

**Pasco County Schools
eBidding
Supplier Registration
Tutorial**

Welcome to Pasco County Schools, eBidding, Supplier Registration!

This document provides instructions on how to register with Pasco County Schools eBidding system utilizing IonWave Technologies (IWT) software. Please take note of the following.

- Completing registration does not mean that you have been or will be awarded business with Pasco County Schools.
- There should be only one supplier record for each company. Each company can have multiple users within the supplier record.
- Any changes or modifications to the supplier-user profile will need to be completed by the supplier. It is not the responsibility of Pasco County Schools to manage this information.
- Registration approvals are managed by Pasco County Schools Purchasing Services Department, not by IWT. All questions about supplier registration or the registration approval process will need to be directed to Pasco County Schools Purchasing Services Department at 813-794-2221 or via email ebids@pasco.k12.fl.us.

Please Note: All required fields on each screen are designated with a red asterisk *.

From the main screen select 'Supplier Registration'

Pasco County Schools
Providing a world-class education for all students

Kurt S. Browning, Superintendent of Schools
Welcome to Pasco County Schools, Florida!

Need to register?
[Supplier Registration](#)

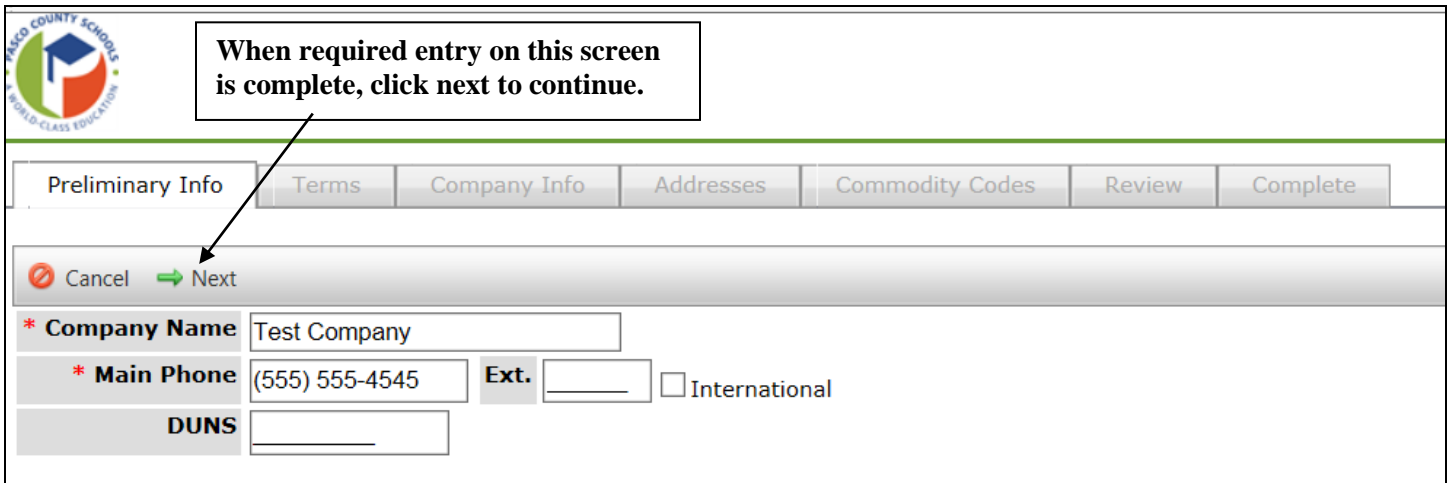
User Name:
Password:
[Forgot your User Name/Password?](#)

[Pasco County Schools](#) [Awarded Bid Information](#)
[Current Bid Opportunities](#) [Closed Bid Opportunities](#)

Click here to begin new supplier registration

Preliminary Info

Enter your Company Name, Telephone Number, and DUNS (if applicable). If you are providing an international telephone, check the box and enter information accordingly. Once the required information is entered, select 'Next' to continue.



The screenshot shows a web form titled "Preliminary Info" with a navigation bar containing tabs: Preliminary Info, Terms, Company Info, Addresses, Commodity Codes, Review, and Complete. Below the tabs is a control bar with "Cancel" and "Next" buttons. The form fields include: * Company Name (Test Company), * Main Phone ((555) 555-4545), Ext. (), and an International checkbox. A DUNS field is also present. A callout box with an arrow pointing to the "Next" button contains the text: "When required entry on this screen is complete, click next to continue."

