



## New Supplier Process

1. Complete the IRWD Supplier Assessment Information Sheet (can be found on our website under Purchasing & Suppliers).
2. Send the completed Supplier Assessment Information Sheet, along with a copy of your Business License and W-9 form via fax or email.
  - Email: [purchasingdept@irwd.com](mailto:purchasingdept@irwd.com)
3. Register with IRWD ePurchasing Registration\*\* at <https://irwd.ionwave.net/Login.aspx>
  - Click on “[Supplier Registration](#)” hyperlink and complete company profile information.

### **What Happens Next?**

After we receive your information, the Purchasing Department will review your application and check your references. Along the way, you may be asked for additional information or clarification. Our goal is to help everyone complete the Pre-Qualification process but if we do not hear back from you or information is missing from your application, you will not be pre-qualified. Once your file is complete, you will receive a confirmation email from the IRWD Purchasing Department.