

REGISTER ON CITY OF ARLINGTON'S IONWAVE SUPPLIER REGISTRATION

From City's website (www.arlingtontx.gov/purchasing):

- Select Vendor/Supplier Log-In from the left hand side menu

Select Language

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ARLINGTON

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FINANCE

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PURCHASING

Will Velasco, CPPB – Purchasing Manager | purch@arlingtontx.gov | 817-459-6302

The Purchasing Division is responsible for the purchase of non-construction goods and services for all City departments.

Our mission is to provide quality service to our customers and vendors alike, by implementing and supporting processes that provide timely, cost-effective, high quality contracts through cooperative and proactive procurement practice.

We invite suppliers to visit the **Frequently Asked Questions/FAQ's** to learn more about doing business with the City. Find out what types of services and supplies we contract by visiting the link **Goods & Services contracts**.

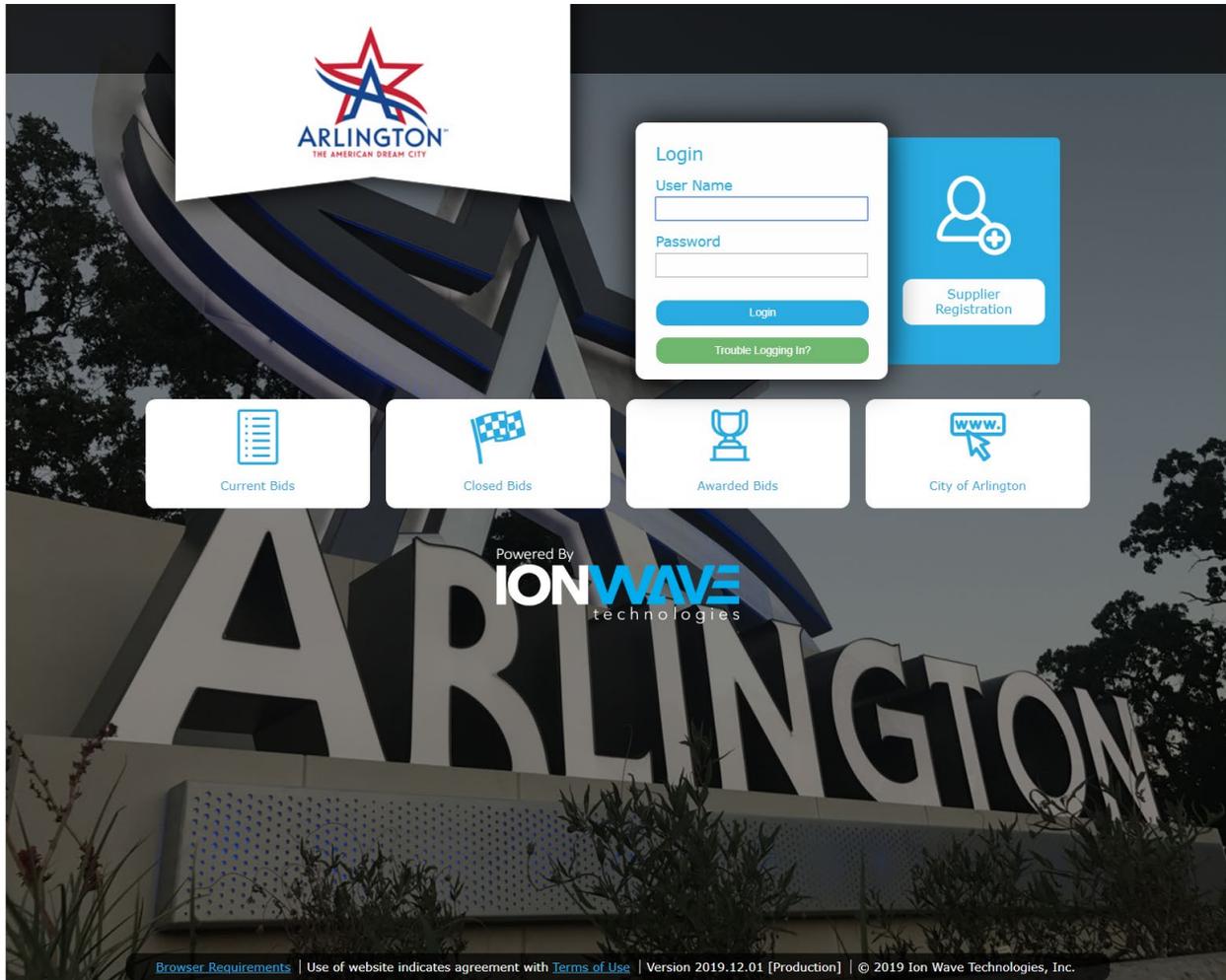
Helpful Links:

- [Applications and Definitions](#)
- [Logging In the First Time – Business User](#)
- [How to Create a Certificate](#)
- [Goods & Services contracts](#)
- [Co-op contracts](#)

Noteworthy Achievements

The City has earned this award 13 consecutive years. The AEP measures Arlington's purchasing practices against pre-set criteria such as e-procurement, ethics, policy, contracting model, and professional development. This award signifies success in the City's efforts to remain on the cutting edge of purchasing initiatives and effectively spending tax dollars.

