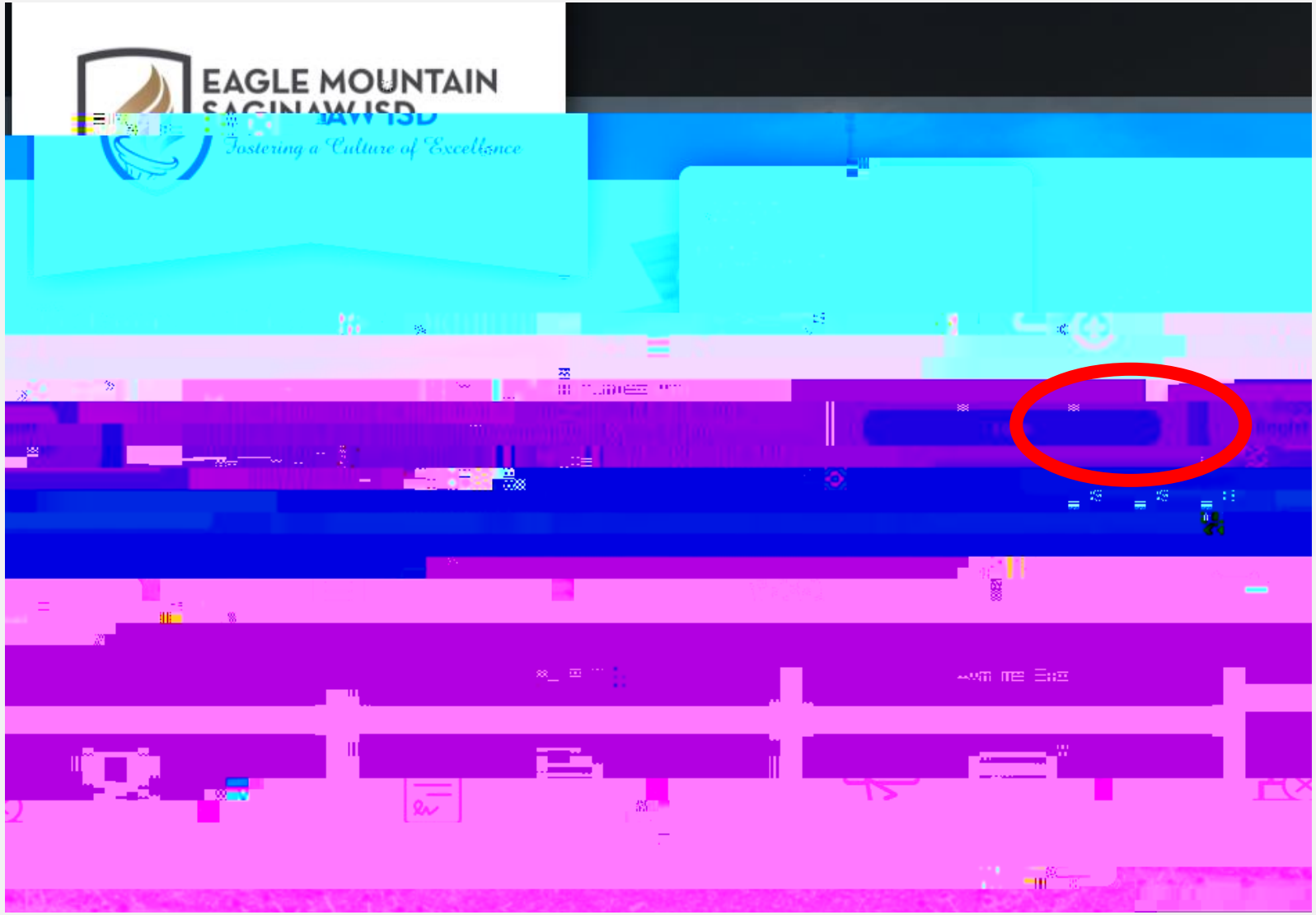
