

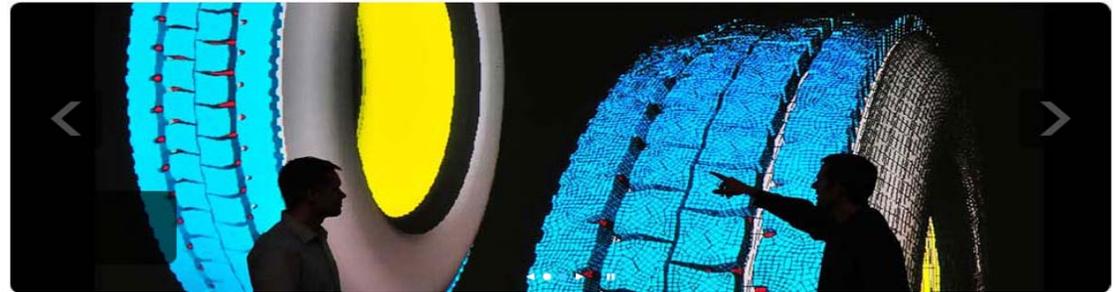
*Exceptional service in the national interest*



Sandia Business Opportunities Website

Sandia Business Opportunities Summary Page

Working with Sandia



# Directions for Creating an iSupplier Registration Account Sandia National Laboratories



Sandia National Laboratories is a multi-mission laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000. SAND NO. SAND2017-2932 TR

# Registration Home Page

To get to the supplier registration page, follow the following path:

- From [www.sandia.gov](http://www.sandia.gov)
  - WORKING WITH SANDIA
    - Prospective Suppliers
      - Supplier Registration (very small at bottom of page)
        - Then click on the Registration Page link under Step 2.  
Sandia national Laboratories iSupplier Registration

Or

[https://supplierportal.sandia.gov/OA\\_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OAH=POS\\_GUEST\\_REG\\_HP&OASF=POS\\_SUPPREG\\_REGISTER&OAPB=POS\\_ISP\\_BRAND&oid=C11FE8829F1765A0](https://supplierportal.sandia.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OAH=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&oid=C11FE8829F1765A0)

# Disclaimer

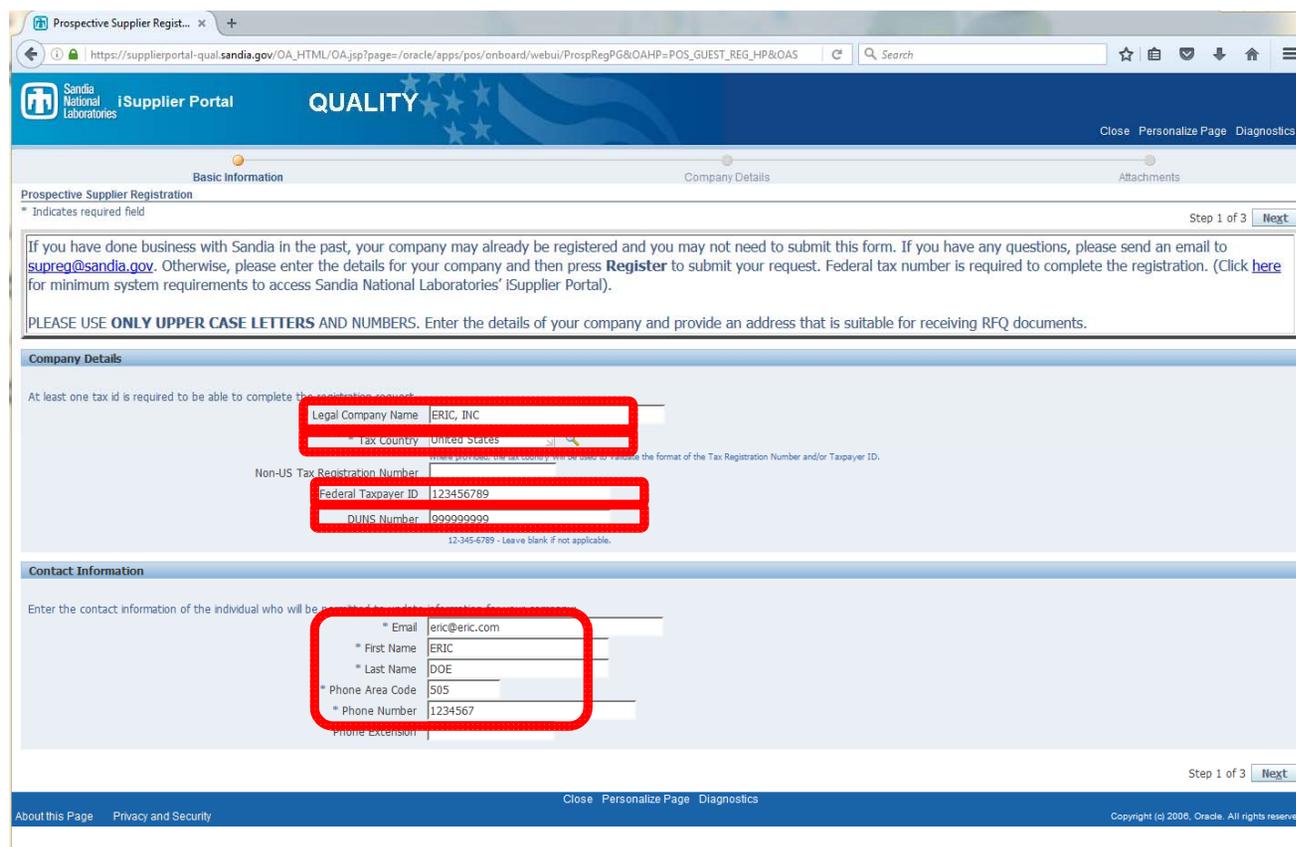
If all required information is not complete, the registration will not be approved.

