


Ion wave – vendor registration



Welcome to Ysleta ISD Bids!

Need to register?

[Supplier Registration](#)

User Name:

Password:

[Forgot your User Name/Password?](#)

[Ysleta Independent School District](#) [Awarded Bid Information](#)
[Current Bid Opportunities](#) [Closed Bid Opportunities](#)

- In order to register as a vendor, select the supplier registration link

Step 1 of 6



Terms and Conditions (Step 1 of 6)

Ysleta Independent School District, herein after referred to as District 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 Popup 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.

Use of Spam Filters: User agrees to enable the delivery and acceptance of all

[Printer-Friendly Version](#)

Cancel Registration

Accept Terms & Conditions

- Once the terms and conditions have been read, select accept

Step 2 of 6



Company Information (Step 2 of 6)

** indicates a required field*

Company Information

* Trade Name (dba)	ABC VENDOR
* Legal Name (if different)	ABC VENDOR
* Organization Type	Individual/Sole Proprietor or Single Member LLC ▾
* Tax ID (EIN or SSN)	123456789
State of Incorporation	TEXAS
Year of Incorporation	1967
Toll Free Telephone Number	915-123-4567
Formation/Incorporation Date	1967
Website	WWW.WEBSITE.COM
* Business Type	Agriculture, Forestry, Fishing ▾

Previous

Cancel Registration

Next



- Complete all fields, as applicable.
- Please note: those fields marked * must be completed.
- Select next once completed.

Step 3 of 6



Address Information (Step 3 of 6)

* indicates a required field

Primary Address (Required)				
* Address	12345 STREET NAME			
* City	EL PASO			
* State	Texas			
* Zip	12345			
* Country	United States of America			
* Phone	Country	Area	Number	Ext
	1	123	4567890	
Fax	Country	Area	Number	Ext
	1	123	4567890	



Remittance Address (Required)				
Same as Primary Address				
* Address	12345 STREET NAME			
* City	EL PASO			
* State	Texas			
* Zip	12345			
* Country	United States of America			
* Phone	Country	Area	Number	Ext
	1	123	4567890	
Fax	Country	Area	Number	Ext
	1	123	4567890	



Correspondence Address (Optional)				
Same as Primary Address				
Address				
City				
State	Texas			
Zip				
Country	United States of America			
Phone	Country	Area	Number	Ext
	1			
Fax	Country	Area	Number	Ext
	1			

Previous

Cancel Registration

Next



- Complete all fields, as applicable.
- Please note: those fields marked * must be completed.
- If remittance and/or correspondence address is the same as primary, click "same as primary address" to auto fill
- Select next once completed.

Step 4 of 6



Vendor Classification (Step 4 of 6)

** indicates a required field*

Special Classifications

Special Classifications

- Disadvantaged Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Disabled Owned Business
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Foreign Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- HubZone Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Large Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Minority Owned Business
- Small Business Enterprise
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Veteran Owned Business
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- Woman Owned Business
As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>

Commodity Codes

* Commodities

***Warning* No commodity codes selected. This may prevent you from being notified of new event opportunities.**

[\[Add or Remove Selections\]](#)