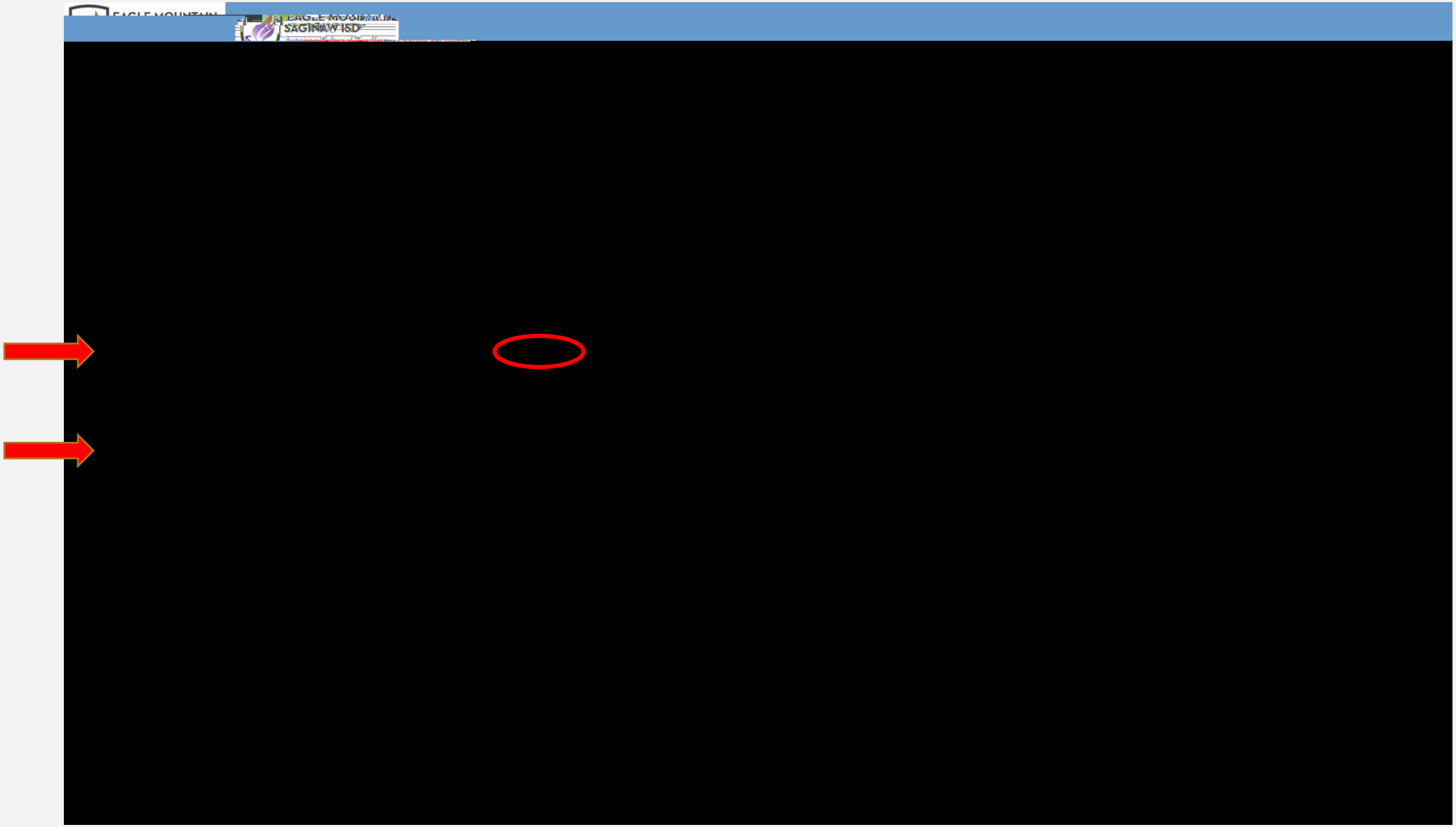
