



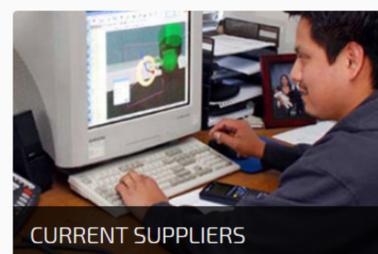
Directions for Creating an iSupplier Registration Account

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".



Working with Sandia



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

Prospective Supplier Registration Step 1 of 3 [Next](#)

* Indicates required field

If you have done business with Sandia in the past, your company may already be registered and you may not need to submit this form. If you have any questions, please send an email to supreg@sandia.gov. Otherwise, please enter the details for your company and then press Register to submit your request. Federal tax number is required to complete the registration. (Click [here](#) for minimum system requirements to access Sandia National Laboratories' Supplier Portal).

PLEASE USE ONLY UPPER CASE LETTERS AND NUMBERS. Enter the details of your company and provide an address that is suitable for receiving RFQ documents.

Company Details

At least one tax id is required to be able to complete the registration request.

* Legal Company Name

* Tax Country Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Non-US Tax Registration Number

Federal Taxpayer ID

DUNS Number 12-345-6780 - Leave blank if not applicable.

Contact Information

Enter the contact information of the individual who will be permitted to update information for your company:

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

- ❖ 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.



Create Address Book

Prospective Supplier Registration: Additional Details

Company Name: ISUPPLIER REGISTRATION
 Tax Country: United States
 Tax Registration Number: [redacted]
 Taxpayer ID: [redacted]
 DUNS Number: [redacted]
 Note to Buyer: [redacted]
 Note to Supplier: [redacted]

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
TEST	TEST	555-5555555	@gmail.com	✓	[edit icon]	[delete icon]

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.

Create Address

* Indicates required field

* Address Name
ST-CITY(up to 7 chars)-1 Example: CA-SAN FRA-1

Country: United States

* Address Line 1
 Address Line 2
 Address Line 3
 Address Line 4

* City/Town/Locality
 County

* State/Region
 Province

* Postal Code

* Phone Area Code
 * Phone Number
 Fax Area Code
 Fax Number
 * Email Address

NOTE: Before a purchasing or payment site is approved, a W-9 or equivalent must be submitted.

❖ 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



Create Address Book (Continued)

Basic Information | **Company Details** | Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Step 2 of 3 Next

Company Name ISUPPLIER REGISTRATION
 Tax Country United States
 Tax Registration Number
 Taxpayer ID 458561256
 DUNS Number
 Note to Buyer
 Note to Supplier

Address Book

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
NM-ALBUQUE-1	123 BIG SKY AVE, ALBUQUERQUE NM 87123-1254 United States	RFQ Only		

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
TEST	TEST	555-5555555	taylor@gmail.com	<input checked="" type="checkbox"/>		

Business Classifications

NOTICE: UNDER U.S.C. 645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

Select all business classifications that apply. Entry is optional, but required before you are awarded a PO.

Classification	Applicable	Certificate Number	Certifying Agency	Cert Date / Exp Date
Large Business	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8(a) - SBA Certified (Enter Cert Agency and Exp Date)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Disadv. Bus. - SBA Certified (Enter Cert Agency & Exp Date)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Disadvantaged Business - Derived Alaskan Native/Indian Co.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Disadvantaged Business - Self Certified	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HUB Zone (Enter Cert Agency & Cert Date)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Economically Disadvantaged Woman Owned Small (EDWOSB)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Woman Owned Small Business (WOSB)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned Small Business (VOSB)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Disabled Vet Owned Small Business (SDVOSB) (Enter Cert Date)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alaskan Native Corporation (ANC)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indian Tribe Corporation	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Educational Institution	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

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

- ❖ W-8 Form – <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- ❖ W-8 Instructions – <https://www.irs.gov/pub/irs-pdf/iw8.pdf>
- ❖ W-9 Form – <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ❖ W-9 Instructions – <https://www.irs.gov/pub/irs-pdf/iw9.pdf>
- ❖ EFT form – http://www.sandia.gov/resources/employees/corporate_forms/assets/documents/9424eft.pdf

Resources Available

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