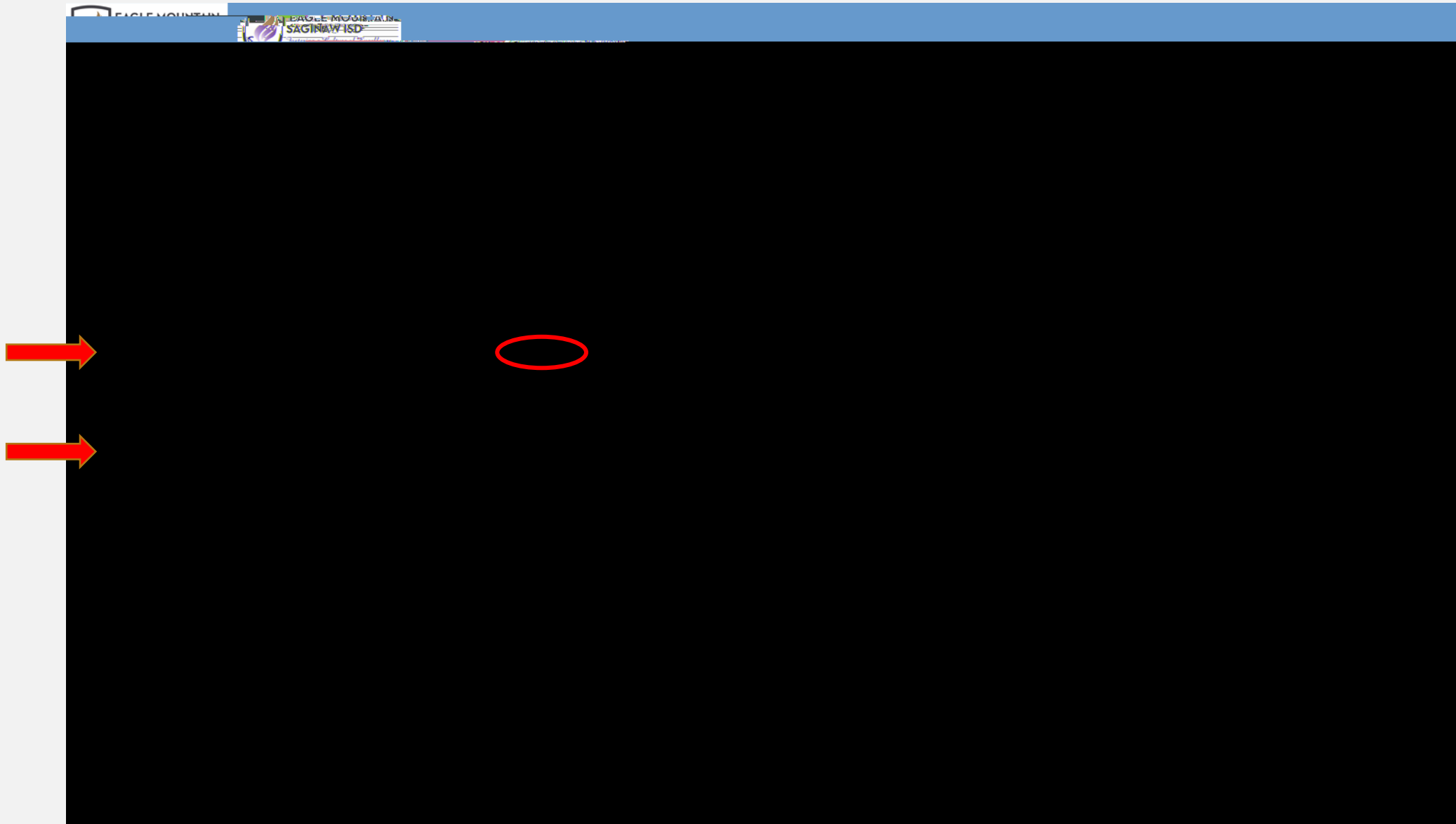


1. Go to <https://emsisd.ionwave.net>
2. This website will appear, choose **SUPPLIER REGISTRATION**”

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



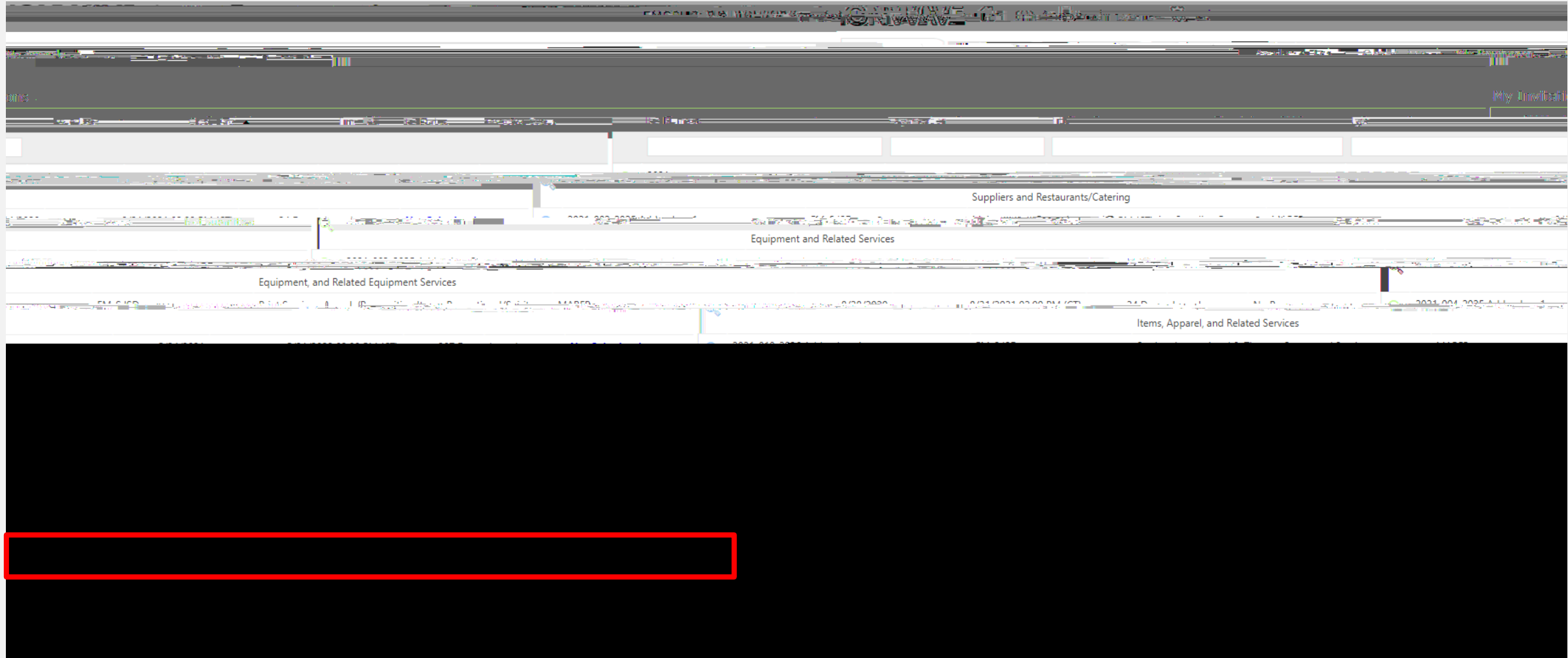


1. Once you are logged into the system select Bid Events on the top tool bar



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 about helpful alerts and a 'Helpful hints' section with a bullet point: 'Periodically review your Company Profile to ensure the information is accurate. Your Commodity Code selections will help determine the bid.' The bottom of the page has a dark grey footer with white text.

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 text notification states: 'Information has been changed as part of an addendum. See 'Bid History' for details.' 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: 'Information', 'Bid Information', 'Bid Contact Information', and 'Response'. Below the tabs, the 'Response' section is visible, showing a 'Response Date' of '7/1/2021 02:00:10 PM (CT)' and a 'Contact Name' of 'Mrs. Sara Ossa, Buyer'. The 'Bid Notes' section is also visible, containing the text '32-0880 x2977'. At the bottom, there is a section for 'AWARDS' with the text: 'AWARDS: Awards will be made to multiple vendors on an incremental basis during the solicitation of...'

Attachments Tab:

1.



