



# New Vendor Registration Guide

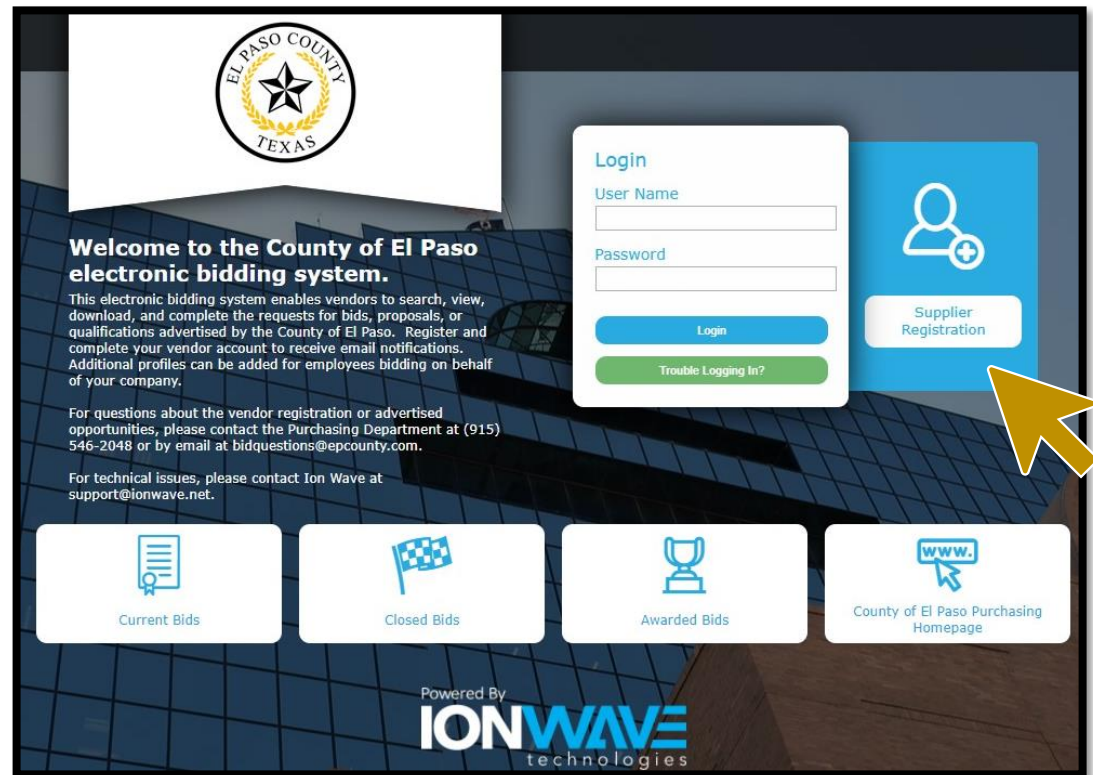
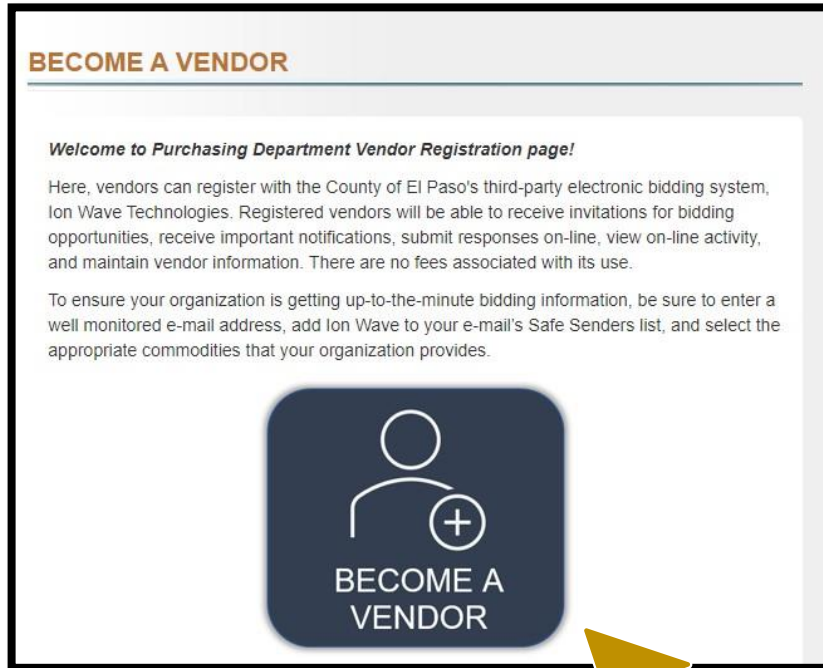
## How to Register

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 discrepancy a notice will appear, follow the prompts.