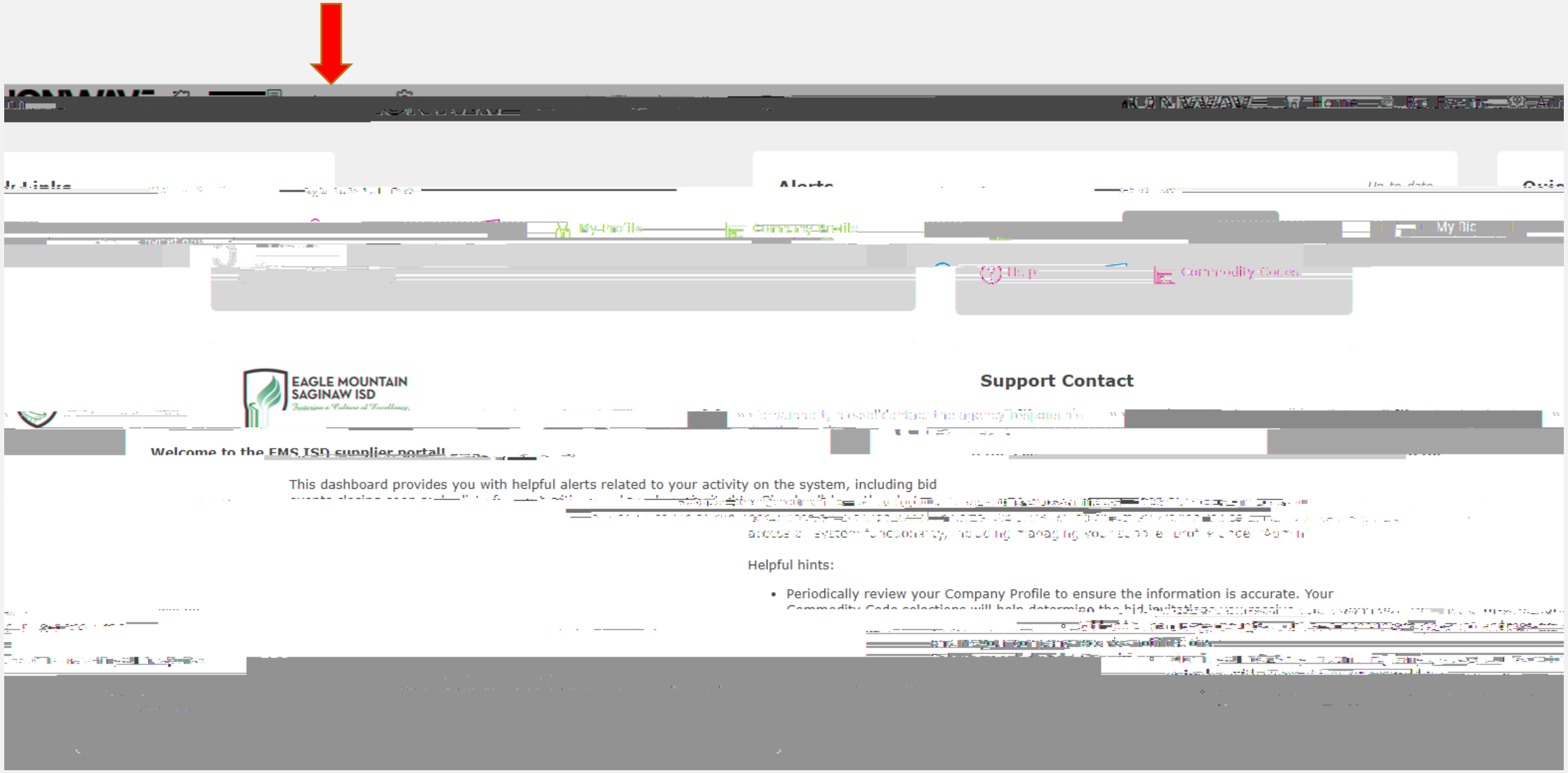


