -  FEIN  SSN/ITIN  Other
- DUNS
- Website
- Company Description

**Company Address**

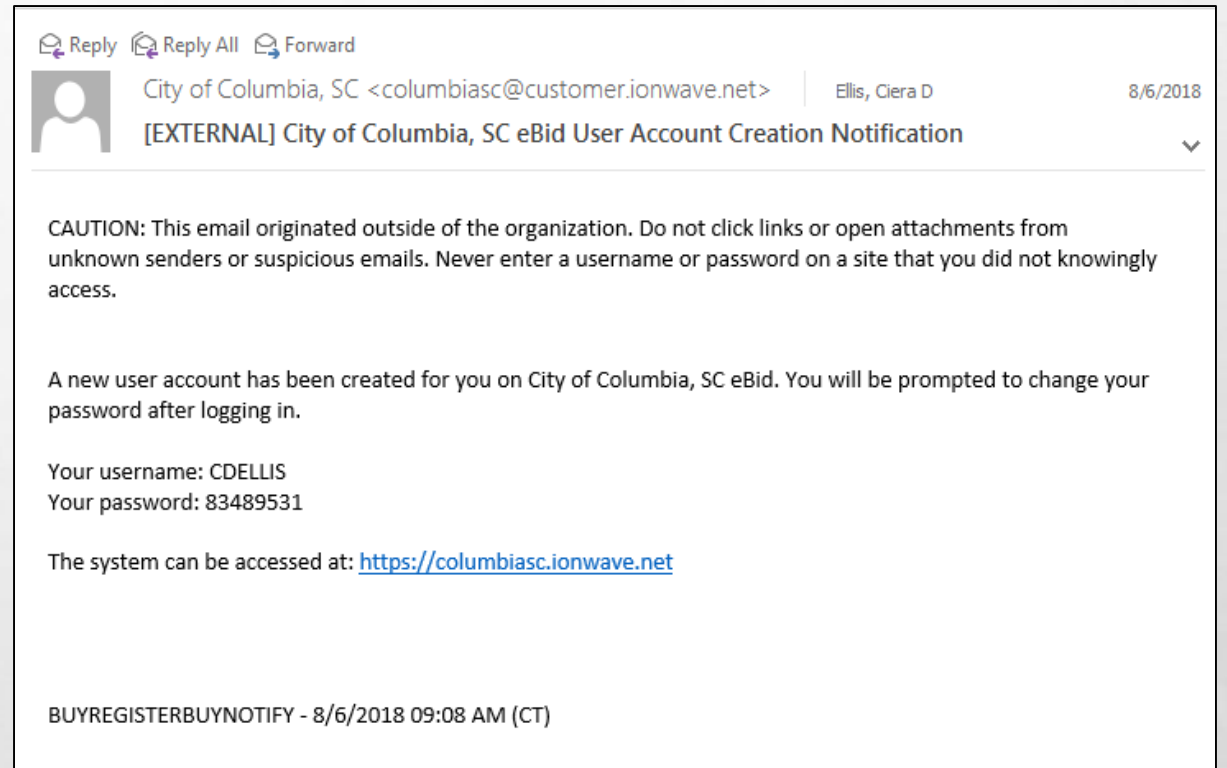
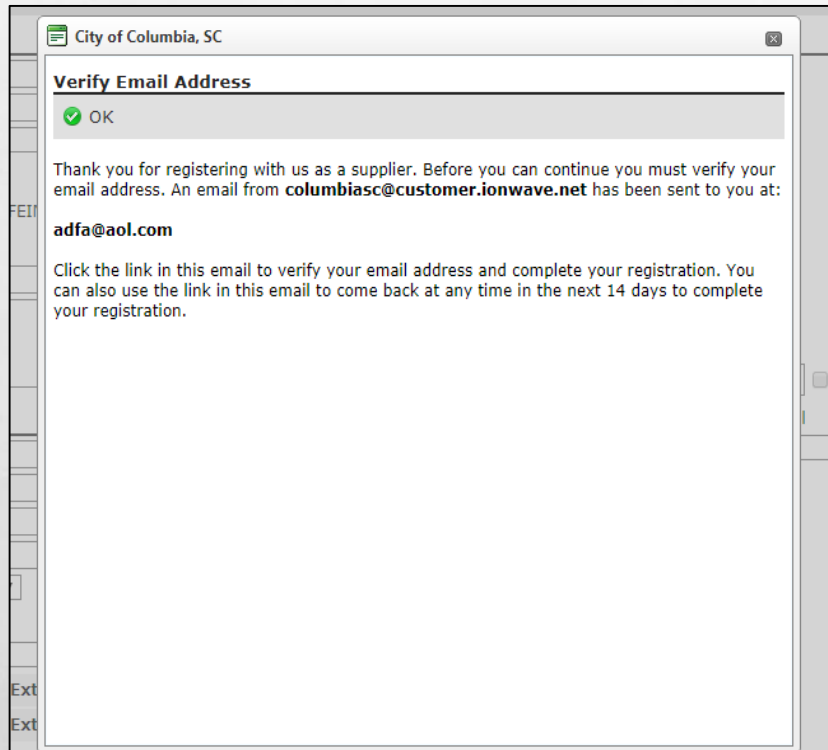
- \* Address 1
- Address 2
- Address 3
- \* City
- \* State/Province -- Select --
- \* Zip/Postal
- \* Country United States
- \* Main Phone (999) 999-9999 Ext.   International
- Toll Free ( ) - - - - Ext.   International
- Fax ( ) - - - -  International
- Contact Name
- Email

