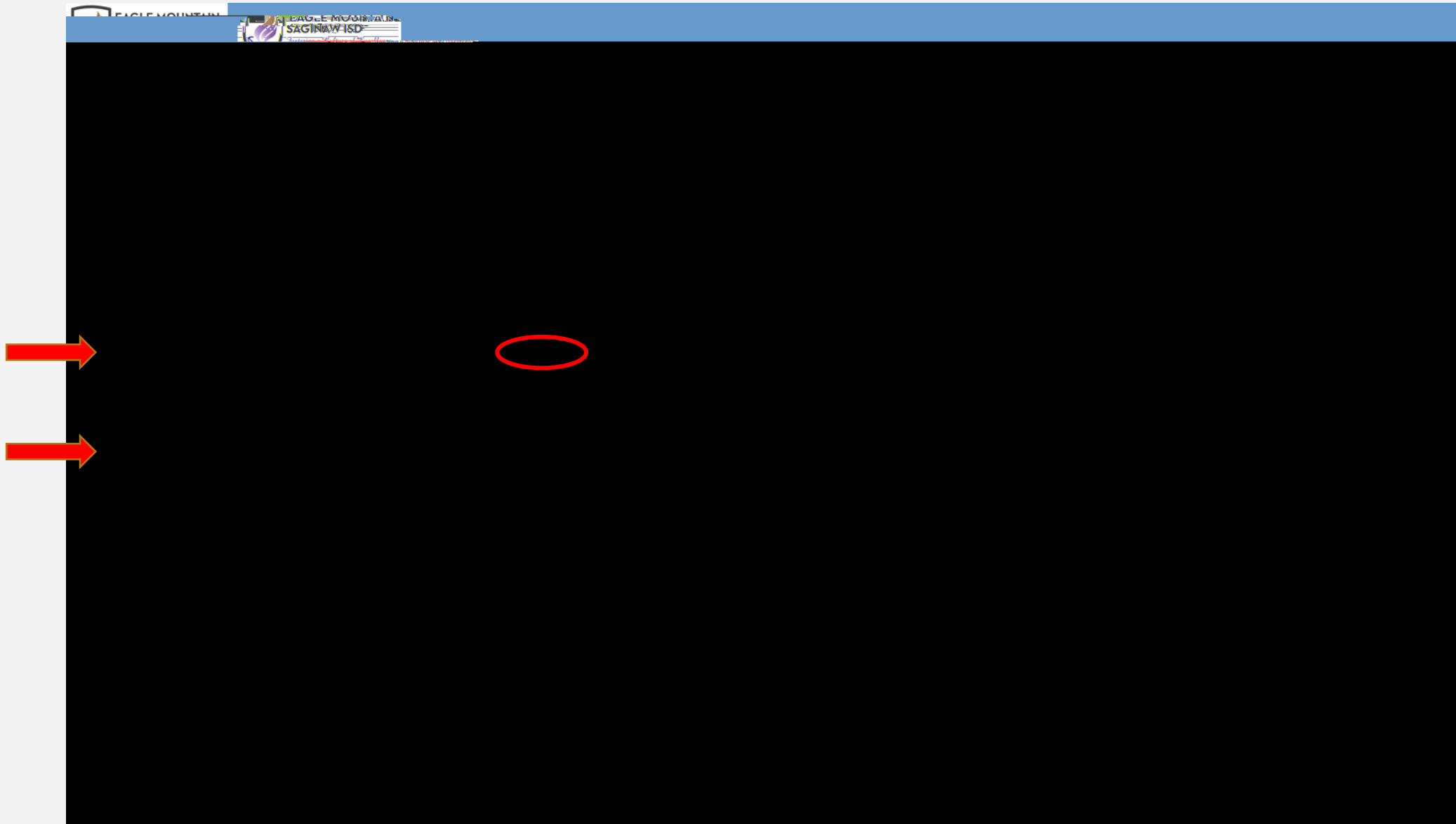


1. Go to <https://emsisd.ionwave.net>
2. This website will appear, choose **SUPPLIER REGISTRATION**

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

A screenshot of the EMS ISD supplier portal dashboard. The top navigation bar is dark grey with white text. On the left, there are links for 'Home', 'My Profile', 'Company Profile', and 'My Bid'. On the right, there are links for 'Help' and 'Commodity Codes'. Below the navigation bar, there is a 'Support Contact' section with a phone icon and a 'Welcome to the EMS ISD supplier portal' message. The main content area contains a paragraph of text and a 'Helpful hints' section with a bulleted list.