Registration does not guarantee an award.

Registration will be required to subscribe to the Business Opportunity Website (BOW).

# Step 1 – Company Name and Contact Information

- Complete Company Name
  - Including DBA Name (if applicable) Tax Identification Number (TIN) name and Supplier Name must match IRS records for tax reporting purposes
- Tax Country
- Do not enter anything into the “Non-US Tax Registration Number” field
- Federal TIN required with no dashes (Federal Taxpayer ID)
- DUNS number required
- Complete contact info required (phone number with no dashes)
  
- Then select “Next”



Prospective Supplier Registration

Step 1 of 3 [Next](#)

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](mailto: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' iSupplier 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

Non-US Tax Registration Number

Federal Taxpayer ID

DUNS Number

12-345-6789 - Leave blank if not applicable.

**Contact Information**

Enter the contact information of the individual who will be responsible for the registration process.

Email

First Name

Last Name

Phone Area Code

Phone Number

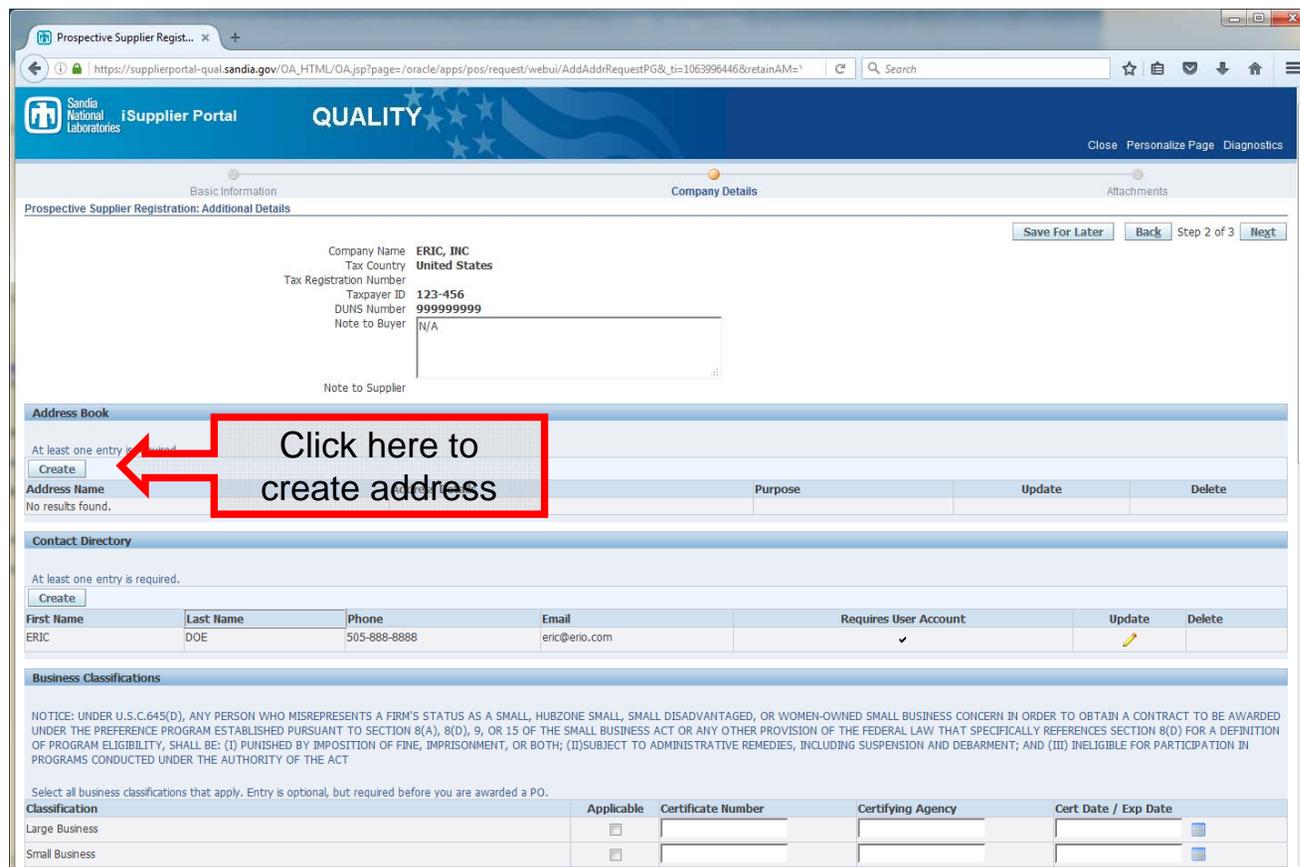
Phone Extension

Step 1 of 3 [Next](#)

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# Step 2 – Create Address Book

Create addresses:  
Each address will  
require a different  
DUNS number



Prospective Supplier Registration: Additional Details

Company Name: ERIC, INC  
 Tax Country: United States  
 Tax Registration Number: 123-456  
 Taxpayer ID: 999999999  
 DUNS Number: 999999999  
 Note to Buyer: N/A

Note to Supplier

Address Book

At least one entry is required.

Create

Address Name: No results found.

