

E Bid SUPPLIER REGISTRATION GUIDE

HOW TO REGISTER

Access The University of Iowa eBid system through the eBid Website at www.uiowa.edu/purchasing/vendor/ebid.htm


Click on the "New Supplier Registration" link.

Sign in

Username:

Password:

[Forgot Password?](#)



New Supplier Registration

[Current Bid Opportunities](#)

[Awarded Bids](#)


[FAQs](#)

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STEP 1:

Read thru the Terms and Conditions and click on the "Accept Terms & Conditions" button



Terms and Conditions (Step 1 of 6)

University of Iowa herein after referred to as University
Web Site Application Terms and Conditions of Access and Use

Only individuals with the authority to accept this agreement and abide by its
Terms and Conditions should register. Registering with the online bidding web
site alone does not constitute acceptance as an approved supplier for future
bidding notifications.

In order to use this site, your browser must support JavaScript. For best
results, we recommend Internet Explorer 6.x or greater (PC) and Safari 1.2 or
greater (Apple OS X).

AOL USERS SHOULD USE THE RECOMMENDED BROWSER (above) AND NOT USE AOL'S
STANDARD BROWSER.

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking
software when accessing and using this site.

Trusted Site: User agrees to make this site a "trusted" site in your
browser's internet options configuration.

[Printer-Friendly Version](#)

STEP 2:

Complete the Company Information, Payment Information and Employee Vendor Relations sections. (All fields with a red asterisk are required).

Company Information (Step 2 of 6)

* indicates a required field

Company Information		
* Trade Name (dba)	<input type="text"/>	
Legal Name (if different)	<input type="text"/>	
* Organization Type	[Select Type] ▼	
* Tax ID (EIN or SSN)	<input type="text"/>	
State of Incorporation	<input type="text"/>	
Year of Incorporation	<input type="text"/>	
Toll Free Telephone Number	<input type="text"/>	
Formation/Incorporation Date	<input type="text"/>	
Website	<input type="text"/>	
DUNS #	<input type="text"/>	
Company Description	<input type="text"/>	
* Business Type	[Please Select] ▼	
* Annual Gross Sales	[Please Select] ▼	
* Excluded from Federal Procurement or Nonprocurement Programs?	[Please Select] ▼	
Years in Business	<input type="text"/>	
* Number of Employees	<input type="text"/>	
Payment Information		
* Does your business accept credit card?	[Please Select] ▼	
* Does your business accept ACH?	[Please Select] ▼	
If your business accepts ACH please enter Bank Name in the field provided.	<input type="text"/>	
If your business accepts ACH please enter Bank routing number in the field provided.	<input type="text"/>	
If your business accepts ACH please enter the Effective Date in the field provided.	<input type="text"/>	
If your business accepts ACH please enter an email address for APPO vendor web access to view invoices paid by ACH.	<input type="text"/>	
Employee Vendor Relations		
* Does this company have a financial relationship with any State of Iowa Agency, Regent Institution or specifically with the University of Iowa. A financial relationship could include, but is not limited to, a joint venture, research grant, consulting agreement, honoraria, travel funding, or any other benefit or substantial gift.	[Please Select] ▼	
If Yes, please state the name and describe the relationship.	<input type="text"/>	
* Does the company employ a spouse/partner or minor child of a University of Iowa employee?	[Please Select] ▼	
If Yes, If Yes, please state the name and describe the relationship.	<input type="text"/>	
* Does the company have a personal relationship with any University of Iowa employee? A personal relationship means a relationship with another sufficiently close that a reasonable person would believe that it would be difficult for this individual to make a purchasing decision as if he or she were a new acquaintance.	[Please Select] ▼	
If Yes, please state the name and describe the relationship.	<input type="text"/>	
<input type="button" value="Previous"/>	<input type="button" value="Cancel Registration"/>	<input type="button" value="Next"/>

STEP 3:

Provide the Primary Address Information.

Address Information (Step 3 of 6)

** indicates a required field*

Primary Address (Required)				
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Iowa <input type="button" value="v"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="button" value="v"/>			
* Phone	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Provide the Remittance Address (if different than the Primary Address). If the address is the same as Primary Address, then click the blue **“Same as Corporate”** link.

Remittance Address (Required)				
Same as Corporate				
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Iowa <input type="button" value="v"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="button" value="v"/>			
* Phone	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Provide the Correspondence Address (optional). If the address is the same as Primary Address, then click the blue **“Same as Corporate”** link.

STEP 4:

Select applicable Special Classifications (at least one is required).