Previous

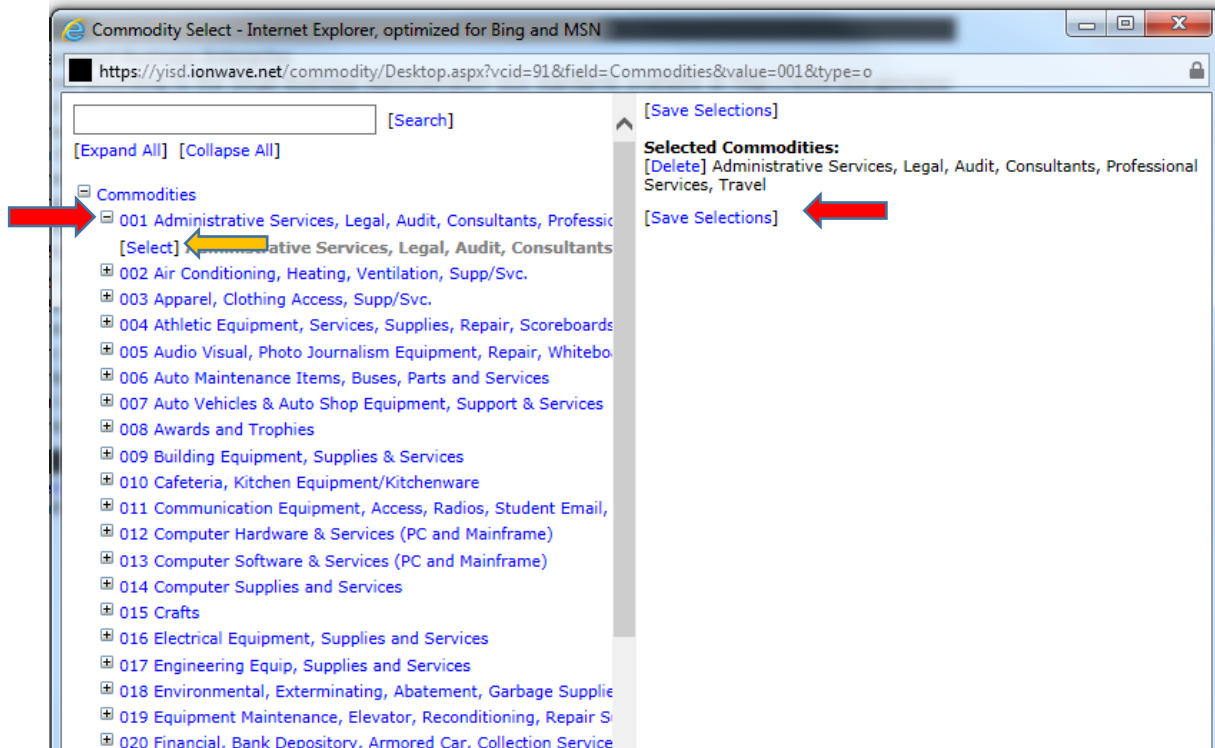
Cancel Registration

Next

- Completion of the special classification section is optional; complete as applicable.
- The commodity codes section is a required field. Select add or remove selections to register for all applicable commodity codes.

Step 4 of 6 continued

- The following screen will open
- Click on main header to select commodity code.
- The header will open up with the details of the commodity code.
- Click select to choose code.
- The selected code will move to the right side of the screen. Once all codes have been selected, select the save selections field found on the top right of the screen.
- The screen will close automatically



Step 4 of 6 continued



Vendor Classification (Step 4 of 6)

* indicates a required field

Special Classifications

- | Special Classifications |
|---|
| <input type="checkbox"/> Disadvantaged Business Enterprise
As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/ |
| <input type="checkbox"/> Disabled Owned Business
As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/ |
| <input type="checkbox"/> Foreign Business Enterprise
As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/ |
| <input type="checkbox"/> HubZone Business Enterprise
As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/ |
| <input checked="" type="checkbox"/> Large Business Enterprise |
| <input type="checkbox"/> Minority Owned Business |
| <input type="checkbox"/> Small Business Enterprise
As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/ |
| <input type="checkbox"/> Veteran Owned Business
As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/ |
| <input type="checkbox"/> Woman Owned Business
As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/ |

Commodity Codes

* Commodities

[Add or Remove Selections]

Administrative Services, Legal, Audit, Consultants, Professional Services, Travel

Previous

Cancel Registration

Next

- You will notice that the selected commodity codes have been added to your registration.
- Select next

Step 5 of 6



User Information (Step 5 of 6)

** indicates a required field*

Primary User Information - User MUST be person authorized to sign bid responses!!

Prefix	Ms.	▼		
* First Name	MONICA			
Middle Name				
* Last Name	VASQUEZ			
Title	PRESIDENT			
* Email	NAME@AOL.COM			
* Email Confirm	NAME@AOL.COM			
* Phone	Country	Area	Number	Ext
	1	123	1234567	
Fax	Country	Area	Number	Ext
	1			
* User Name	MONICA			
* Password	●●●●●●●●			
* Password Confirm	●●●●●●●●			
* Time Zone	Mountain Time (Observes Daylight Savings Time)			▼

Previous

Cancel Registration

Next



- Complete all fields, as applicable.
- Please note: those fields marked * must be completed.
- Select next once completed.

Step 6 of 6

Formation/Incorporation Date	1967	
Website	WWW.WEBSITE.COM	
Business Type	Agriculture, Forestry, Fishing	
Primary Address [Edit]		
Address	12345 STREET NAME	
City	EL PASO	
State	TX	
Zip	12345	
Country	USA	
Phone	1 (123) 4567890	
Fax	1 (123) 0987654	
Remittance Address [Edit]		
Address	12345 STREET NAME	
City	EL PASO	
State	TX	
Zip	12345	
Country	USA	
Phone	1 (123) 4567890	
Fax	1 (123) 0987654	
Correspondence Address [Edit]		
Address		
City		
State	TX	
Zip		
Country	USA	
Phone	1	
Fax	1	
Special Classifications [Edit]		
Special Classifications	Large Business Enterprise	
Commodity Codes [Edit]		
Commodities	Administrative Services, Legal, Audit, Consultants, Professional Services, Travel	
Primary User Information - User MUST be person authorized to sign bid responses!! [Edit]		
Prefix	Ms.	
First Name	MONICA	
Middle Name		
Last Name	VASQUEZ	
Title	PRESIDENT	
Email	NAME@AOL.COM	
Phone	1 (123) 1234567	
Fax	1	
User Name	MONICA	
Password	*****	
Time Zone	Mountain Time (Observes Daylight Savings Time)	
<input type="button" value="Previous"/>	<input type="button" value="Cancel Registration"/>	<input type="button" value="Submit Registration"/>

- The system outlines a recap of the information entered.
- If any corrections need to be made, select "edit" to correct information
- If all is correct, select "submit registration" at the bottom of the screen

Registration complete



Registration Complete

Your registration has been successfully submitted for review. The system has sent a confirmation message to you from the following email address: ysisd@customer.ionwave.net. Please add this email address to your address book or Safe Sender list in order to ensure you receive future notifications! You will receive an additional email once the administrator has reviewed your registration.

[Return to Login](#)

- The following screen will appear.
- Your registration has been successfully submitted.
- An email will be sent once purchasing approves the registration.