Home My Profile Company Profile My Bid Help Commodity Codes

Support Contact

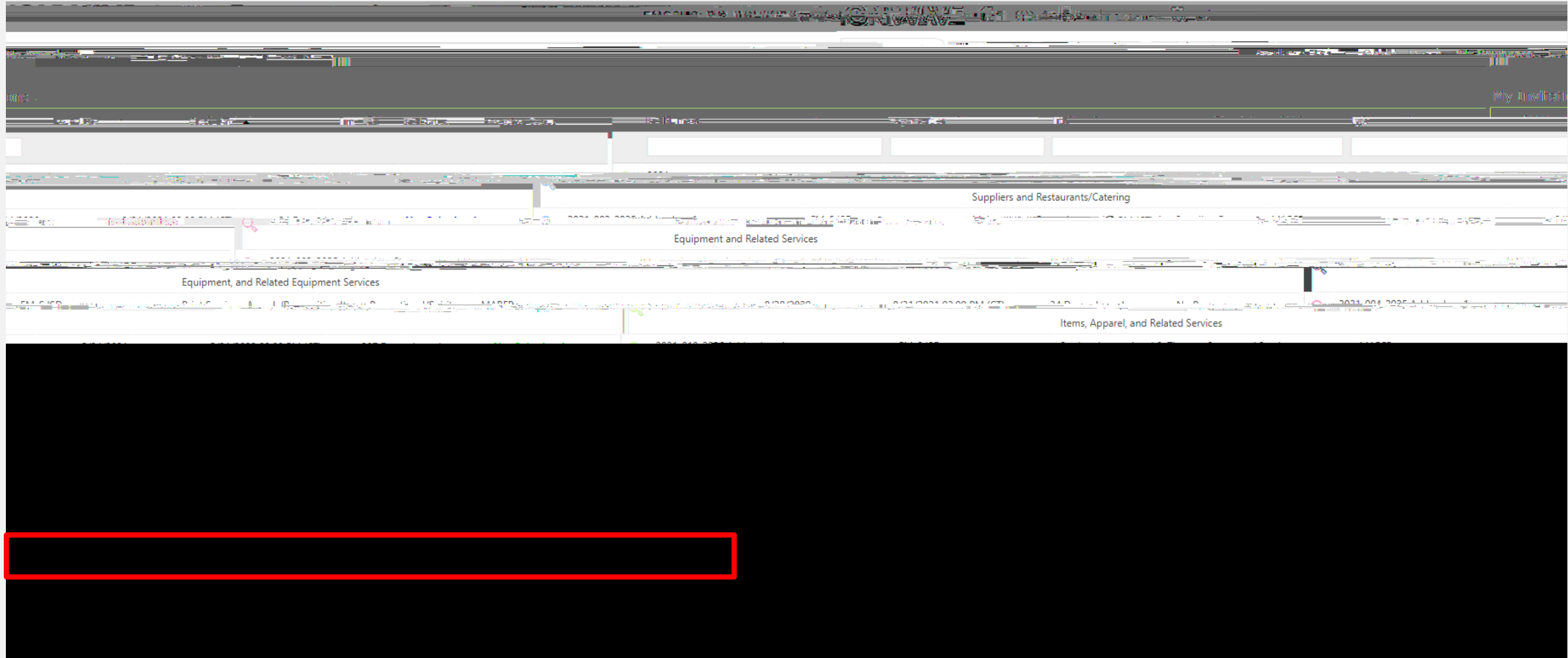
Welcome to the EMS ISD supplier portal

This dashboard provides you with helpful alerts related to your activity on the system, including bid events, alerts, and system functionality, including managing your company profile and Admin.

Helpful hints:

- Periodically review your Company Profile to ensure the information is accurate. Your Commodity Code selections will help determine the bid.

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.

The screenshot displays a web application interface for bid management. At the top, there are navigation tabs: 'Bid History', 'Error Check Response', 'Return', 'No Bid', 'Documents', and 'Response History'. Below these, a red banner indicates that information has been changed as part of an addendum. The main content area shows a 'Response Status' of 'NOT SUBMITTED' and a 'Time Left' of 213 days 4 hours 6 minutes 4 seconds. A red rectangular box highlights a row of tabs: 'Bid Information', 'Bid Information', 'Bid Information', and 'Response'. Below the tabs, there is a section for 'Bid Information' with fields for 'Contact Name' (Mrs. Sara Ossa, Buyer) and 'Issue Date & Time' (7/1/2021 02:00:10 PM (CT)). There is also a 'Bid Notes' section and a 'Contact Phone' field (817) 212-0880 x2977. At the bottom, there is a section for 'AWARDS' which states that awards will be made to multiple vendors on an incremental basis during the solicitation process.

