

## New Supplier Pre-Qualification

### **Step 1**

Complete the IRWD Supplier Assessment Information Sheet located online at <https://www.irwd.com/doing-business/new-suppliers>

### **Step 2**

Submit the following documents to the Purchasing Department 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**

Complete the online supplier registration at <https://irwd.ionwave.net/>

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### **What happens next:**

The Purchasing Department will review your Supplier Assessment Information Sheet 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.

For questions, please contact the Purchasing Department at 949-453-5718  
Or by email at [purchasingdept@irwd.com](mailto:purchasingdept@irwd.com).