1. Go to https://emsisd.ionwave.net
2. This website will appear, choose **SUPPLIER REGISTRATION”**

1. Complete each tab until registration is complete.
2. Please note a Company Description must be added. Please state all services you provide. We must also have a Tax ID or SSN stated. If entering a

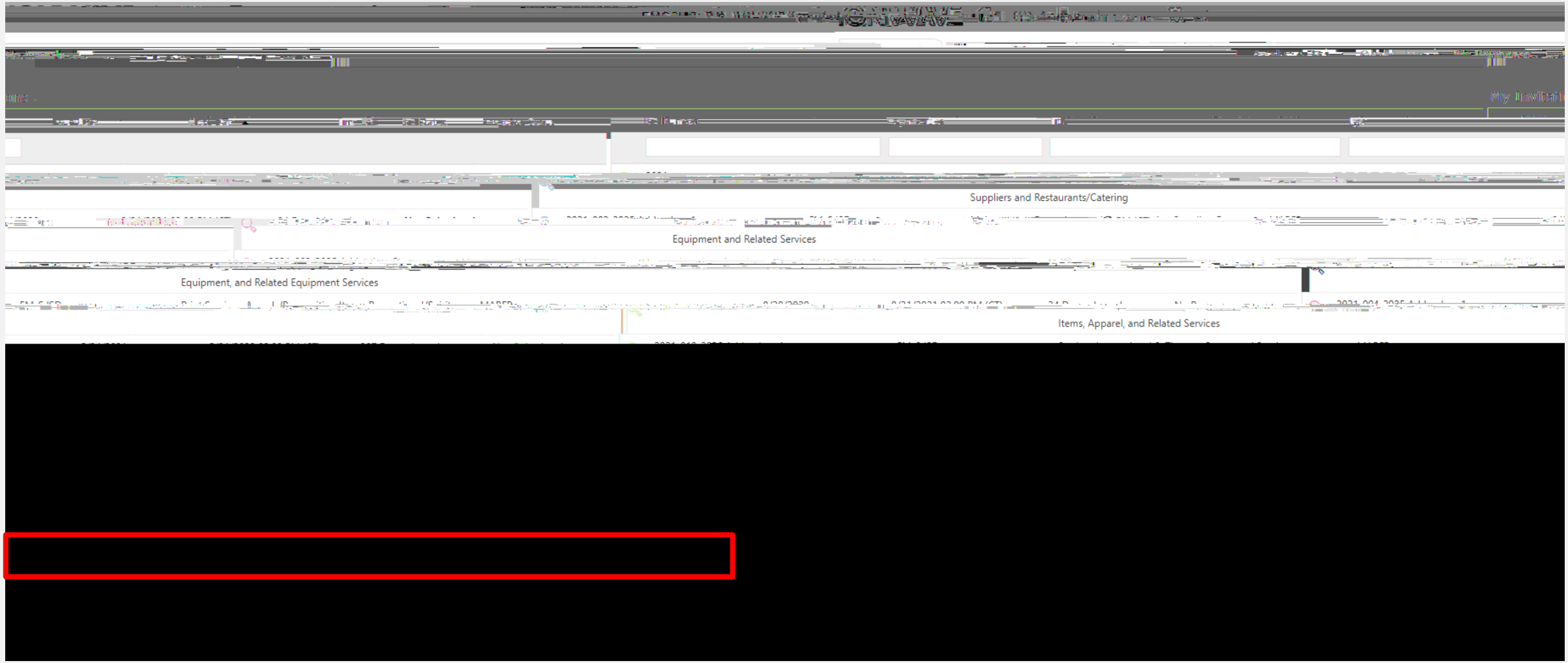