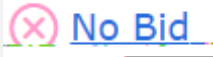
**NOTE:**

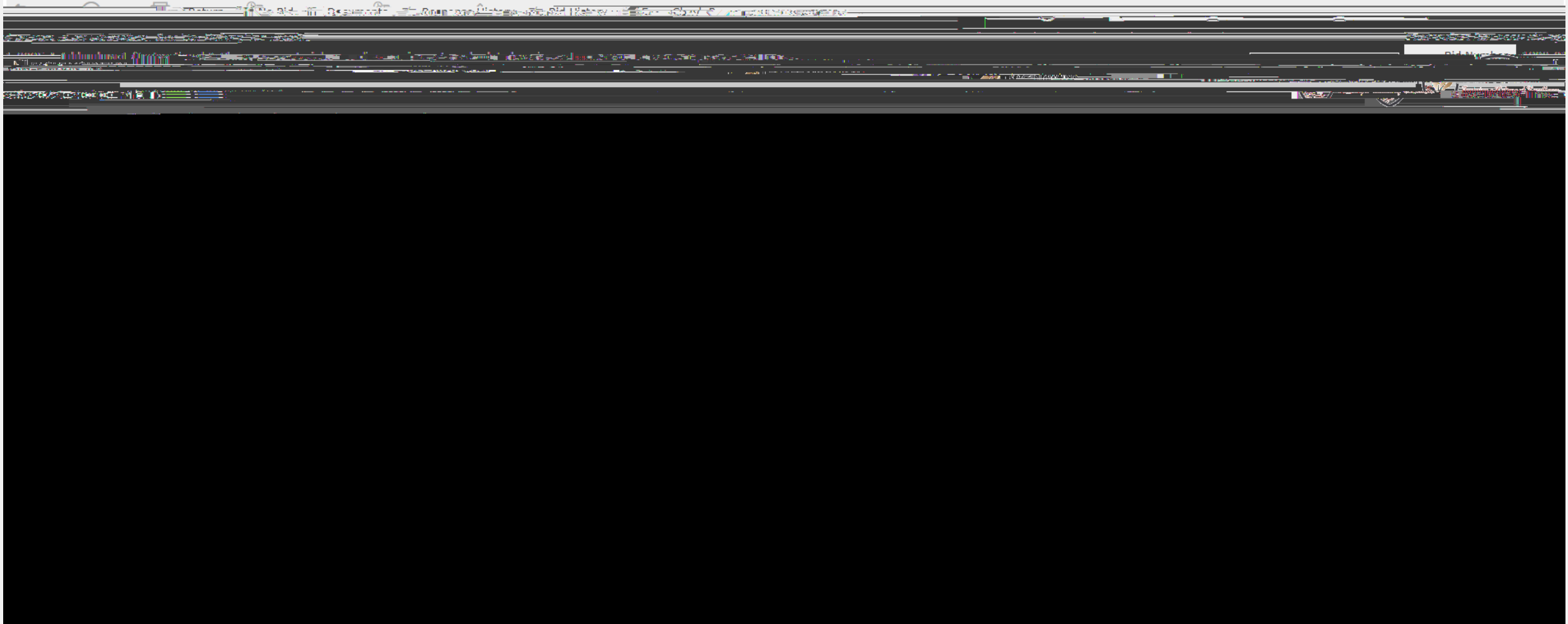
**Attributes:**

Read and/or answer all attributes.

Required attributes have a red asterisk (\*)