Preliminary Info

Terms

Company Info

Addresses

W-9

Commodity Codes

Classifications

Review

Complete

### Preliminary Company Information

Cancel  Next

\* Company Name

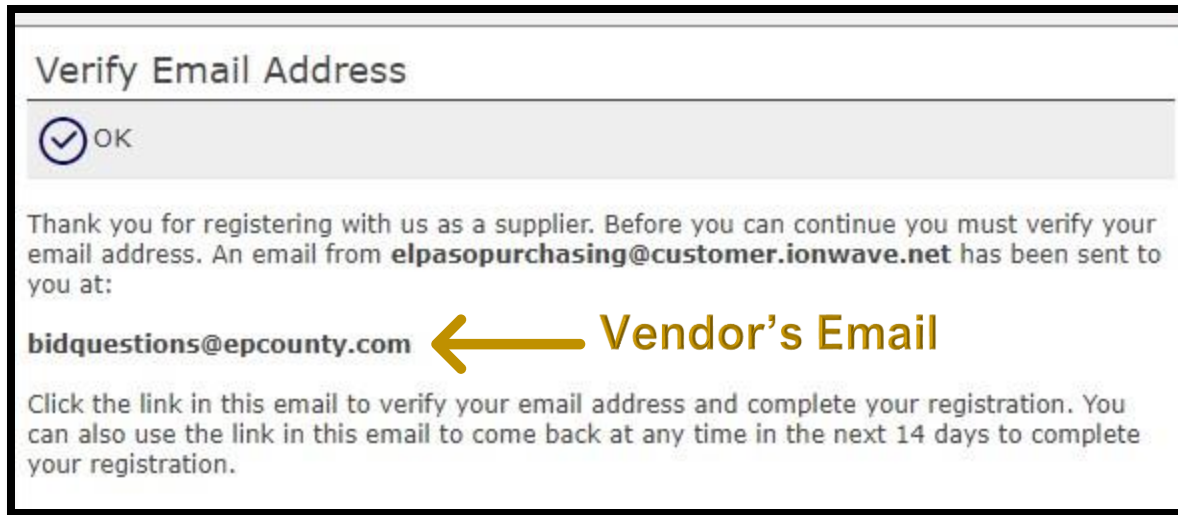
\* Main Phone ( ) - - Ext:   International

DUNS

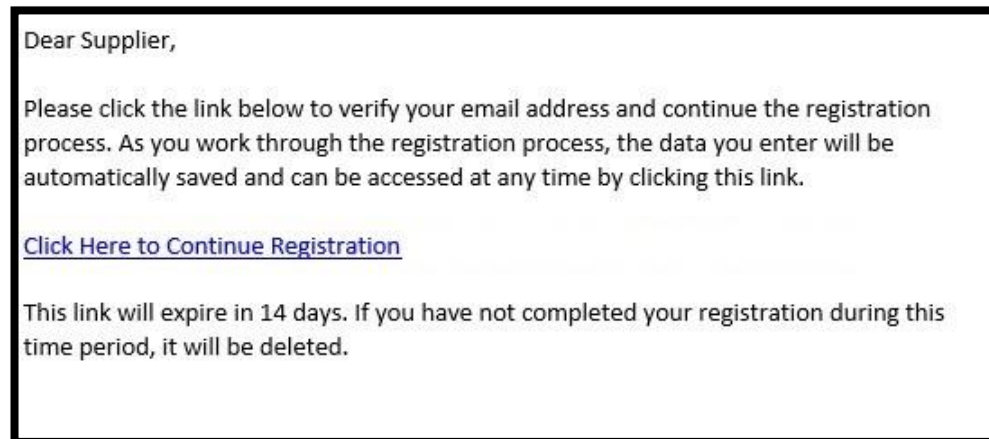
Step 3: Once you complete the “Company Info” tab and click on the “Save and Next” button, a pop-up window will direct you to verify your indicated email address.