1. Once you are logged into the system select Bid Events on the top tool bar

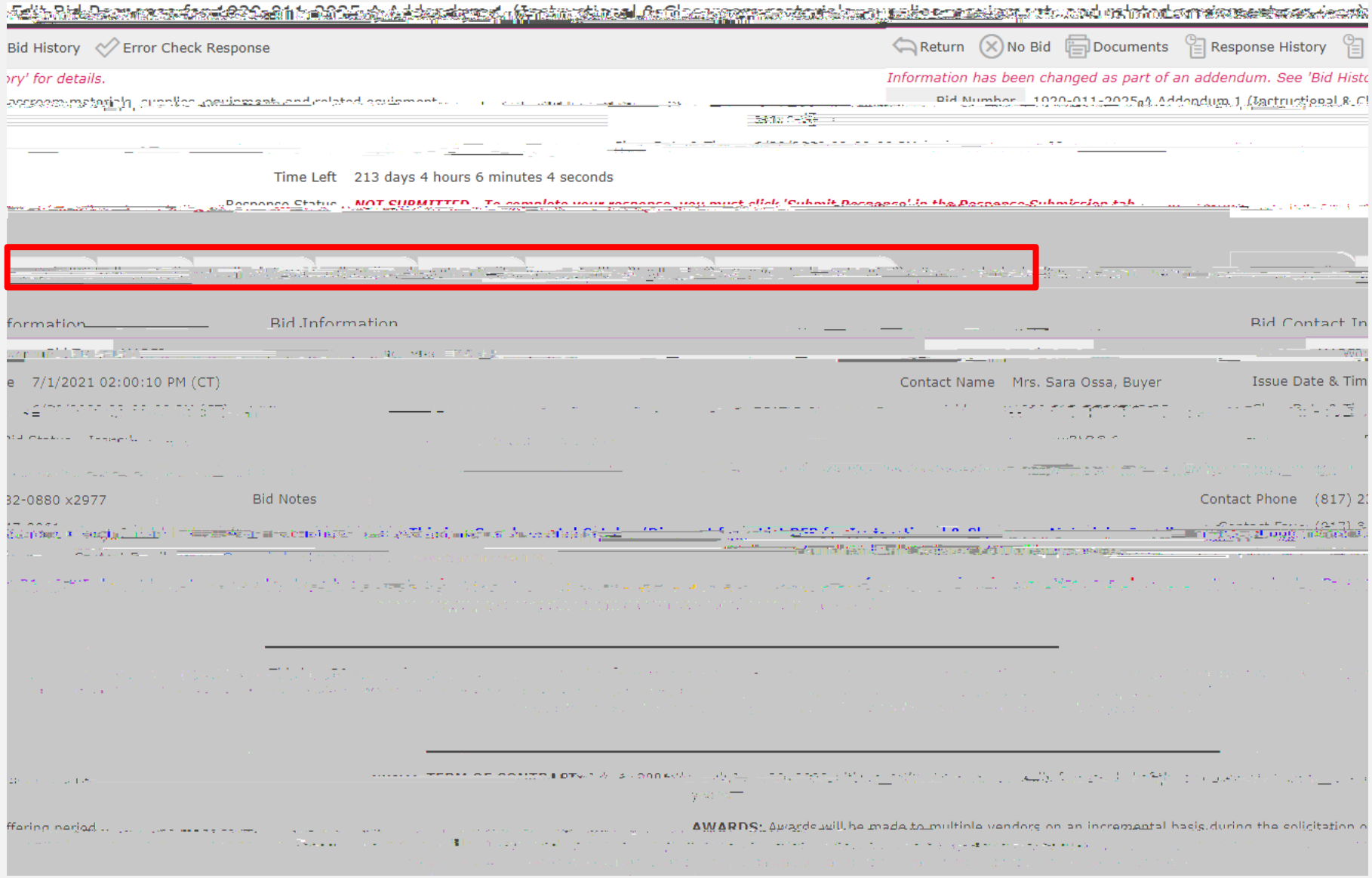


1. This screen will show every MAC EMS-ISD has available.

2. You will select the MAC that best fits your services



1. The following tabs will be present when viewing a MAC.
2. This is where your response will occur. Select and complete each tab to submit your response.



