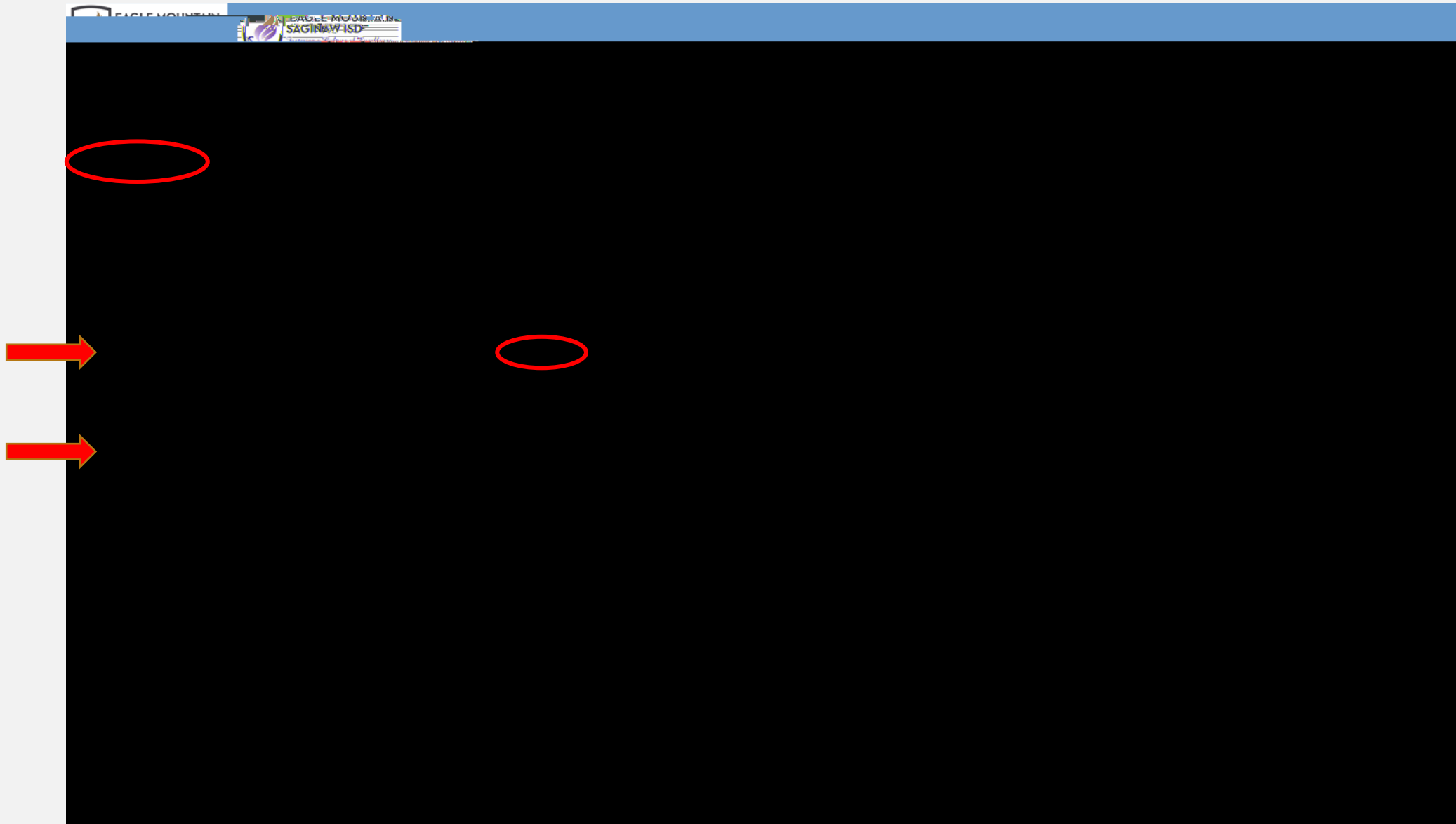


1. Go to <https://emsisd.ionwave.net>
2. This website will appear, choose **SUPPLIER REGISTRATION**

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 SSN, please select OTHER to enter.





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

A screenshot of a web dashboard for Eagle Mountain Saginaw ISD. The top navigation bar contains several icons, with a red arrow pointing to the 'Bid Events' icon. Below the navigation bar, there are sections for 'Alerts', 'My Profile', 'Company Profile', 'Help', and 'Commodity Codes'. The main content area features the 'Eagle Mountain Saginaw ISD' logo, a 'Support Contact' section, and a 'Welcome to the' message. A large text block explains that the dashboard provides helpful alerts related to system activity, including bid events, and lists helpful hints such as reviewing the company profile and commodity codes.

