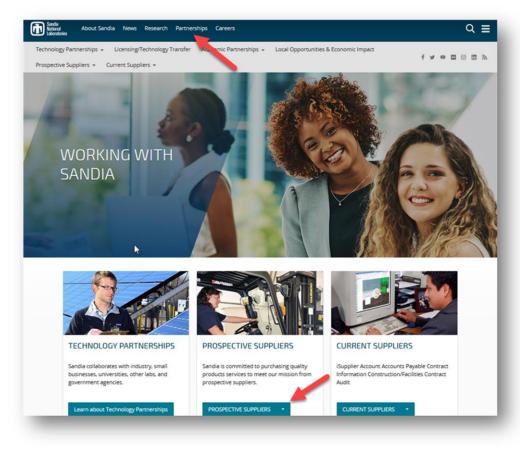
# **Directions for Creating an iSupplier Registration Account**

# **Registration Home Page**

To get to the supplier registration page navigate to <u>www.sandia.gov</u>. From the Sandia home page, click on "Partnerships." Once there, click "Prospective Suppliers."



When the dropdown list opens, click on the "Supplier Registration" link. Once the page opens, click "Register Here."

#### **Disclaimers:**

- The registration will not be approved unless all required documentation is submitted.
- Registration does not guarantee an award.
- Registration will be required to subscribe and respond to postings in the Business Opportunity Website (BOW).

# **Company Name and Contact**

Basic Information	Company Details	Attachments
ospective Supplier Registration		Step 1 of 3 Ne
dicates required field		
ease send an email to supreg@sandia.gov. Other	ur company may already be registered and you may not need to subr vise, please enter the details for your company and then press <b>Regis</b> t k <b>here</b> for minimum system requirements to access Sandia National	ter to submit your request. Federal tax
EASE USE ONLY UPPER CASE LETTERS AND NU cuments.	MBERS. Enter the details of your company and provide an address th	at is suitable for receiving RFQ
mpany Details		
least one tax id is required to be able to complete	the registration request.	
* Legal Company Name		
* Tax Country	United States 🔄 Q	
Non-US Tax Registration Number	Where provided, the tax country will be used to validate the format of the Tax	Registration Number and/or Taxpayer ID.
Federal Taxpayer ID		
DUNS Number		
	DUNS Format is: 12-345-6789 - Leave blank if not applicable.	
ntact Information		
nter the contact information of the individual who w	II be permitted to update information for your company:	
* Email		
* First Name		
* Last Name		
* Country of Citizenship	~ ·	
* Phone Area Code		
* Phone Number Phone Extension		
Pilolie Extension		

- Legal Company Name
  - Include Doing Business As Name (if applicable).
  - Taxpayer ID (TIN) and Legal Company Name must match IRS records for tax reporting purposes.

#### Tax Country

- "United States" will automatically populate.
- To change tax country, clear the field, type in your country and click on the magnifying glass. Once the next screen pops up, click on the icon under "Quick Select."
- Non US-Tax Registration Number
  - If you are a foreign entity, enter your tax registration number.
  - If you are a US company, leave this field blank.
- Federal Taxpayer ID
  - Enter your 9-digit federal taxpayer ID with no dashes.
- DUNS Number
  - Enter your 9-digit DUNS number with no dashes.
- Contact Information
  - Enter the contact information of the individual who will be permitted to update information for your company.

### Create Address Book

Prospective Supplier	Pagistration	Additional Details					-	Attachments	
	Registration:	Aduitional Details					1	Save For Later Back	Step 2 of 3 Nex
			ISUPPLIER REGISTRA	ATION					
		Tax Country Tax Registration Number	United States						
		Taxpayer ID							
		DUNS Number							
		Note to Buyer							
		Note to Supplier							
Address Book		Note to Supplier							
At least one entry is required.									
Address Name		Addros	ss Details		Purpose		Update		Delete
No results found.		Addres	ss Details		Fulpose		opuate		Delete
Contact Directory									
At least one entry is required. Create									
				<b>F</b>		Doguiros I	User Account	Update	Delete
	Laet Namo					Requires c	User Account		Delete
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eate Address					* Phone Area Code				Cancej Appl
First Name TEST eate Address edicates required field	TEST		85555 8: CA-SAN FRA-1						Cance] Appl
eate Address	* Address Name Country	555-55	55555		* Phone Number				Cance! Appl
eate Address	* Address Name	555-55 ST-QTY(up to 7 chars)-1 Exempl	85555 8: CA-SAN FRA-1		* Phone Number Fax Area Code				Cancel Appl
eate Address	* Address Name Country	555-55 ST-QTY(up to 7 chars)-1 Exempl	85555 8: CA-SAN FRA-1		* Phone Number Fax Area Code Fax Number				Cance! Appl
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To complete your company's registration, you must create an address. To do this, **click** on "Create". You will be redirected to the screen below. **NOTE:** Each address will require a different DUNS number.