NOTE:

The system will search Pasco School's supplier database for an existing supplier account.

- If a duplicate or similar supplier account is found, the similar name will be displayed. If the company displayed is your company, contact the primary user of the registered account so you can be added as an additional user. If you do not know who this is, please contact us (see previous page for contact info) and we will get the information for you.
- If the company displayed is not your company, you can proceed by clicking 'Create New Supplier'.
- If no other similar company names are found the system will move you to the 'Terms' tab.

Terms On this screen, you are required to agree with the Terms and Conditions of using the system within the Pasco County Schools Site. If desired, 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 'I Accept...' box at the lower portion of the screen and click 'Next'.

PASCO COUNTY SCHOOLS
WORLD-CLASS EDUCATION

Preliminary Info Terms Company Info Addresses Commodity Codes Review Complete

→ Next

Pasco County Schools Terms and Conditions

Pasco County Schools, herein after referred to as District Web Site (Online Sourcing) Application Terms and Conditions of Access and Use.

The District'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 District 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 District and IWT's expressed written consent.

I Accept the Pasco County Schools Terms and Conditions [Printer-Friendly Version](#)


To accept the Terms and Conditions check this box

Click here for a Printer Friendly Version

Company Info

- **Company 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 (International)** – If your organization is outside of the United States, please select 'Foreign Entity' from the Organization drop-down selection.
- **Company Address** – By default, the system will utilize this for primary communication with your company. Additional addresses can be added in the next step if needed.
- **User Information** – This is the primary user information. Additional users can be added once your registration has been approved by the organization. We highly suggest adding a secondary user after your initial registration is approved.
- **Password** – Password must contain a minimum of 8 characters and must include each of the following: At least - 1 number, 1 letter, and 1 special character.

When this screen is complete, click 'Save and Next'.



Preliminary Info
Terms
Company Info
Addresses
Commodity Codes
Review
Complete

➔ Save and Next

Company Information

* Trade Name (dba)	<input type="text" value="Test Company"/>
Legal Name (if different)	<input type="text"/>
* Organization Type	<input type="text" value="C Corporation"/>
Formation Date	<input type="text"/>
* Formation State	<input type="text" value="Florida"/>
* Tax ID Number	<input type="text" value="11-1234567"/> <input checked="" type="radio"/> FEIN <input type="radio"/> SSN/ITIN <input type="radio"/> Other
DUNS	<input type="text"/>
Website	<input type="text" value="www.mysite.net"/>
Company Description	<div style="border: 1px solid gray; height: 40px;"></div>

User Information

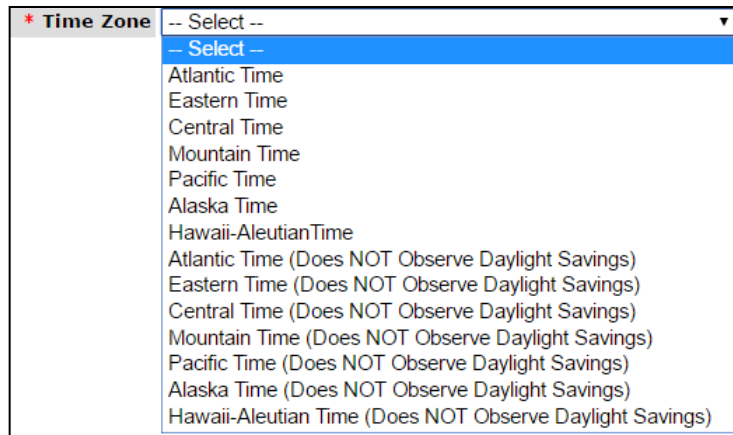
* User Name / Login	<input type="text" value="testcompany"/>
* Password	<input type="password" value="••••••••"/>
* Verify Password	<input type="password" value="••••••••"/>
Prefix	<input type="text"/>
* First Name	<input type="text" value="John"/>
* Last Name	<input type="text" value="Smith"/>
Title	<input type="text"/>
* Email	<input type="text" value="testcompany@gmail.net"/>
* Verify Email	<input type="text" value="testcompany@gmail.net"/>
Office Phone	<input type="text" value="() - - - -"/> Ext. <input type="text"/> <input type="checkbox"/> International
Mobile Phone	<input type="text" value="() - - - -"/> <input type="checkbox"/> International
* Time Zone	<input type="text" value="Eastern Time"/>