Address Name	Purpose	Update	Delete

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
ERIC	DOE	505-888-8888	eric@erio.com	✓		

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

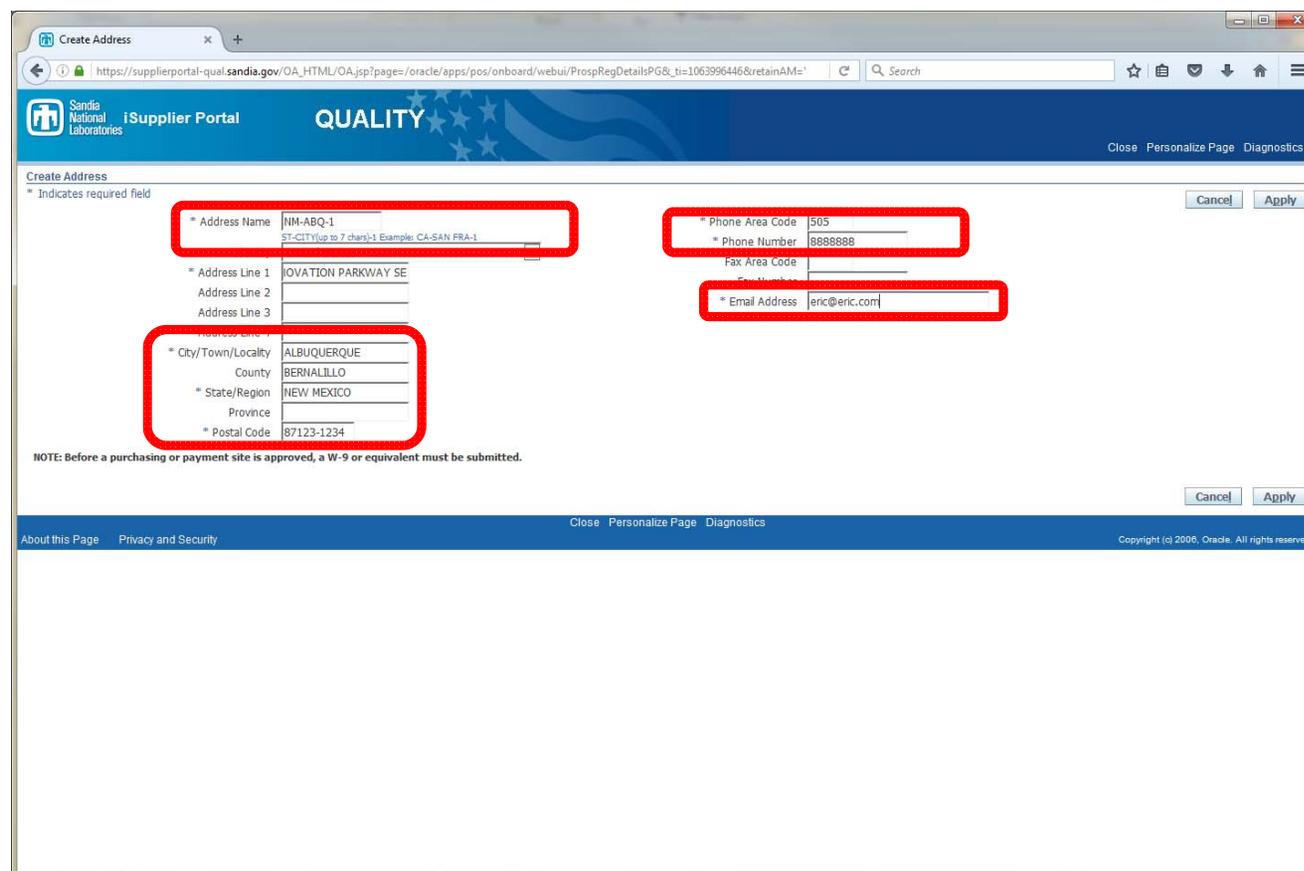
Select all business classifications that apply. Entry is optional, but required before you are awarded a PO.

Classification	Applicable	Certificate Number	Certifying Agency	Cert Date / Exp Date
Large Business	<input type="checkbox"/>			
Small Business	<input type="checkbox"/>			

# Step 2 continued – Create Addresses

Primary Physical Address is required (Plus any other addresses as applicable)

- Create the Address Name using the two-digit state name, city name, then a number (each location should have a different name)
- City
- State
- Zip Code + **4** digits
- County
- Area code
- Phone number (no dashes)
- Then Select “Apply”



Create Address

\* Indicates required field

* Address Name	NM-ABQ-1 <small>ST-CITY (up to 7 chars)-1 Example: CA-SAN FRA-1</small>	* Phone Area Code	505
* Address Line 1	NOVATION PARKWAY SE	* Phone Number	8888888
* Address Line 2		Fax Area Code	
* Address Line 3		* Email Address	eric@eric.com
* City/Town/Locality	ALBUQUERQUE		
County	BERNALILLO		
* State/Region	NEW MEXICO		
Province			
* Postal Code	87123-1234		