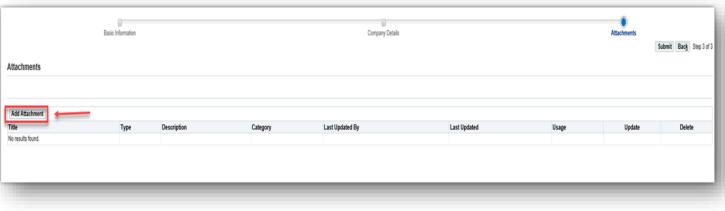
- Address Name
  - Create the address name using the twodigit state name, first seven digits of your city's name, then a number (ex: NM-ALBUQUE-1). Each location should have a different name.
- City
- State
- Zip Code + 4 digits
- County
- Phone Area Code
- Phone Number
- Email Address

## **Create Address Book (Continued)**

	Basic Information		Company Details		Attac	hments	
Prospective Suppl	lier Registration: Additional Details				S	we For Later	Back Step 2 of 3 Ne
	Company N	me ISUPPLIER REGISTRATION					
		ntry United States					
	Tax Registration Num						
	Taxpaye DUNS Nur	r ID 458561256					
	Note to Bu						
		, v					
	Note to Supp	lier					
ldress Book							
At least one entry is require	id.						
Create							1
ddress Name	Address Details					pdate	Delete
M-ALBUQUE-1	123 BIG SKY AVE, ALBUQUERQUE NM 87123-1	254 United States		RFC	1 Only	1	8
ontact Directory							
At least one entry is require	id.						
Create irst Name	Last Name 🛆 Pho	ne Email		Requires User Account	Upr		Delete
irst Name	Last Name 🗠 🛛 Pho	ne Email			Up	ate	Delete
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- Once all necessary information has been entered, select "Apply."
- This will take you back to the "Company Details" screen where you can select all applicable business classifications. After you have finished selecting, **click** "Next."

#### Add Attachments



You may upload your W-8 or W-9 to the add attachment box shown or for quicker approval, you may email your W-9 to <u>supreg@sandia.gov</u>.

# **Complete - Confirmation**

#### Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course. NOTE: Until a copy of the company's W-9 or equivalent has been submitted to isupplier@sandia.gov, your company will be eligible to receive RFQs only.

At this point, your registration has been submitted and is awaiting approval for your iSupplier account. If approved, you will receive a workflow email informing you of approval and an email containing your username and password. If rejected, you will receive an email with further instructions.

**NOTE:** Rejections are often to correct errors or missing information.

### **Requirements if Awarded the Contract**

- W-8 Form <u>https://www.irs.gov/pub/irs-pdf/fw8ben.pdf</u>
- W-8 Instructions <u>https://www.irs.gov/pub/irs-pdf/iw8.pdf</u>
- W-9 Form <u>https://www.irs.gov/pub/irs-pdf/fw9.pdf</u>
- W-9 Instructions https://www.irs.gov/pub/irs-pdf/iw9.pdf
- EFT form <u>http://www.sandia.gov/files/working-with-sandia/current-suppliers/\_assets/forms/SF\_94249-EFT.pdf</u>

### **Resources Available**

- Small Business Administration <u>https://www.sba.gov/</u>
- Small Business Administration Albuquerque <u>https://www.sba.gov/offices/district/nm/albuquerque</u>
- Procurement Technical Assistance Centers (PTAC) <u>http://www.aptac-us.org/</u>
- Procurement Technical Assistance Program New Mexico <u>https://www.nmptac.org/</u>
- Sandia National Laboratories Supplier Registration Help <u>supreg@sandia.gov</u>

6