Attachments Tab:

1.

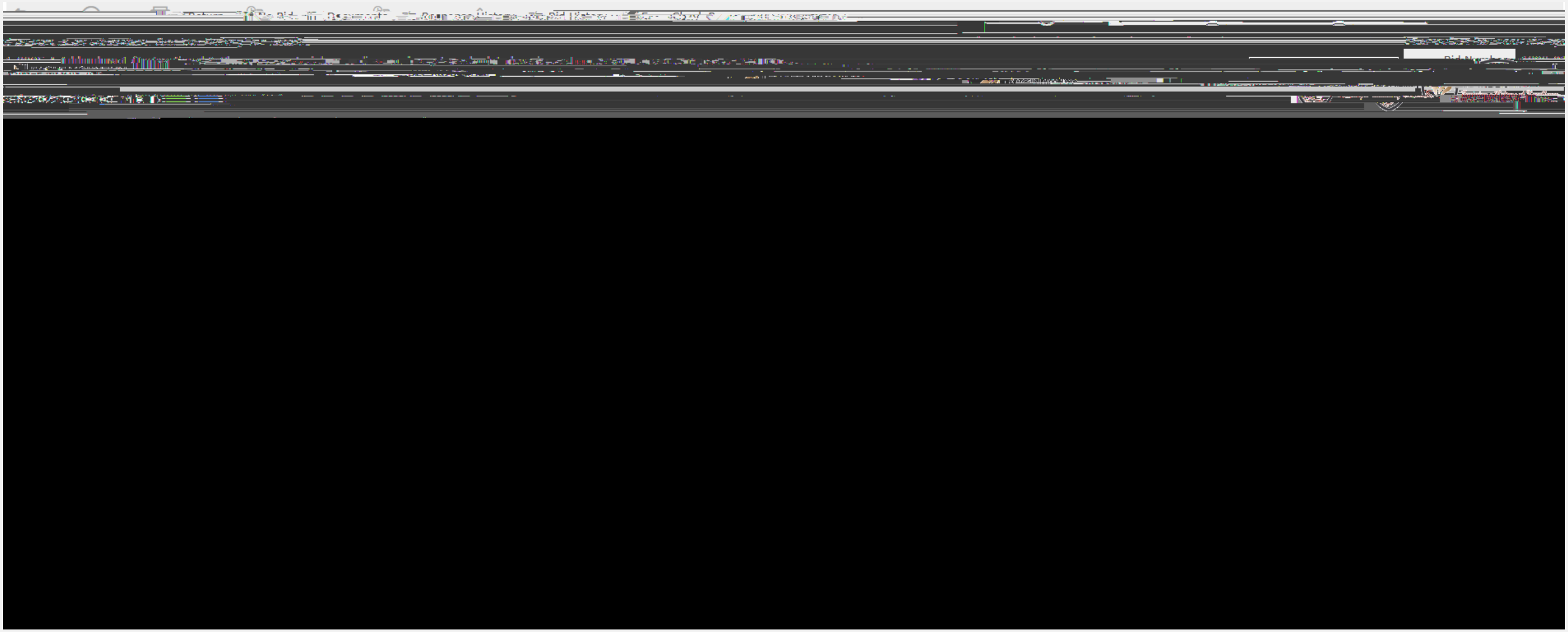
NOTE:

Attributes:

- Read and/or answer all attributes.
- Required attributes have a red asterisk (*)