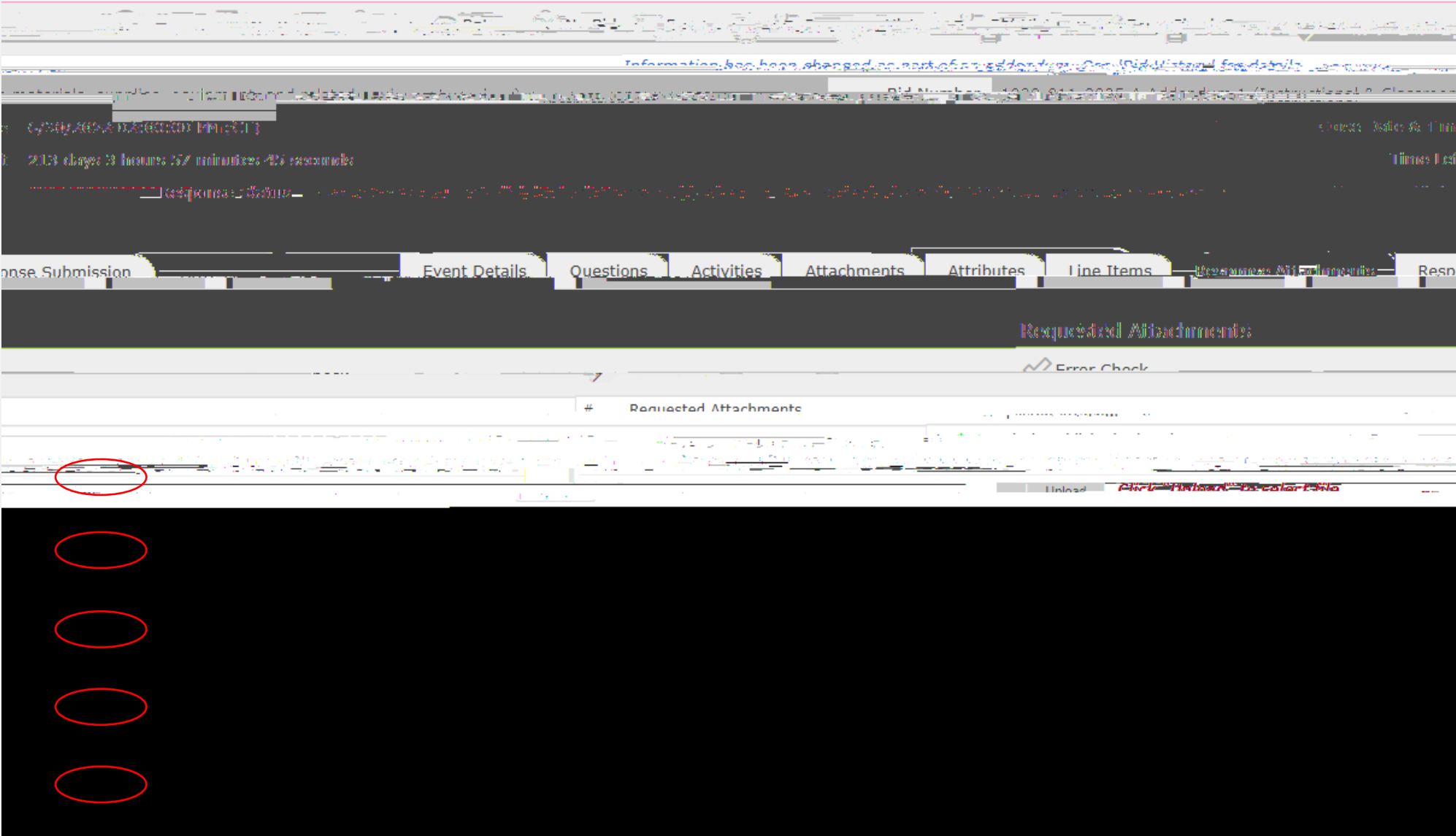
## Line Items Tab:

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.

The screenshot displays a web interface for bid submission. At the top, there is a navigation bar with tabs for 'Home', 'My Bids', 'My Responses', 'My Profile', and 'My Account'. Below the navigation bar, a message states: 'Information has been changed as part of an addendum. See 'Bid History' for details.' The main content area shows a bid titled '1 (Instructional & Classroom materials, supplies, equipment, and related equipment services)' with a bid number of '1920-011-2025-A Addendum'. The close date and time is '6/30/2022 02:00:00 PM (CT)', and the time left is '213 days 3 hour 56 minutes 13 seconds'. A green message reads: 'To complete your response, you must click 'Submit Response' in the Response Submission tab.' Below this, there is a 'Response Summary' section with a 'Save' button. A blue instruction says: 'When you have completed your response, click the "Submit Response" button below.' The bottom of the page features a 'Submit Response' button, a 'Your Full Name' field, and a 'Your Email Address' field. A red arrow points to the 'Submit Response' button, and two red circles highlight the 'Your Full Name' and 'Your Email Address' fields.

### 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.