Company Address

* Address 1	<input type="text" value="111 Main Street"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
* City	<input type="text" value="Land O Lakes"/>
* State/Province	<input type="text" value="Florida"/>
* Zip/Postal	<input type="text" value="34638"/>
* Country	<input type="text" value="United States"/>
* Main Phone	<input type="text" value="(555) 555-4545"/> Ext. <input type="text"/> <input type="checkbox"/> International
Toll Free	<input type="text" value="() - - - -"/> Ext. <input type="text"/> <input type="checkbox"/> International
Fax	<input type="text" value="() - - - -"/> <input type="checkbox"/> International
Contact Name	<input type="text"/>
Email	<input type="text"/>

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.

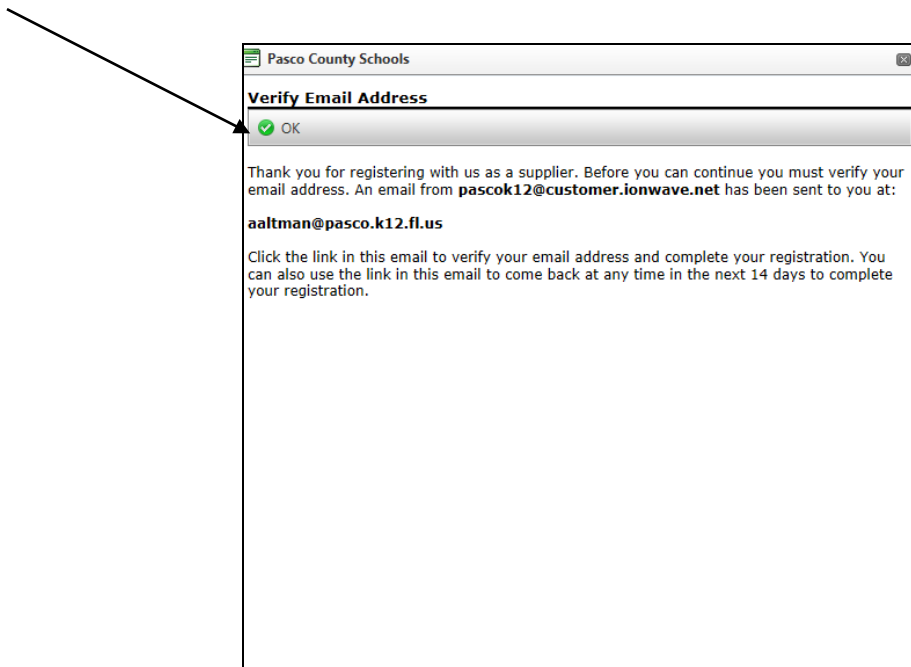


Verification of Email Address – The system will send an email link that will verify your email address is valid prior to proceeding with the remaining registration steps.

Once received, click on the link provided in the email and continue the registration process.

The 'From' email address is provided in the pop up box. We suggest adding this email address to your Safe Senders list. 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

Click 'OK' to receive the email containing the link. *Please Note:* The link provided in the email will expire after 14 days.



Addresses The system displays the Company Address previously entered.

- To edit the displayed default address, click the Pencil icon.
- To add additional addresses for your company, click 'Add Address'.
- When addresses are complete, click 'Next' to proceed to the next step.

To add additional addresses, click 'Add Address'

Preliminary Info | Terms | Company Info | **Addresses** | W-9 | Commodity Codes | Review | Complete

+ Add Address → Next

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Pay

General/Corporate Address

Address	111 Main Street Land O Lakes, FL 34638	Contact Name	
Phone	(555) 555-4545	Email	
Toll Free			
Fax			

To edit the displayed default address, click on the pencil icon

Note: –When 'Add Address' tool is selected the following screen will be available to add additional addresses. Select 'Save' when the information is complete. When additional addresses are complete, simply close the additional address screen (click on the 'X' in the upper right hand corner).

Add New Address

Cancel Save

* Address 1 125 Main St.

Address 2

Address 3

* City Kansas City

* State/Province Missouri

* Zip/Postal 68899

* Country United States

* Phone (234) 566-6566 Ext. International

Toll Free Ext. International

Fax Ext. International


Contact Name Jane Smith

Email jsmith@gmail.com


* Address Type
 Bid/Quote Mailing
 Payment
 Purchase Order
 Emergency Contact

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, then select 'Save and Next'.