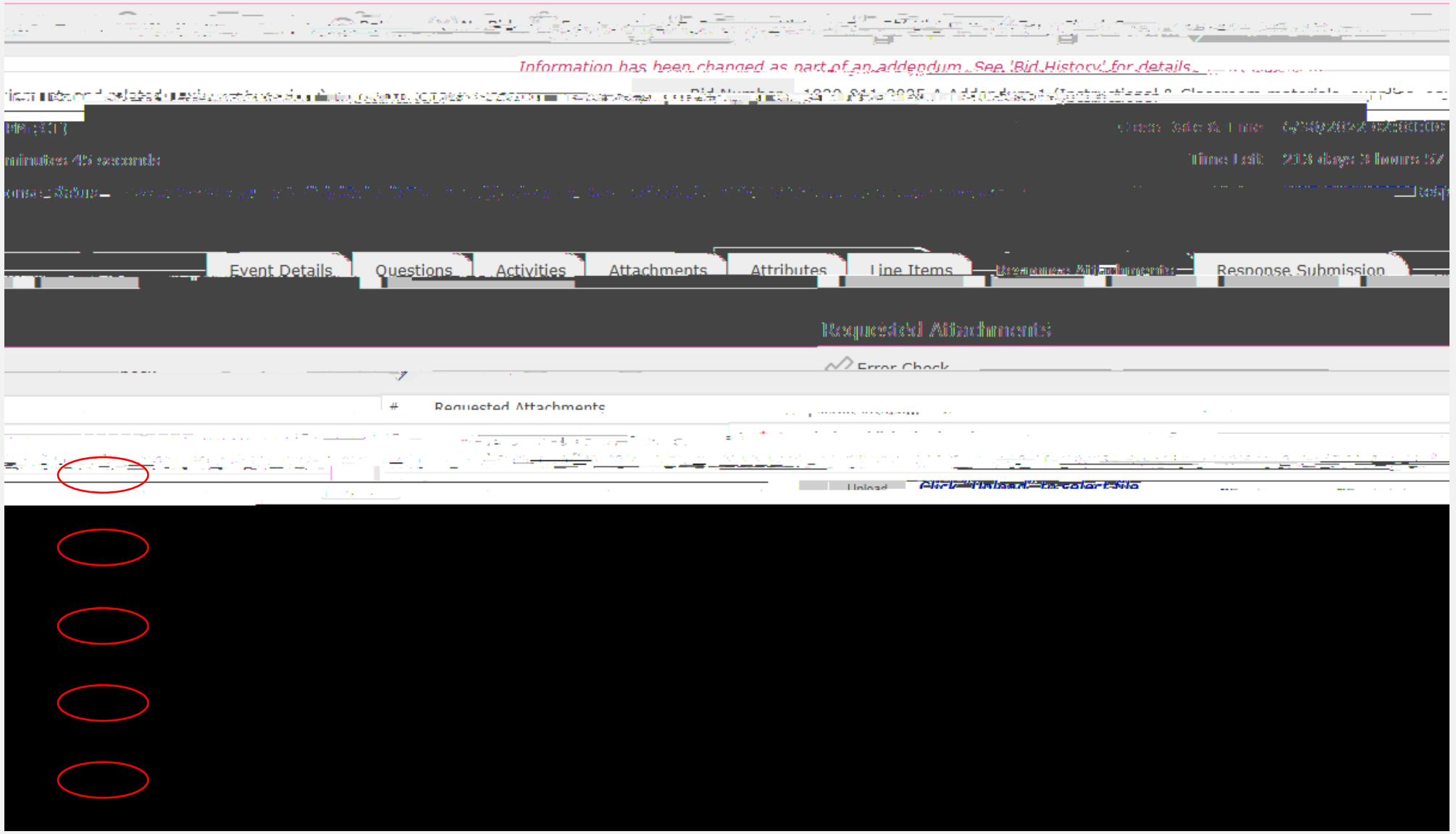
Line Items Tab:

1. Complete each line that pertains to your company.
2. If there is a product/service that you do not provide, please select the ⊗ No Bid button.