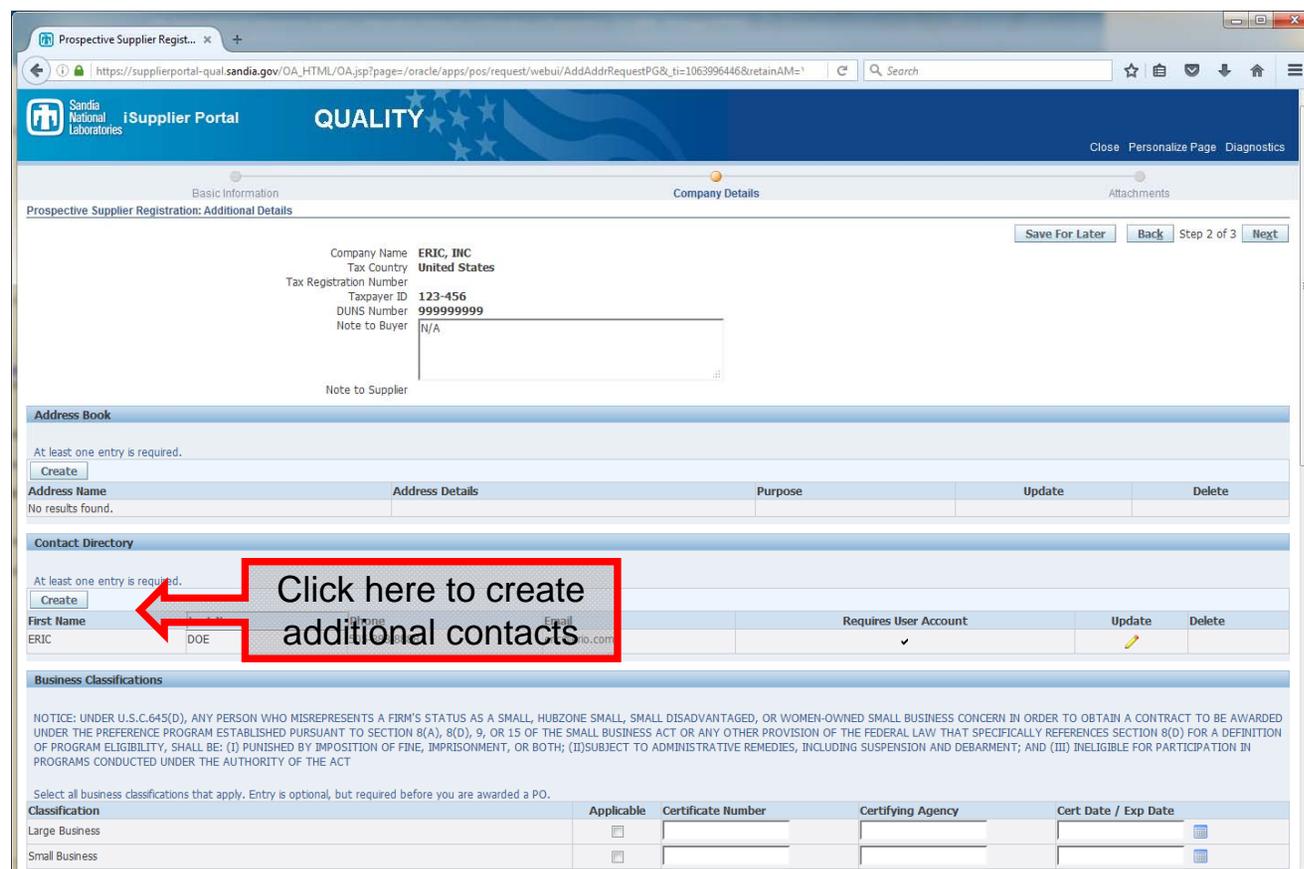
NOTE: Before a purchasing or payment site is approved, a W-9 or equivalent must be submitted.

Cancel Apply

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# Step 2 continued – Create Contact Directory

Create additional contacts (if needed)



Prospective Supplier Registration: Additional Details

Company Name: ERIC, INC  
 Tax Country: United States  
 Tax Registration Number: 123-456  
 Taxpayer ID: 999999999  
 DUNS Number: 999999999  
 Note to Buyer: N/A

Note to Supplier

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
ERIC	DOE		@.com	✓		

Business Classifications

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

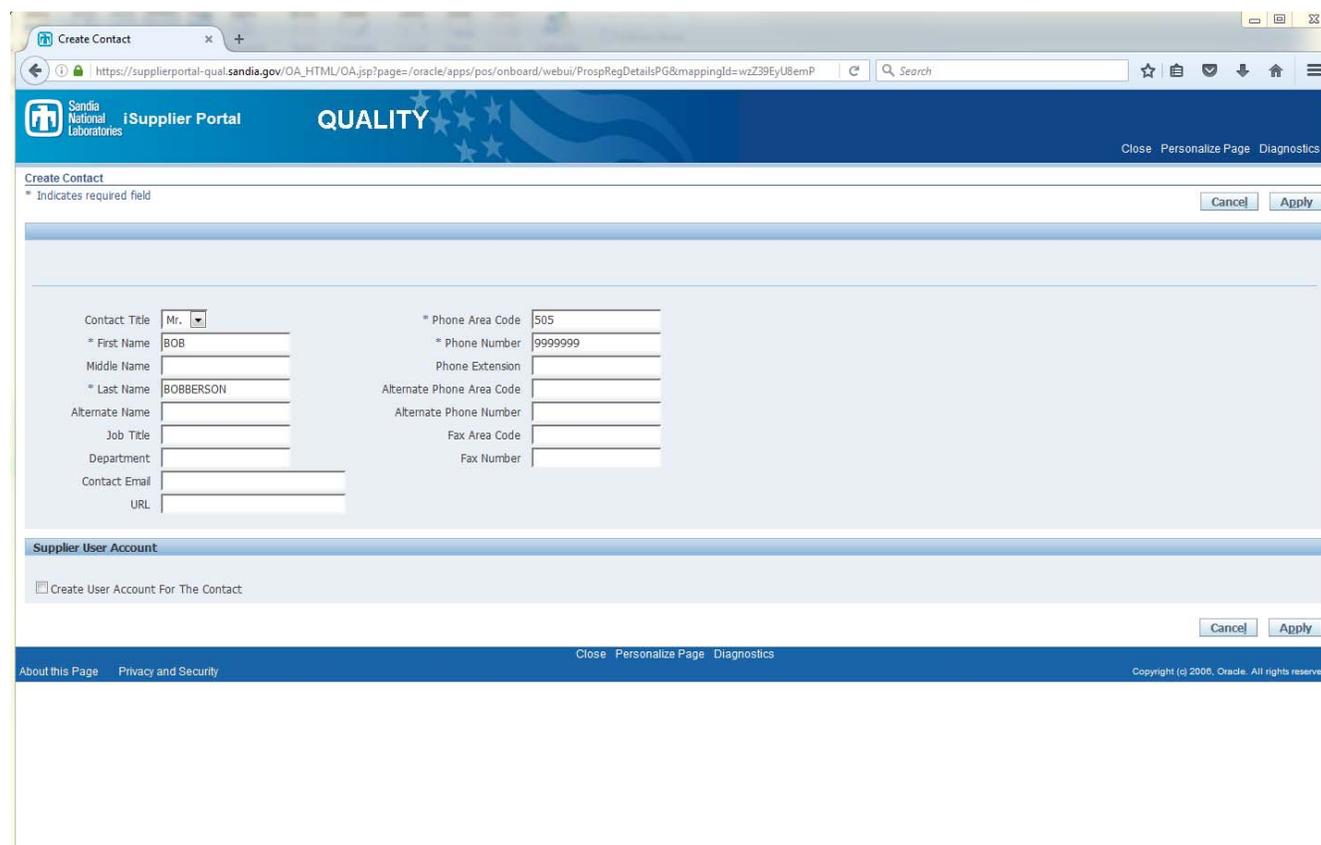
Classification	Applicable	Certificate Number	Certifying Agency	Cert Date / Exp Date
Large Business	<input type="checkbox"/>			
Small Business	<input type="checkbox"/>			