- Click on Supplier Registration on the right on the screen



SECTION 1: PRELIMINARY INFO

Supplier Registration

ARLINGTON THE AMERICAN DREAM CITY

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review Complete

Preliminary Company Information

Cancel Next

* Company Name

* Main Phone () - - Ext: International

DUNS

- **NOTE:** All fields flagged with an asterisk (*) are required.
- Company name should reflect business legal name or DBA.

SECTION 2: TERMS and CONDITIONS

- Read the terms of registration
- If you choose to continue, click ***I Accept the City of Arlington Terms and Conditions***
- Click ***Next***

City of Arlington Terms and Conditions

City of Arlington, herein after referred to as City Web Site (Online Sourcing) Application Terms and Conditions of Access and Use

The City's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the City and IWT as a designated agent.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award.

The content and solicitations of this system are intended for the sole use of authorized users and MAY NOT be resold, republished, or referenced without the City and IWT's expressed written consent.

I Accept the City of Arlington Terms and Conditions [Printer-Friendly Version](#)

SECTION 3: COMPANY INFORMATION

Company Information

* Trade Name (dba)

Legal Name (if different)

* Organization Type -- Select --

Formation Date

* Tax ID Number FEIN SSN/ITIN Other

DUNS

Website

Company Description

Company Address

* Address 1

Address 2

Address 3

* City

* State/Province -- Select --

* Zip/Postal

* Country United States

* Main Phone (817) 987-6543 Ext. International

Toll Free Ext. International

Fax International

Contact Name

Email

User Information

* User Name / Login

* Password

* Verify Password

Prefix

* First Name

* Last Name

Title

* Email

* Verify Email

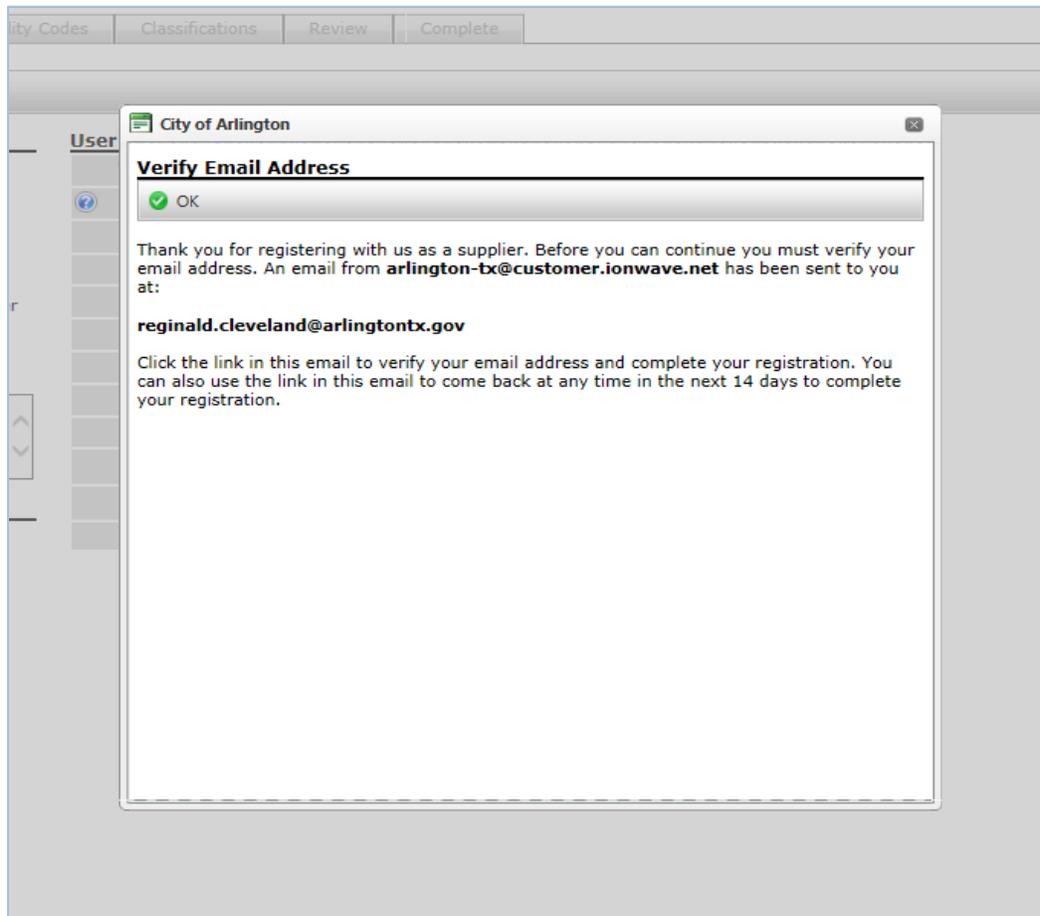
Office Phone Ext. International

Mobile Phone International

* Time Zone -- Select --

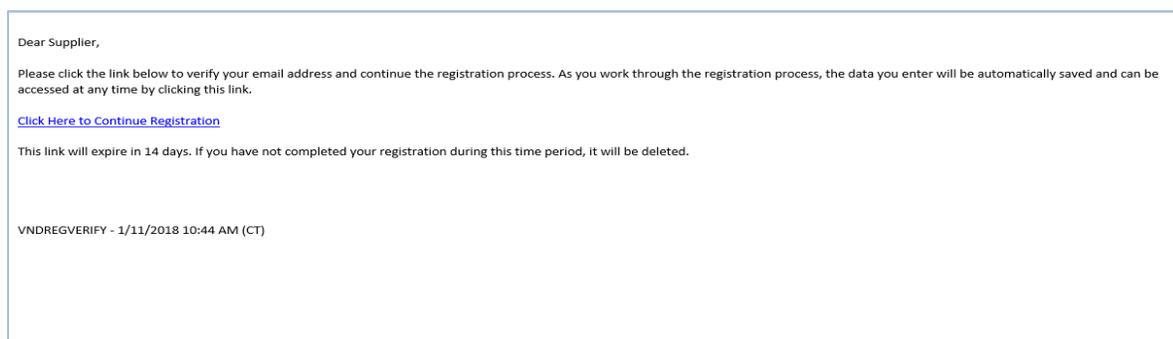
- **NOTE:** All fields flagged with an asterisk (*) are required.
- Include the company's Federal Tax Identification or Social Security Number to verify business with the TX State Comptroller Office.
- **Password:** Must contain at least 8 characters with 1 letter, 1 number and 1 special character

SECTION 4: VERIFY EMAIL ADDRESS



- Check that the listed email address is correct.
- If correct, click **OK**. Registration will stay open for the next 14 days; afterward, you will have to start a new registration.

SECTION 5: CONTINUE THE REGISTRATION PROCESS