**User Information**

- \* User Name / Login
- \* Password
- \* Verify Password
- Prefix
- \* First Name
- \* Last Name
- Title
- \* Email
- \* Verify Email
- Office Phone ( ) - - - - Ext.   International
- Mobile Phone ( ) - - - -  International
- \* Time Zone -- Select --

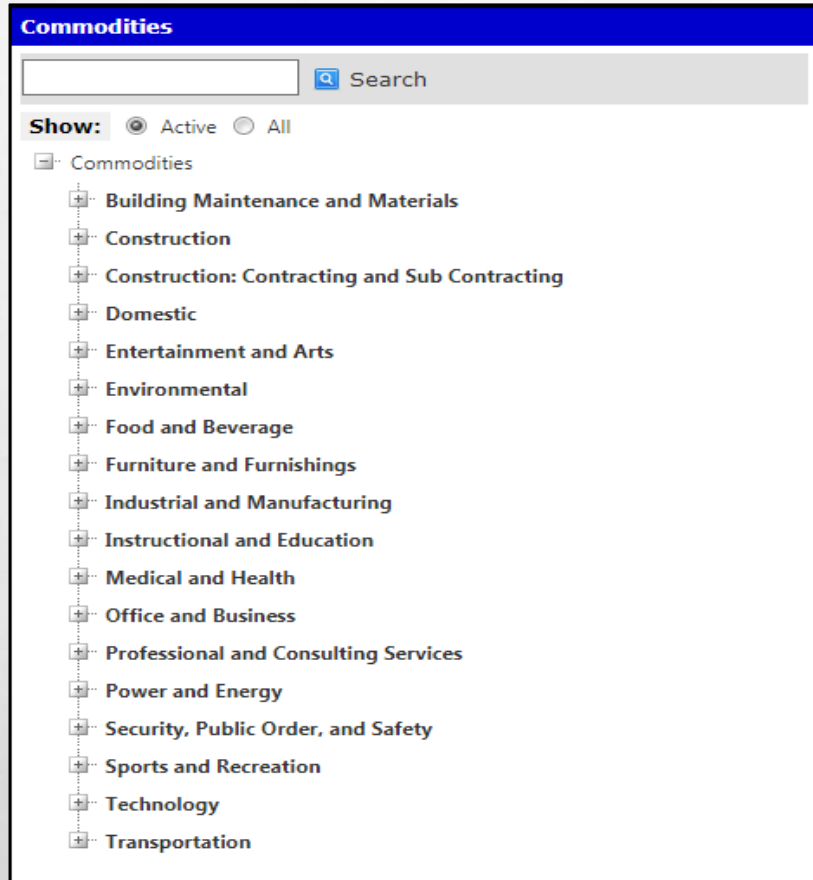
# HOW DO YOU BECOME A REGISTERED VENDOR?

6. A verification email will be sent to your email.



After receiving the email, please follow the instructions to continue the registration process using the USER NAME and PASSWORD created from Step #5

# WHAT ARE COMMODITY CODES?



- Defined as a system of words and numbers designed to identify and list commodities or services by classes and subclasses
- It is important to register your account with the correct codes so you will be automatically notified of any new solicitation that pertains to the services your company provides