# Step 2 continued – Create Additional Contacts

## Required fields:

- First name
- Last name
- Phone Area Code
- Phone number (no dashes)
- Email address
- Job Title encouraged

- Then Select “Apply”



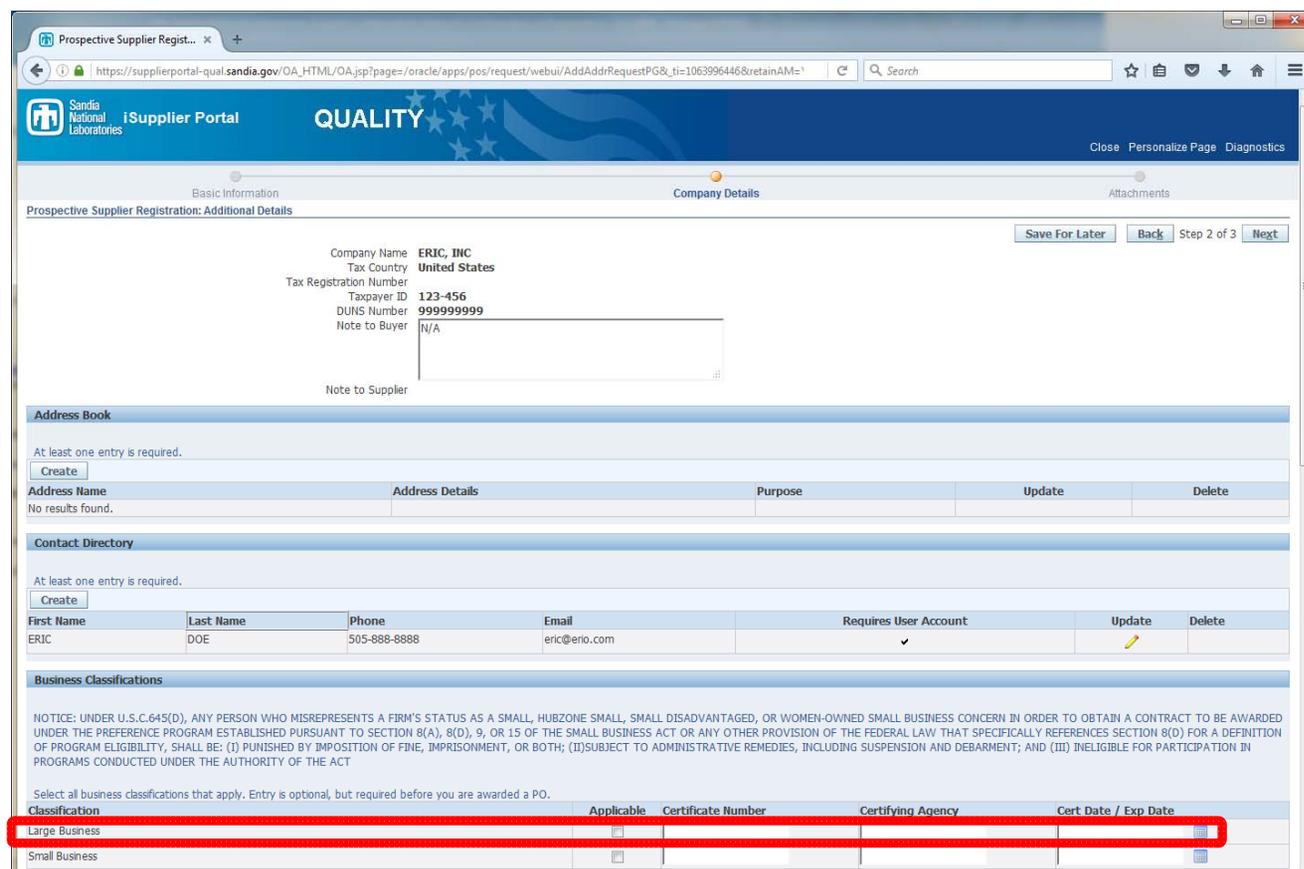
The screenshot shows a web browser window displaying the 'Create Contact' form in the Sandia National Laboratories iSupplier Portal. The form is titled 'Create Contact' and includes a 'Cancel' and 'Apply' button. The form fields are as follows:

Contact Title	Mr.	* Phone Area Code	505
* First Name	BOB	* Phone Number	9999999
Middle Name		Phone Extension	
* Last Name	BOBBERSON	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title		Fax Area Code	
Department		Fax Number	
Contact Email			
URL			

Below the form, there is a section for 'Supplier User Account' with a checkbox labeled 'Create User Account For The Contact'. The 'Apply' button is highlighted in blue.

# Step 2 continued – Business Classifications

Select all applicable  
Businesses classifications



Prospective Supplier Registration: Additional Details

Company Name: ERIC, INC  
 Tax Country: United States  
 Tax Registration Number: 123-456  
 Taxpayer ID: 999999999  
 DUNS Number: N/A  
 Note to Buyer: N/A

Note to Supplier

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
ERIC	DOE	505-888-8888	eric@erio.com	✓		

Business Classifications

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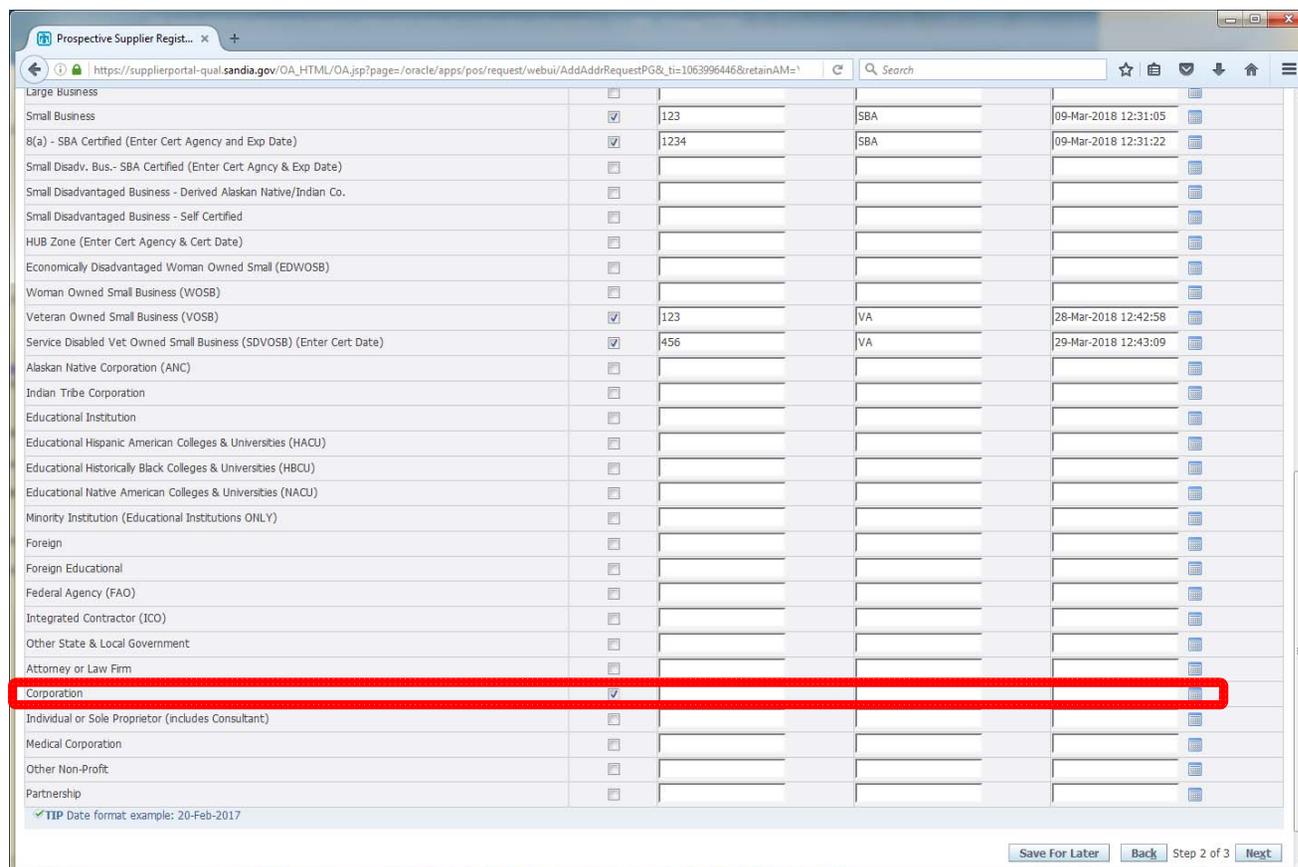
Select all business classifications that apply. Entry is optional, but required before you are awarded a PO.