Response Attachments Tab:

1. Upload each completed document under this Tab.



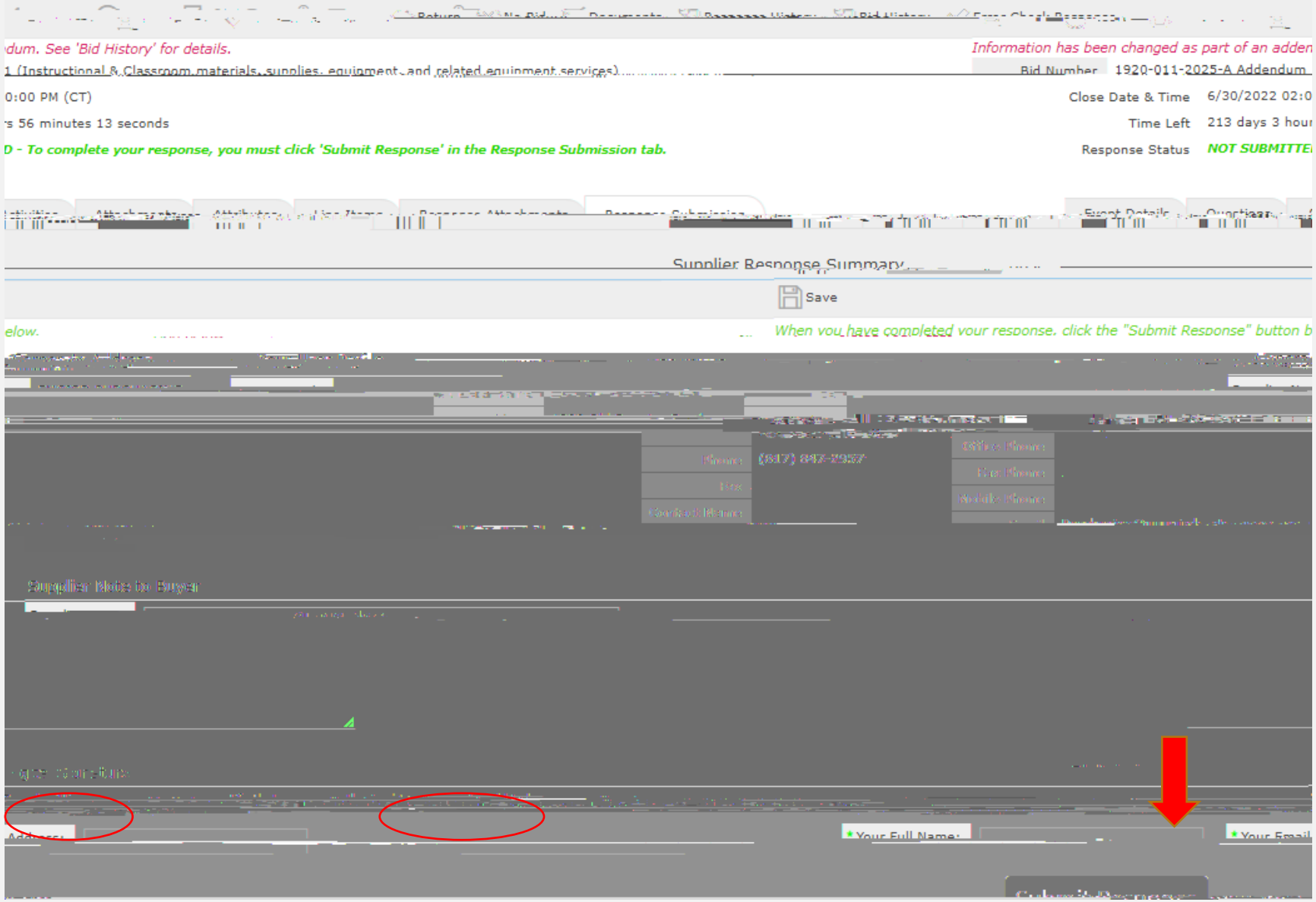
Response Submission:

1. Once every tab has been completed you can submit your response.

Submission Errors

When errors occur, the system will display the location of the errors.

Go to the problem area and correct the errors.

You must go to the tab that contains the errors to review the error detail and correct.

Once the errors are corrected, proceed to the Response Submission Tab to submit the response.