Attachments Tab:

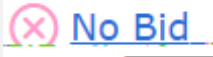
1.

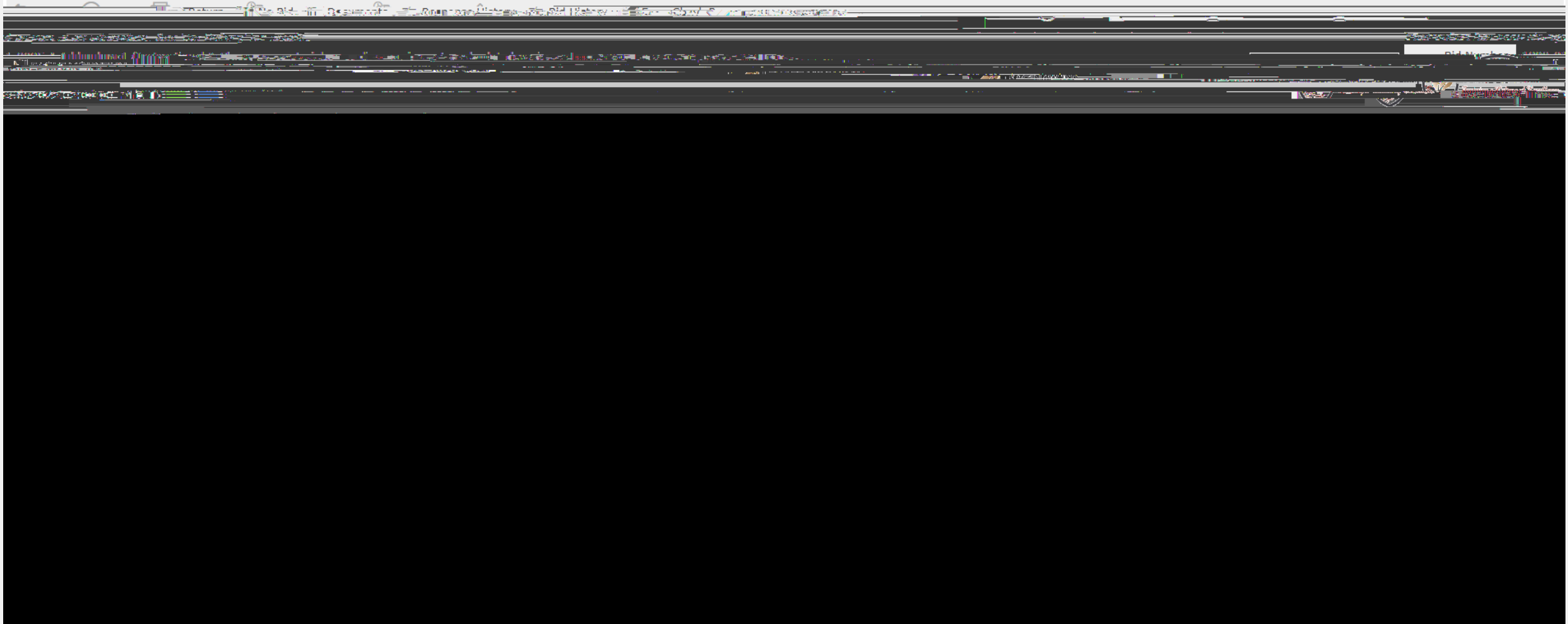
NOTE:

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  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.

Information has been changed as part of an addendum. See 'Bid History' for details.

1 (Instructional & Classroom materials, supplies, equipment, and related equipment services) Bid Number: 1920-011-2025-A Addendum

0:00 PM (CT) Close Date & Time: 6/30/2022 02:00
56 minutes 13 seconds Time Left: 213 days 3 hours
Response Status: NOT SUBMITTED

D - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Supplier Response Summary

Save

When you have completed your response, click the "Submit Response" button below.

Phone: (817) 897-2967
Fax: [Redacted]
Company Website: [Redacted]

Company Name: [Redacted]
Address: [Redacted]
City: [Redacted] State: [Redacted] Zip: [Redacted]

Log In / Register

Your Full Name: [Redacted] Your Email: [Redacted]

Submit 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.