Directions for Creating an iSupplier Registration Account

Registration Home Page

To get to the supplier registration page navigate to www.sandia.gov. From the Sandia home page, click on “Partnerships”. Once there, click “Prospective Suppliers”.

Scroll down near the bottom of the page and click the “Supplier Registration” link.

Disclaimers:
- If all required documentation is not complete, the registration will not be approved.
- Registration does not guarantee an award.
- Registration will be required to subscribe to the Business Opportunity Website (BOW).
Company Name and Contact

- **Legal Company Name**
  - Include DBA 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.
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 two-digit 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**
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”**.

### Create Address Book (Continued)

#### Address Book

<table>
<thead>
<tr>
<th>Address Details</th>
<th>Purpose</th>
<th>Update</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Contact Directory

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Smith</td>
<td>555-1234</td>
<td><a href="mailto:john@gmail.com">john@gmail.com</a></td>
</tr>
</tbody>
</table>

#### Business Classifications

<table>
<thead>
<tr>
<th>Classification</th>
<th>Allows</th>
<th>Certificate Number</th>
<th>Certificate/Help Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woman Owned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minoritarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Disabled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>或其他</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notice: Under 10 U.S.C. 8701, any person or entities representing a prime status as small, veteran small, veteran-owned small, service-disabled veteran-owned small, woman-owned small business, or minority-owned small business is urged to review contracts to determine whether the preference program established pursuant to Section 8(a) of the Small Business Act, and Public Law 109-432, the Small Business Data Standard Act, and 42 U.S.C. 2066(a), is applicable. The intent of (1) the preference program is to provide a preference for a 25 percent program. (2) the Small Business Data Standard Act is applicable. (3) the disparity is not required to be included in the disparity program. (4) the disparity program is the Small Business Data Standard Act is applicable. (5) the disparity is not required to be included in the disparity program.
Add Attachments

<table>
<thead>
<tr>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>File:</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Category:</td>
</tr>
<tr>
<td>Last Updated By:</td>
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<tr>
<td>Last Updated:</td>
</tr>
<tr>
<td>Usage:</td>
</tr>
<tr>
<td>Update:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
</tbody>
</table>

Optional: Attach W-8 or W-9 tax forms and EFT forms. These are not required at this stage, but you may choose to do this now.

Complete - 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 for further instructions.

NOTE: Rejections are often to correct errors or missing information.
Requirements if Awarded the Contract


Resources Available

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