

# EM-S ISD eBid System powered by Ionwave

## Supplier Registration Instructions

1) Go to <https://emsisd.ionwave.net>



**EAGLE MOUNTAIN SAGINAW ISD**  
*Fostering a Culture of Excellence*

**Welcome to EMS ISD eBid System!**

**Need to register?**  
[Supplier Registration](#)

User Name:   
Password:

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

[Eagle Mountain-Saginaw Independent School District Purchasing](#)  
[Current Bid Opportunities](#)  
[Active Contracts](#)

[Awarded Bid Information](#)  
[Closed Bid Opportunities](#)

2) Choose **"SUPPLIER REGISTRATION"**

**\*\*Note, you will not have a user name/password until registration has been completed\*\***

3) If you agree with the Terms & Conditions, click

4) Pages 1-3 is general company and contact information.

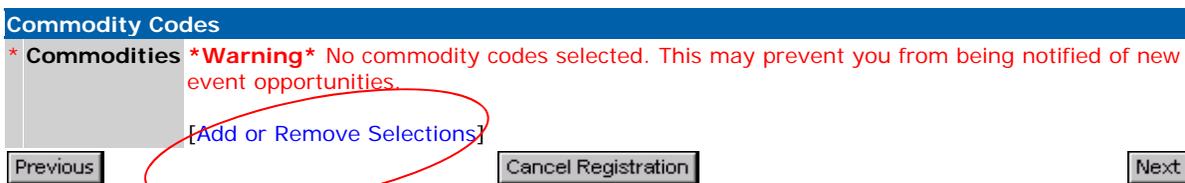
5) Page 4 lists Special Classifications. A selection is not required. Click **"Next"** when finished.

6) Page 5 lists the Commodity Groupings. This is where you must choose the type of service(s) that best suits your particular company.

During initial registration you will automatically receive the warning below. Click on **"Add or Remove Selections"** to proceed.

### **Vendor Commodities (Step 5 of 7)**

*\* indicates a required field*



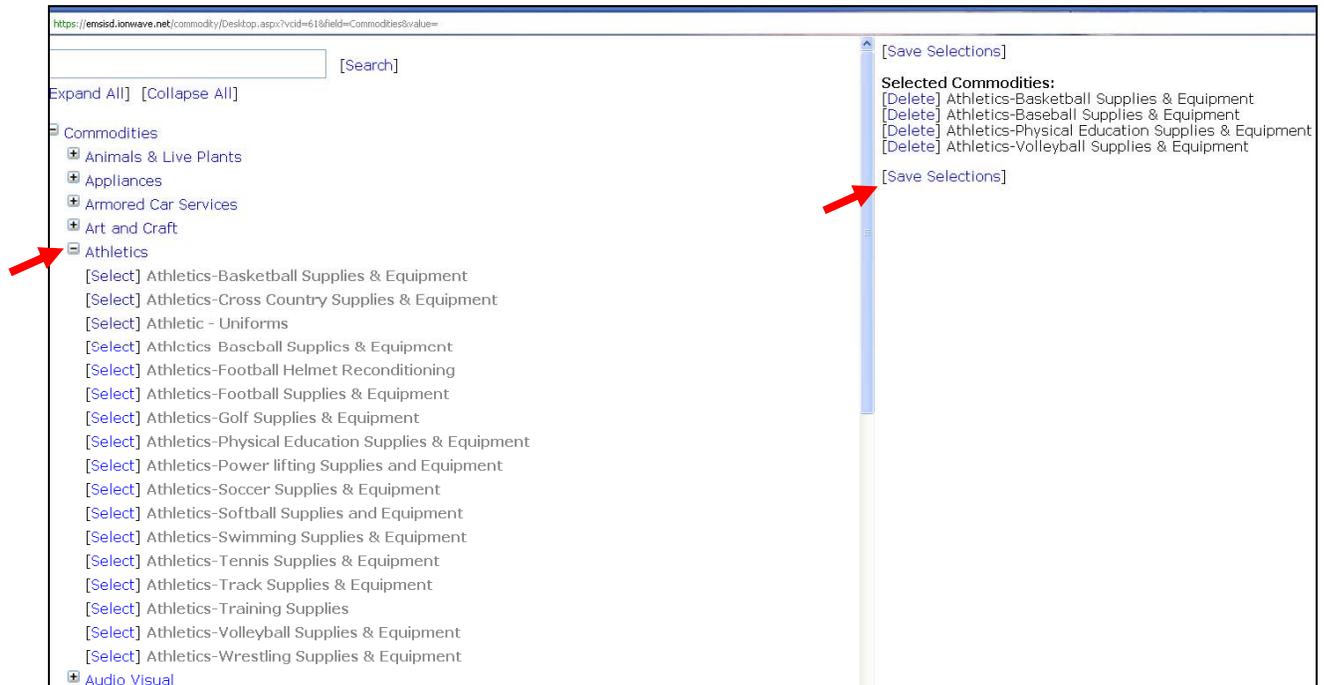
**Commodity Codes**

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

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

You may choose more than one. By clicking on the + to the left of the Commodity Title, you will get a grouping of items for that Commodity. To choose, click **Select**.

**\*\*\*\*Make sure you SAVE your selections\*\*\*\***



- 7) Page 6 requires you to create your primary user information. Create a username/password. Password must contain at least 7 characters and include at least 1 number and 1 letter. The primary user can manage additional users for the company after initial registration has been completed.
- 8) Page 7 completes your registration. On the last screen, you will be given a review of the information that has been input. If all is correct, make sure to press

**\*\*\* IMPORTANT INFORMATION, Please read \*\*\***

**The Supplier Registration is used to identify vendors who desire to participate in the competitive bidding process.**

**This registration is NOT intended to add a vendor to the approved vendor list, but to make sure all those that desire to be a part of the process get notified of bid opportunities.**

**Vendor approval status is based on the awarding of bids and proposals.**

**Submittal of the Supplier Registration does not imply or guarantee to the submitter the receipt of any invitation to bid or request of proposal released.**