		Supplier Registration
Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Review Complete		
Save and Next		
Substitute W-9 Tax Identification Form		
This information is populated from the Company Info tab. Please return to the Company Info tab to update and move forward		
Name	Test Company <small>(as shown on your income tax return)</small>	
Business name/disregarded entity name	<small>(if different from above)</small>	
Federal Tax Classification	<input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): <input type="text"/> <input type="checkbox"/> Other <input type="text"/>	
Exempt payee code	<input type="text"/> <small>(if any)</small>	
Exemption from FATCA reporting code	<input type="text"/> <small>(if any)</small>	
Address	111 Main Street	
City, State, Zip	Land O Lakes, FL 34638	
Taxpayer Identification Number (TIN)	11-1234567	
Certification & Electronic Signature		
Under penalties of perjury, I certify that:		
<input checked="" type="checkbox"/> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and		
<input checked="" type="checkbox"/> I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and		
<input checked="" type="checkbox"/> I am a U.S. citizen or other U.S. person (defined in instructions), and		
<input type="checkbox"/> The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
Signature - Type your full name here	John Smith	
Today's date	6/20/2017	

Commodity Codes Selection of Commodities will allow your organization to be invited to solicitations as they are released. Please review all commodities and only mark those commodities that pertain to your organization. The Search tool allows you to enter a keyword and Search the commodity listing. The system will highlight those commodities matching your search. Once finished, select 'Save and Next'.



Preliminary Info Terms Company Info Addresses W-9 **Commodity Codes** Review Complete

Save and Next Search

Commodities

- Building Maintenance and Materials
- Construction
- Construction: Contracting and Sub Contracting
- Domestic
 - Domestic
 - Apparel: Athletic, Clothing, Footwear, Graduation, Medical, Specialty, Uniforms, Accessories
 - Fabric, Garment, and Textile: Equipment, Supplies, and Services (Alteration, Dry Cleaning, Laundry, Sewing)
 - Interior: Coverings, Closets, Decorations, Fixtures, and Treatments (Bath, Bed, Floor, Kitchen, Wall, and Window)
 - Personal Care: Products, Supplies, and Services (Barber, Salon)
 - Timepieces, Jewelry, Gemstone, Luggage: Products, Supplies, and Services
- Entertainment and Arts
- Environmental
- Food and Beverage
- Furniture and Furnishings
- Industrial and Manufacturing
- Instructional and Education
- Medical and Health
- Office and Business
- Professional and Consulting Services
- Power and Energy
- Security, Public Order, and Safety
- Sports and Recreation
- Technology
- Transportation

Review Review the information entered to verify accuracy. If corrections are needed, click the 'Edit' tool in the section where information needs to be corrected.

Click 'Register Now' when ready to submit.

Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Review **Complete**

Register Now

You're almost done. Please review your information below. Please review info: To make corrections, click Edit or the appropriate tab. To complete registration, click Register Now.

Company Info [edit]

Company Information		User Information	
Company Name	Test Company	User Name / Login	testcompany
Company Description		First Name	John
Organization Type	C Corporation	Last Name	Smith
Legal Name		Title	
Tax ID Number	111234567	Email	aaltman@pasco.k12.fl.us
DUNS		Office Phone	
Formation Date		Mobile Phone	
Formation State	Florida	Time Zone	Eastern Time
Website	www.mysite.net		

Addresses [edit]


General/Corporate Address		Contact Name	
Address	111 Main Street Land O Lakes, FL 34638	Contact Name	
Main Phone	(555) 555-4545	Email	
Toll Free			
Fax			

W-9 [edit]

Edit boxes are located on the right side of the appropriate section

Complete Congratulations! Your registration is complete. Once your registration has been reviewed by Pasco Schools Purchasing Services Department you will receive an additional email with further instructions.

Please direct any questions regarding the registration to Pasco County Schools Purchasing Services Department at [813-794-2221](tel:813-794-2221) or via email ebids@pasco.k12.fl.us.



Preliminary Info	Terms	Company Info	Addresses	W-9	Commodity Codes	Review	Complete
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Congratulations, you have successfully submitted your registration.

You will be notified via email once your registration has been reviewed.

[Return to Login](#)