Classification	Applicable	Certificate Number	Certifying Agency	Cert Date / Exp Date
Large Business	<input checked="" type="checkbox"/>			
Small Business	<input type="checkbox"/>			

# Step 2 continued – Business Classifications

Select all applicable  
Businesses classifications

Then Select “Next”



Large Business	<input type="checkbox"/>				
Small Business	<input checked="" type="checkbox"/>	123	SBA	09-Mar-2018 12:31:05	
8(a) - SBA Certified (Enter Cert Agency and Exp Date)	<input checked="" type="checkbox"/>	1234	SBA	09-Mar-2018 12:31:22	
Small Disadv. Bus.- SBA Certified (Enter Cert Agency & Exp Date)	<input type="checkbox"/>				
Small Disadvantaged Business - Derived Alaskan Native/Indian Co.	<input type="checkbox"/>				
Small Disadvantaged Business - Self Certified	<input type="checkbox"/>				
HUB Zone (Enter Cert Agency & Cert Date)	<input type="checkbox"/>				
Economically Disadvantaged Woman Owned Small (EDWOSB)	<input type="checkbox"/>				
Woman Owned Small Business (WOSB)	<input type="checkbox"/>				
Veteran Owned Small Business (VOSB)	<input checked="" type="checkbox"/>	123	VA	28-Mar-2018 12:42:58	
Service Disabled Vet Owned Small Business (SDVOSB) (Enter Cert Date)	<input checked="" type="checkbox"/>	456	VA	29-Mar-2018 12:43:09	
Alaskan Native Corporation (ANC)	<input type="checkbox"/>				
Indian Tribe Corporation	<input type="checkbox"/>				
Educational Institution	<input type="checkbox"/>				
Educational Hispanic American Colleges & Universities (HACU)	<input type="checkbox"/>				
Educational Historically Black Colleges & Universities (HBCU)	<input type="checkbox"/>				
Educational Native American Colleges & Universities (HACU)	<input type="checkbox"/>				
Minority Institution (Educational Institutions ONLY)	<input type="checkbox"/>				
Foreign	<input type="checkbox"/>				
Foreign Educational	<input type="checkbox"/>				
Federal Agency (FAO)	<input type="checkbox"/>				
Integrated Contractor (ICO)	<input type="checkbox"/>				
Other State & Local Government	<input type="checkbox"/>				
Attorney or Law Firm	<input type="checkbox"/>				
<b>Corporation</b>	<input checked="" type="checkbox"/>				
Individual or Sole Proprietor (includes Consultant)	<input type="checkbox"/>				
Medical Corporation	<input type="checkbox"/>				
Other Non-Profit	<input type="checkbox"/>				
Partnership	<input type="checkbox"/>				

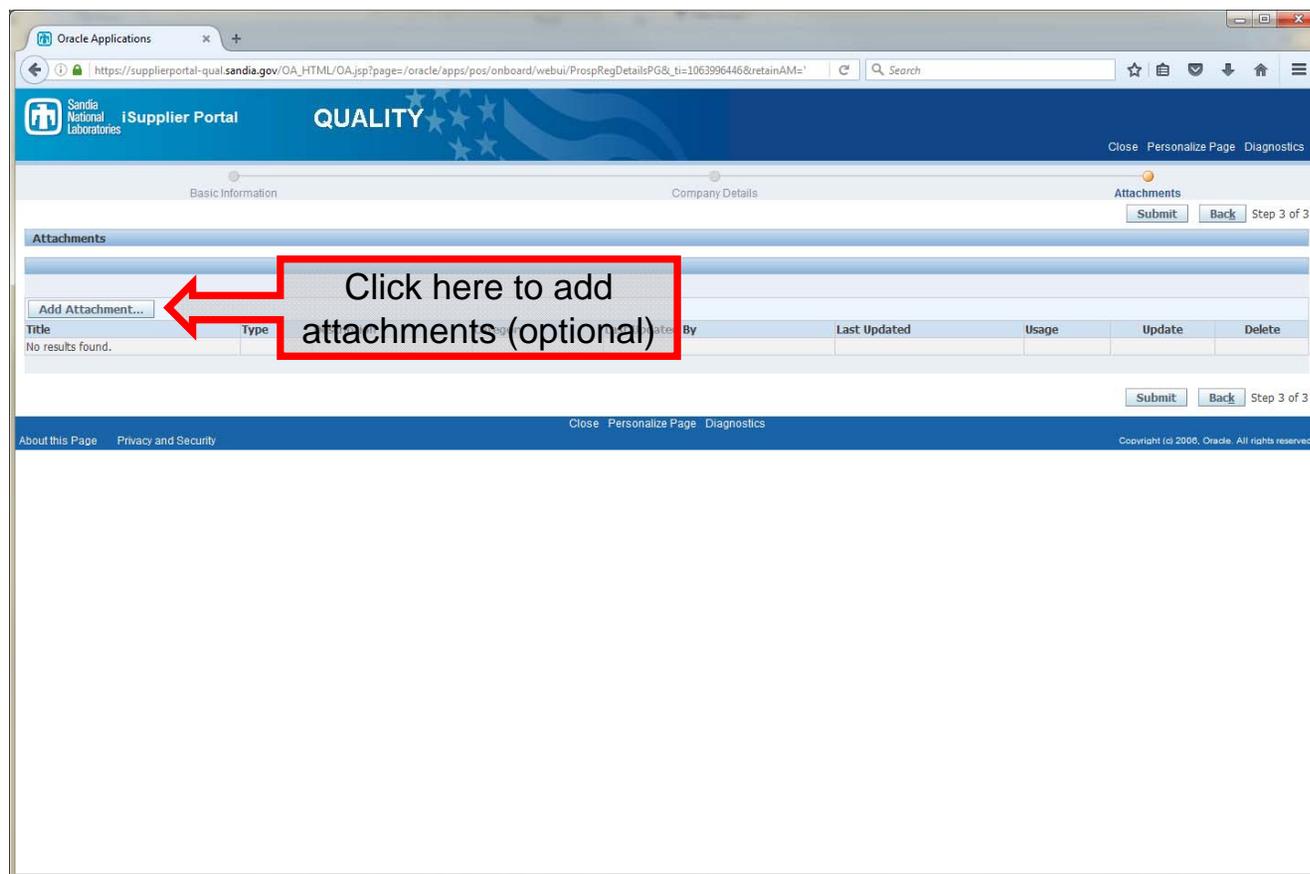
TIP Date format: example: 20-Feb-2017

Save For Later Back Step 2 of 3 Next

## Step 3 – Add Attachments

Optional:

Attach W-9 or W-8 Tax forms and EFT forms. These are not required at this stage, but you may choose to do this now. See link in subsequent pages.