- **Ionwave** will send this email to complete the registration process.
- Select [Click here to Continue Registration](#).

SECTION 6: UPDATE COMPANY INFORMATION

Company Information

- * Trade Name (dba)
- Legal Name (if different)
- * Organization Type -- Select --
- Formation Date
- * Tax ID Number FEIN SSN/ITIN Other
- DUNS
- Website
- Company Description

Company Address

- * Address 1
- Address 2
- Address 3
- * City
- * State/Province -- Select --
- * Zip/Postal
- * Country United States
- * Main Phone (817) 987-6543 Ext. International
- Toll Free Ext. International
- Fax International
- Contact Name
- Email

User Information

- * User Name / Login
- * Password
- * Verify Password
- Prefix
- * First Name
- * Last Name
- Title
- * Email
- * Verify Email
- Office Phone Ext. International
- Mobile Phone International
- * Time Zone -- Select --

- **Verify** company information is correct.
- Click **Save and Next**.

SECTION 7: ADDITIONAL ADDRESS

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.

General/Corporate Address

Address 7524 NYB Street Fort Worth, TX 76101	Contact Name
Phone (817) 987-6543	Email
Toll Free	
Fax	

- The company listed address will be the primary address.
- **Include** additional address(es) for payment, purchase orders, etc.

SECTION 8: COMMODITY CODE

- Either check the box for a Major Commodity category or click the (+) for specific commodity.
- If unable to locate a commodity code, type a keyword in the Search box and it will identify the appropriate commodity code.

The screenshot shows the 'Commodity Codes' tab in the registration system. At the top, there are navigation tabs: Preliminary Info, Terms, Company Info, Addresses, Commodity Codes (selected), Classifications, Review, and Complete. Below the tabs is a 'Save and Next' button and a search box. The main area displays a tree view of commodity categories, each with a checkbox:

- Building Maintenance and Materials
- Construction
- Construction: Contracting and Sub Contracting
- Domestic
- Entertainment and Arts
- Environmental
- Food and Beverage
- Furniture and Furnishings
- Industrial and Manufacturing
- Instructional and Education
- Medical and Health
- Office and Business
- Professional and Consulting Services
- Power and Energy
- Security, Public Order, and Safety
- Sports and Recreation
- Technology
- Transportation

SECTION 9: GENERAL CLASSIFICATION

The screenshot shows the 'Classifications' tab in the registration system. It contains the following text and options:

Check any special business classifications that apply to your business. Classifications are subject to approval.