Vendor Classification (Step 4 of 6)

* indicates a required field

Special Classifications	
<input checked="" type="checkbox"/> Special Classifications	<input checked="" type="checkbox"/> African American Minorities: include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.
<input type="checkbox"/> Asian American	Minorities: include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.
<input type="checkbox"/> Corporation	A group of persons granted a state charter legally recognizing them as a separate entity having its own rights, privileges, and liabilities distinct from those of its members. The process of incorporating should be completed with the state's secretary of state or state corporate counsel and usually requires the services of an attorney.
<input type="checkbox"/> Disadvantaged	A business that is (1) at least 51 percent owned and operated by disadvantaged individuals, or, in the case of publicly owned business at least 51 percent of the stock is owned by one or more disadvantaged individuals, and (2) whose daily business operations are managed and directed by one or more of the disadvantaged owners. "Operated" means actively involved in the day to day management. Disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian Americans, a
<input type="checkbox"/> Disabled	The "disabled" are individuals whose physical or mental abilities prevent them from fully participating in normal activities and/or functions of living. The intended beneficiaries of The Americans with Disabilities Act (ADA). ADA gives federal civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. t guarantees equal opportunity for individuals with disabilities in public accommodati
<input type="checkbox"/> Government Agency	Government Agency
<input type="checkbox"/> Historically Black Col/Min Ins	Historically Black College or Universities
<input type="checkbox"/> Hispanic/American	Minorities: include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.
<input type="checkbox"/> Iowa Owned Business	A business concern as defined by Iowa Law

To select Commodity Codes (required), click on the "Add or Remove Selections" link. Some bids may be sent to vendors automatically based on the Commodity Code(s) chosen.

Commodity Codes	
<input checked="" type="checkbox"/> Commodities	*Warning* No commodity codes selected. This may prevent you from being notified of new event opportunities.
<input type="button" value="Previous"/>	[Add or Remove Selections]
<input type="button" value="Cancel Registration"/>	<input type="button" value="Next"/>

A pop-up screen will appear; click “**Select**” for any of the commodities that pertain to your business. You can remove commodities selected in error by clicking on “**Delete**”. Once finished, click on “**Save Selections**” and you will go back to the Step 4 screen. Click on “**Next**” at the bottom of the page.

[Search]

[\[Save Selections\]](#)

[Expand All] [Collapse All]

Commodities

- [\[Select\] Live Plants and Animals - Seeds, Bulbs, Animal I](#)
- [\[Select\] Minerals and Textiles - All Fabrics and Cloths, A](#)
- [\[Select\] Chemicals and Gas Materials - Matches, Elemen](#)
- [\[Select\] Resin, Rosin, Rubber, Foam, Film - Acrylic Films](#)
- [\[Select\] Paper Products and Materials - Exam Books, Pri](#)
- [\[Select\] Fuels, Oil, Lubricants, Fuel Additives - Aviation,](#)
- [\[Select\] Mining Machinery - Drilling and Operation Acces](#)
- [\[Select\] Landscape Machinery and Equipment - Farming](#)
- [\[Select\] Construction machinery - Earth Moving, Snowpl](#)
- [\[Select\] Industrial Manufacturing Machinery - Milling, En](#)
- [\[Select\] Material Handling & Storage Equipment and Sup](#)
- [\[Select\] Vehicles and Components, Braking Systems - Cc](#)
- [\[Select\] Power Generation, Machinery, Batteries - Engin](#)
- [\[Select\] Tools and General Machinery - Hand Tools, Spe](#)
- [\[Select\] Building and Construction Components, Flooring](#)
- [\[Select\] Hardware, Paint, Bearings and Supplies - Abrasi](#)
- [\[Select\] Electrical Systems Hardware and Supplies, Ligh](#)
- [\[Select\] Distribution and Conditioning Systems - Heating](#)
- [\[Select\] Laboratory and Measuring and Observing and T](#)
- [\[Select\] Medical and Dental Equipment and Accessories](#)
- [\[Select\] Information Technology, Broadcasting and Tele](#)

Selected Commodities:

- [\[Delete\]](#) Transportation and Storage and Mail Services - Trucking Services, Relocation Services, Chartered Plane or Bus Travel, Helicopter, Passenger Rail, Taxicab, Transport Fueling, Vehicle Body Repair or Painting Services

[\[Save Selections\]](#)

STEP 5:

Provide the Primary User Information. This must be someone authorized to sign bid responses. Click “**Next**” when finished.

User Information (Step 5 of 6)

** indicates a required field*

Primary User Information - User MUST be person authorized to sign bid responses!!

Prefix	[Select Prefix] ▼			
* First Name	<input style="width: 100%;" type="text"/>			
Middle Name	<input style="width: 100%;" type="text"/>			
* Last Name	<input style="width: 100%;" type="text"/>			
Title	<input style="width: 100%;" type="text"/>			
* Email	<input style="width: 100%;" type="text"/>			
* Email Confirm	<input style="width: 100%;" type="text"/>			
Phone	Country	Area	Number	Ext
	<input style="width: 20px;" type="text" value="1"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>
Fax	Country	Area	Number	Ext
	<input style="width: 20px;" type="text" value="1"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>
* User Name	<input style="width: 100%;" type="text"/>			
* Password	<input style="width: 100%;" type="password"/>			
* Password Confirm	<input style="width: 100%;" type="password"/>			
* Time Zone	[Select Time Zone] ▼			

STEP 6

Review information and make any necessary changes by clicking the “[**Edit**]” link on the right of the page for each section. If the information is correct, click Submit Registration button on bottom of the page. The Primary User will receive a confirmation email including Username and Password once the registration has been approved.

CONTACT INFORMATION:

Please send any questions/comments to: ebid@uiowa.edu.