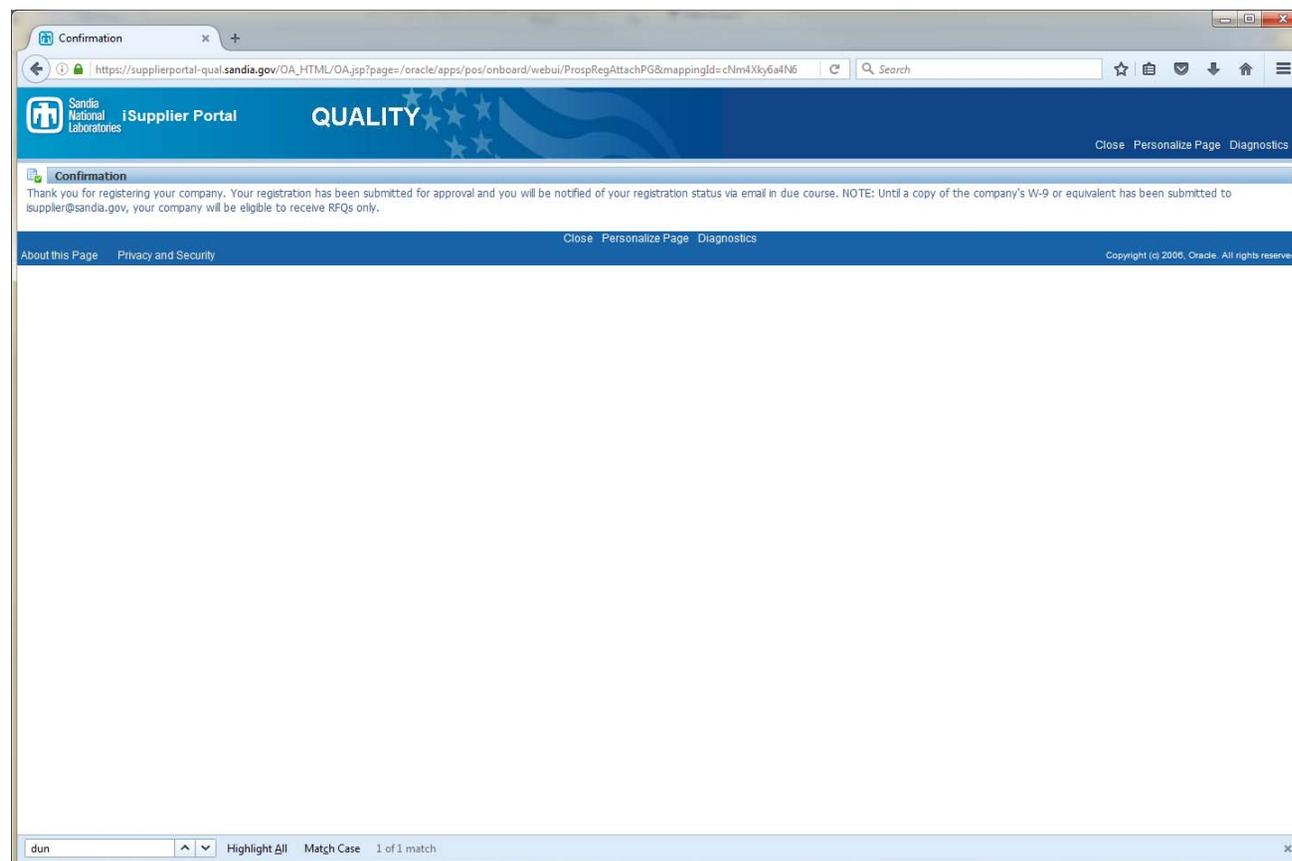


The screenshot shows the Oracle Applications Supplier Portal interface. The page title is "QUALITY" and the breadcrumb trail includes "Basic Information" and "Company Details". The "Attachments" section is active, showing a table with columns for "Title", "Type", "Created By", "Last Updated", "Usage", "Update", and "Delete". The table currently displays "No results found." A red box highlights the "Add Attachment..." button, and a red arrow points to it from a text box that says "Click here to add attachments (optional)".

Title	Type	Created By	Last Updated	Usage	Update	Delete
No results found.						

# Complete - Confirmation

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. If rejected, you will receive an email for further instructions. Rejections are often to correct errors or missing information.



# Requirements if Awarded a Contract

W-8 OR W-9  
AND  
EFT Form

- W-8 Form - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- W-8 Instructions - <https://www.irs.gov/pub/irs-pdf/iw9.pdf>
- W-9 Form - <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- W-9 Instructions - <https://www.irs.gov/pub/irs-pdf/iw8.pdf>
- EFT form - [http://www.sandia.gov/resources/employees/corporate\\_forms/assets/documents/9424eft.pdf](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

<http://www.nmptap.org/>

Sandia National Laboratories Supplier Registration Help

[supreg@sandia.gov](mailto:supreg@sandia.gov)