

The best and easiest shortcut to doing business with IRWD is to go through the pre-qualification process. This involves submitting various forms and paperwork so that you will be ready to do business with us if such an opportunity becomes available. We strongly recommend that you complete this process if you are interested in doing business with IRWD.

## APPLYING FOR THE NEW SUPPLIER PRE-QUALIFICATION PROCESS

### STEP 1

Complete the IRWD Supplier Assessment Information Sheet at [IRWD.com/suppliers](http://IRWD.com/suppliers).

### STEP 2

Submit the following documents to Purchasing by fax or email:

- Completed Supplier Assessment Information Sheet
- W-9 Taxpayer ID Form
- Business License

Fax: **888-698-3844**

Email: [purchasingdept@IRWD.com](mailto:purchasingdept@IRWD.com)

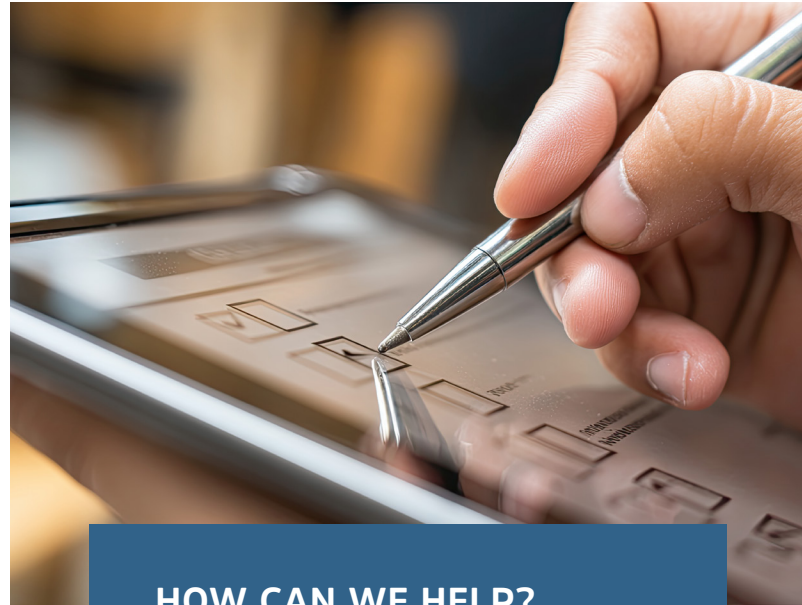
### STEP 3

Register your business on the IRWD ePurchasing platform at [IRWD.com/suppliers](http://IRWD.com/suppliers).

## WHAT HAPPENS NEXT?

Purchasing will review your Supplier Assessment Information Sheet. Our goal is to help everyone complete the pre-qualification process, so you may be asked for additional information or clarification. If we do not hear back from you or information is missing from your application, you will not be pre-qualified.

Purchasing will review all documentation and determine if there is a need for your services. If not, you will receive a non-acceptance email with an explanation. If there is a need, Purchasing will send out reference checks. Purchasing will review all evaluations received, and then send you an acceptance or non-acceptance email with a thorough explanation.



## HOW CAN WE HELP?

For questions or more information on the pre-qualification process and becoming a new supplier with IRWD, contact Purchasing at **949-453-5718** or [purchasingdept@IRWD.com](mailto:purchasingdept@IRWD.com).

.....

### Joining IRWD Connect

IRWD's Connect program fosters relationships with professionals who can help IRWD provide its many services to the community.

Learn more by scanning the QR code below or visiting [IRWD.com/connect](http://IRWD.com/connect).