General Classifications

<input checked="" type="checkbox"/> Disadvantaged Business Enterprise	Disadvantaged Business Enterprise according to federal regulations 49 CFR Part 26, Appendix E
Attach supporting document (Optional)	
Select	
<input type="checkbox"/> Historically Underutilized Business-AI	American Indian according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
<input type="checkbox"/> Historically Underutilized Business-AS	Asian Pacific American according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
<input type="checkbox"/> Historically Underutilized Business-BL	African American according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
<input checked="" type="checkbox"/> Historically Underutilized Business-HIS	Hispanic American according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
Attach supporting document (Optional)	
Select	
<input type="checkbox"/> Historically Underutilized Business-WO	Woman Business Enterprise according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
<input type="checkbox"/> Minority Business Enterprise-AI	American Indian according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
<input type="checkbox"/> Minority Business Enterprise-AS	Asian Pacific American according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
<input checked="" type="checkbox"/> Minority Business Enterprise-BL	African American according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
Attach supporting document (Optional)	
Select	
<input type="checkbox"/> Minority Business Enterprise-HI	Hispanic American according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
<input checked="" type="checkbox"/> Small Business Adm., 8(a) Firm	As defined according to the Small Business Administration 8(a) Requirements
Attach supporting document (Optional)	
Select	
<input checked="" type="checkbox"/> Woman Business Enterprise	Woman Business Enterprise according to the Texas Administrative Code - Title 34, Part 1, Chapter 20, Subchapter B, Rule 20.11, Definitions, (19)@(-v), http://texreg.sos.state.tx.us
Attach supporting document (Optional)	
Select	

- If your company is a certified DBE, MBE, WBE, HUB or SBA 8(A) participant, check the appropriate certification designation and ethnicity.
- Use the **SELECT** button to upload an electronic copy of the appropriate certificate or letter.

COMPLETING REGISTRATION



Preliminary Info | Terms | Company Info | Addresses | Commodity Codes | Classifications | Review | Complete

[Register Now](#)

You're almost done. Please review your information below. Please review info: To make corrections, click Edit or the appropriate tab. To complete registration, click Register Now.

Company Info [edit]

Company Information	User Information
Company Name	User Name / Login
Company Description	First Name
Organization Type	Last Name
Legal Name	Title
Tax ID Number	Email
DUNS	Office Phone
Formation Date	Mobile Phone
Website	Time Zone Central Time

Addresses [edit]

General/Corporate Address

Address	Contact Name
	Email
Main Phone (817) 987-6543	
Toll Free	
Fax	

Commodities [edit]

- Commodities
 - Building Maintenance and Materials
 - Building Maintenance and Materials

Classifications [edit]

General Classifications

No Classifications selected

- Review each category; you can make the necessary edits.
- If information is correct, click **REGISTER NOW**.

CONFIRMATION



Preliminary Info | Terms | Company Info | Addresses | Commodity Codes | Classifications | Review | Complete

Congratulations, you have successfully submitted your registration.

You will be notified via email once your registration has been reviewed.

[Return to Login](#)

ADD ADDITIONAL USERS

Edit User

Save

My Profile

* User Name / Login

Title

Prefix

* First Name

Middle Name

* Last Name

* Email

Office Phone Ext. International

Fax Phone Ext. International

Mobile Phone International

* Time Zone

Receive Email Notifications

To keep your existing password, leave all the Password boxes blank.

Current Password

New Password

Verify New Password

User Roles

Role	Description
<input checked="" type="checkbox"/> Administrator	Administrator
<input checked="" type="checkbox"/> Event View/Respond	View/Respond to Bids or Auctions

- To include additional users to access the company profile, click the **ADMIN** tab and select **COMPANY PROFILE**.

Reginald Cleveland

Profile Address Book Users Commodities Special Classifications

User List

Add User

Username	Full Name	Title	Email Address
	Cleveland, Reginald		reginald.cleveland@arlingtontx.gov

- Click **USERS** tab.
- Click **ADD USER**.



Add New User

[Return](#) [Save](#)

User Information

Status NONE

* User Name / Login

* Password

* Verify Password

Title

Prefix

* First Name

Middle Name

* Last Name

* Email

Office Phone Ext. International

Fax Phone Ext. International

Mobile Phone International

* Time Zone

Receive Email Notifications

User Roles

Role	Description
<input type="checkbox"/> Administrator	Administrator
<input type="checkbox"/> Event View/Respond	View/Respond to Bids or Auctions

- **NOTE:** All fields flagged with an asterisk (*) are required.
- Once complete, click the Box **EVENT VIEW/RESPOND**.
- Click **SAVE**.
- Click **RETURN**.