

## Supplier Registration Instructions

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By registering with North East ISD, vendors are added to the North East ISD Bidder's List and will receive automated email notifications regarding bid opportunities associated with commodities selected by the vendor within the system. A vendor that has registered with North East ISD eBids IS NOT considered an "approved vendor" or "awarded vendor". A vendor must submit a bid and be awarded a contract before becoming an approved North East ISD vendor.

Follow the instructions below to register as a supplier for North East ISD:

1. Access our [North East ISD eBids](#) website.
2. Click on "Supplier Registration".
3. Type in your Company Name, your company phone number, and your DUNS number, click Next. The DUNS number field is not required. If you not know your DUNS number, skip it.
4. Read and accept the *North East ISD eBid Terms and Conditions* for using the ebids site by checking the box that states "I Accept the North East ISD eBid Terms and Conditions" and click Next. You have an opportunity on this screen to print the terms and conditions if you wish.
5. Complete the Company Information, Company Address and User Information sections. Make sure you record your login and password somewhere. Password must contain a min of 8 characters consisting of at least 1 number, 1 letter and 1 special character.
6. IonWave will ask you to confirm your email by sending you an email to the email address you provided. The email will come from *North East ISD eBid*. In the email, click on the blue "Click Here to Continue Registration" link.
7. Complete the remaining registration fields, click Save and Next, then Next again.
8. Review the commodities and select all the commodities that describe your company/products/services, then click Save and Next. These are categories for which you wish to received notifications about upcoming bids for these particular products/services.
9. Review all of your information one more time, make necessary corrections, then click Register Now at the arrow.

You are now able to log in using your new username and password. It will be your responsibility to keep your company information updated regularly. And yes, you may have more than one representative from your company review, access, receive notifications and submit a bid on your company's behalf.