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

### Support Contact

EMS ISD supplier portal

Welcome to the

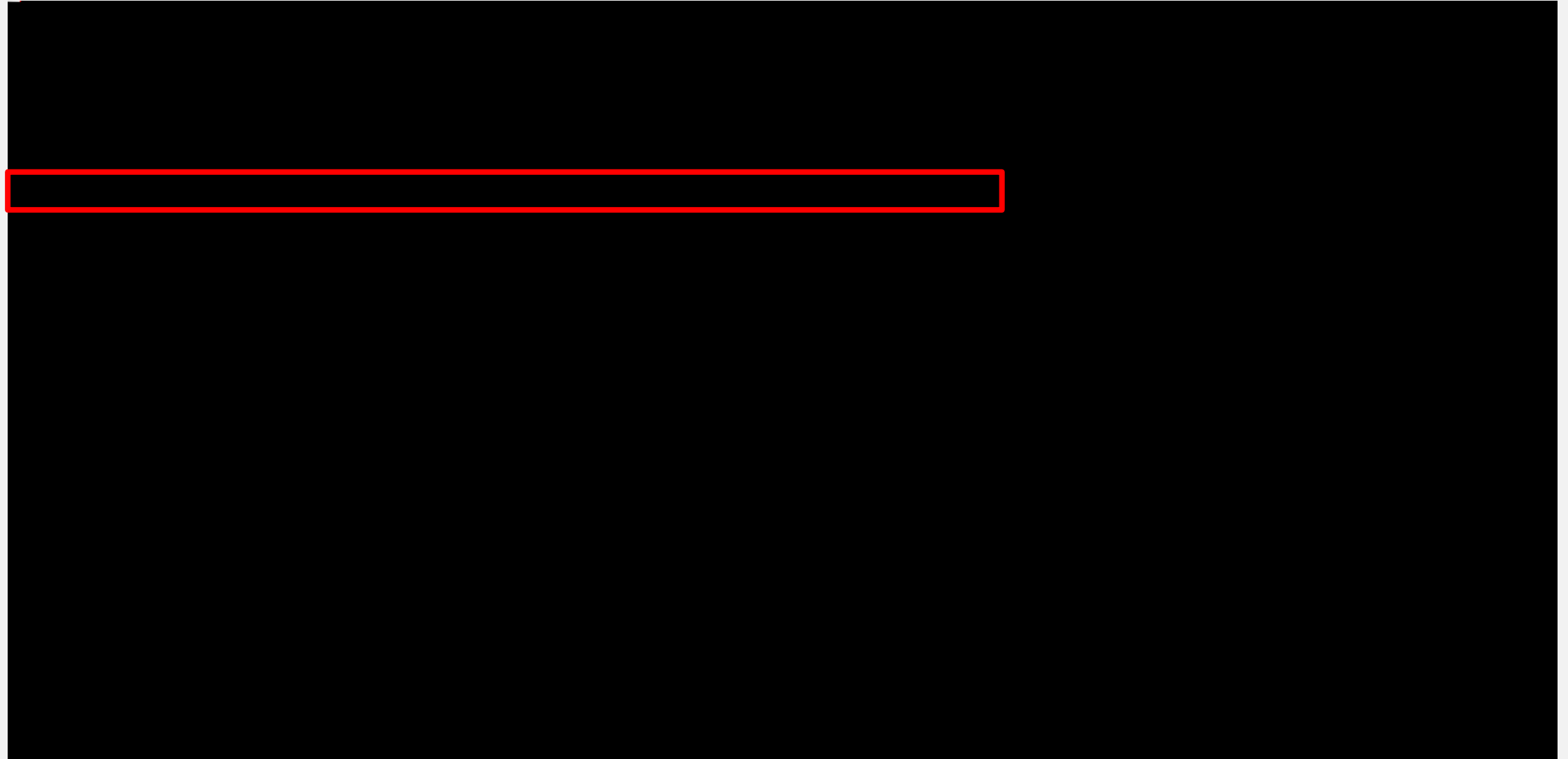
This dashboard provides you with helpful alerts related to your activity on the system, including bid events, system functionality, including managing your supplier profile under Admin.

Helpful hints:

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

1.

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. Select Download All and read/complete each document.

2122-002-2026 (Sports Photography Contracted Services)

1/30/2022 02:00:00 PM (CT)

56 days 4 hours 14 minutes 2 seconds

Close Date & Time 1/30/2022 02:00:00 PM (CT)

Time Left 36 days 14 hours 14 minutes 2 seconds

Response Status

Messages Questions Activities **Attachments** Attributes Response Attachments Response Submission Event Details

Bid Attachments

Name	Description	#	Download All	File
Electronic Bidding Instructions 2016.pdf (79 KB)	Electronic Bidding Instructions	1	Download	File
2122-002-2026 SPECIAL TERMS COND. SPECS Sports Photography, Svc.pdf (192 KB)	SPECIAL TERMS COND. SPECS Sports Photography, Svc.pdf (192 KB)	2	Download	File
EMS ISD STANDARD TERMS AND CONDITIONS Rev 7.26.21.pdf (298 KB)	EMS ISD STANDARD TERMS AND CONDITIONS	4	Download	File
Mender Publications 7.15.19.pdf (10 KB)	Mender Publications	5	Download	File
W-9 Form - January 2019	W-9 Form - January 2019	6	Download	File
Confidential Operations Manual	Confidential Operations Manual	7	Download	File