Company Information	
<input checked="" type="radio"/> Save and Next	
Company Information	
* Trade Name (dba)	<input type="text" value="Example Company"/>
Legal Name (if different)	<input type="text"/>
* Organization Type	<input type="text" value="Sole Proprietorship"/>
Formation Date	<input type="text"/> <input type="calendar"/>
* Tax ID Number	<input type="text" value="98-7654321"/> <input checked="" type="radio"/> FEIN <input type="radio"/> SSN/ITIN <input type="radio"/> Other
DUNS	<input type="text"/>
Website	<input type="text" value="www.epcounty.com/purchasing"/>
Company Description	<input type="text"/>

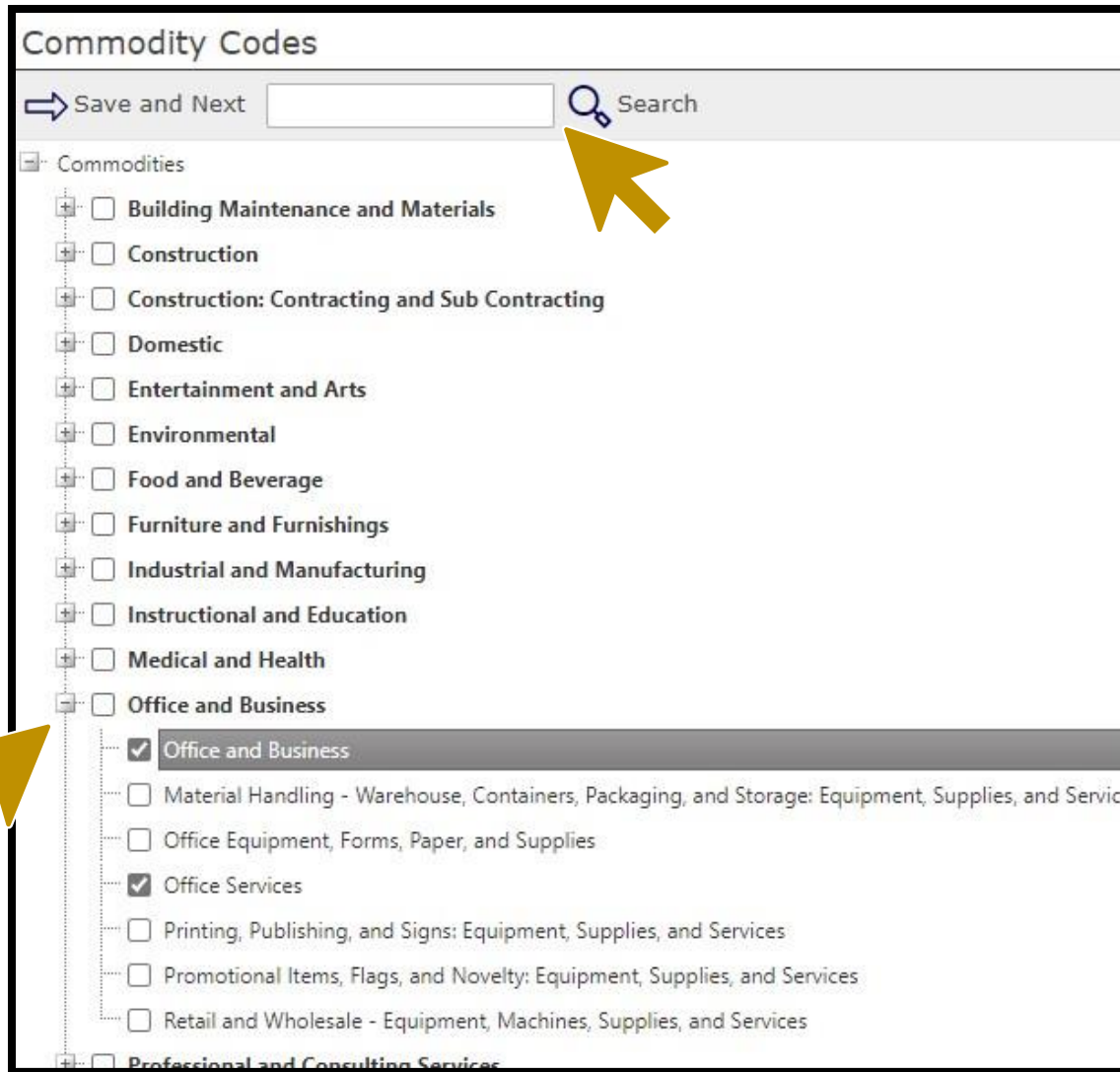
User Information	
* User Name / Login	<input type="text" value="ExampleUserName"/>
* Password	<input type="password"/> ⓘ
* Verify Password	<input type="password"/>
Prefix	<input type="text"/>
* First Name	<input type="text" value="████"/>
* Last Name	<input type="text" value="████"/>
Title	<input type="text"/>
* Email	<input type="text" value="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.



**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.





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](mailto:bidquestions@epcounty.com).

**Review**

➔ Register Now

*You're almost done. Please review your information below. To make corrections, click  on the section, or click the appropriate link above. To complete your registration, click "Register Now" above.*

 Company Info

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 Daylight Savings)
Keywords			

## Ion Wave Helpful Guides

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