Items 1-7 shown of 7



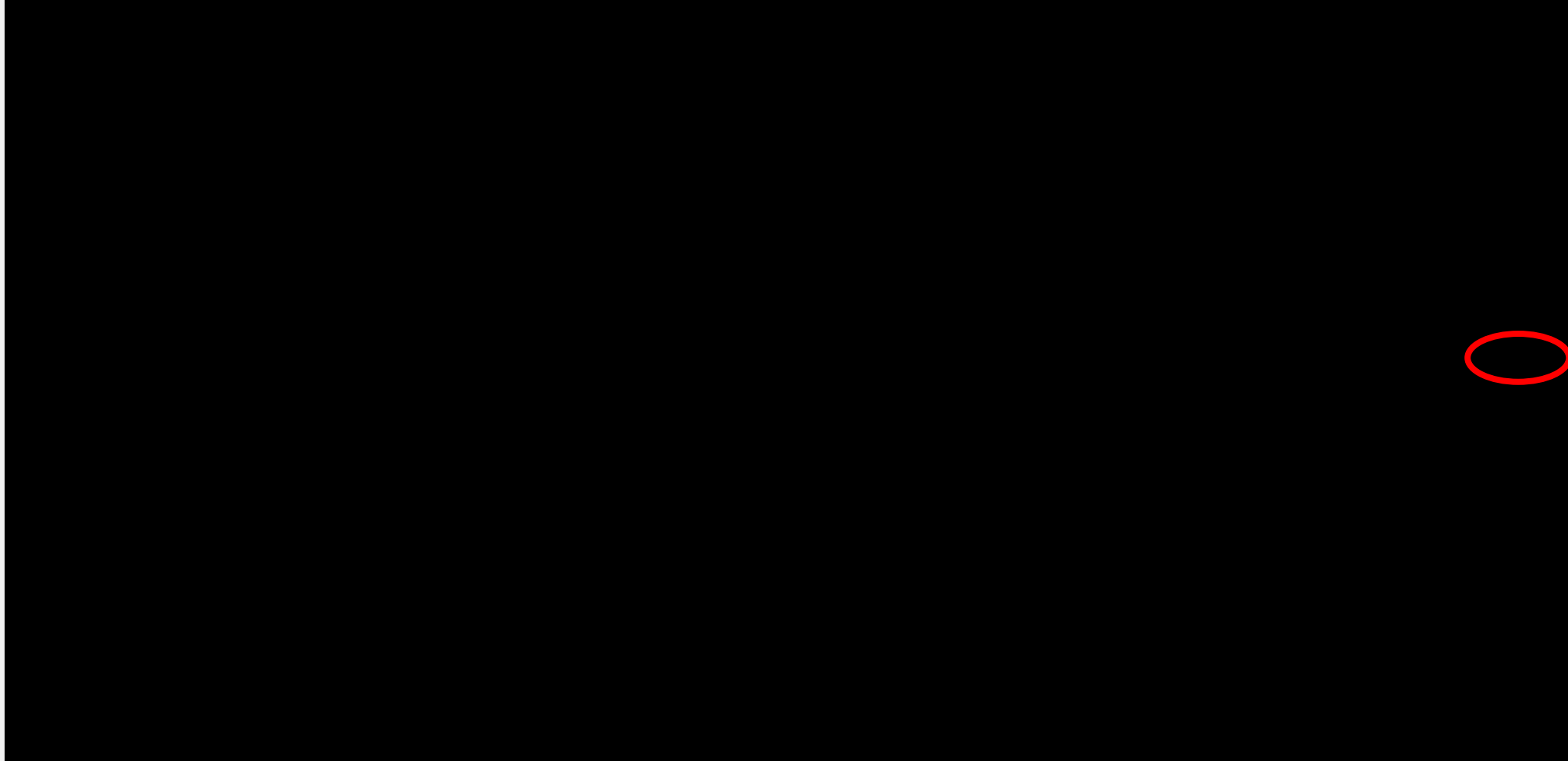
## Attributes Tab:

1. Complete each attribute under this tab.
2. Be sure to complete each page.

### NOTE:

#### Attributes:

- Read and/or answer all attributes.
- Required attributes have a red asterisk (\*) to the left of the required field.
- A required attribute must be answered in order to submit the response.
- Click '**Save**' (to save your responses)
- Click '**Error Check**' (to determine if you have missed any required responses)



## Response Attachments Tab:

1. Upload each completed document under this Tab.

Return No Bid Documents Response History Bid History Error Check Response

Bid Number 2122-002-2026 (Sports Photography Contracted Services)

**NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.** Response Stat

Messages Questions Activities Attachments Attributes Response Attachments Response Submission Event Details

Requested Attachments

Error Check

#	Requested Attachments	Upload
1	<b>*</b> IRS W-9 Form Please attach the duly filled out IRS W-9 Form (found under the Attachments tab).	<input type="button" value="Upload"/> <b>Click "Upload" to select file</b>
2	Vendor Data Form	<input type="button" value="Upload"/> <b>Click "Upload" to select file</b>
3	Conflict of Interest Form Attach the Conflict of Interest Form (found under the Attachments tab), ONLY IF any conflict to declare.	<input type="button" value="Upload"/> <b>Click "Upload" to select file</b>

Items 1-3 shown of 3

## 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.