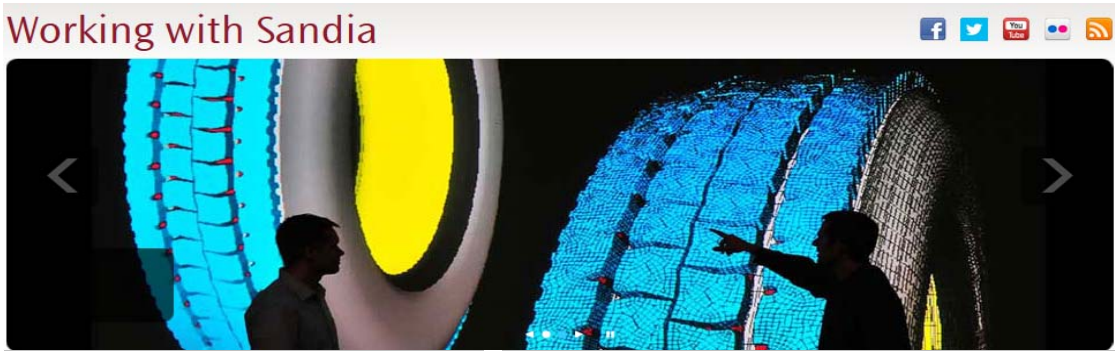
Exceptional service in the national interest

Sandia National Laboratories



Directions for Creating an iSupplier Registration Account Sandia National Laboratories

U.S. DEPARTMENT OF ENERGY | NNSA

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
  - 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&OAHP=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&ouid=C11FE8829F1765A0

Disclaimer

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

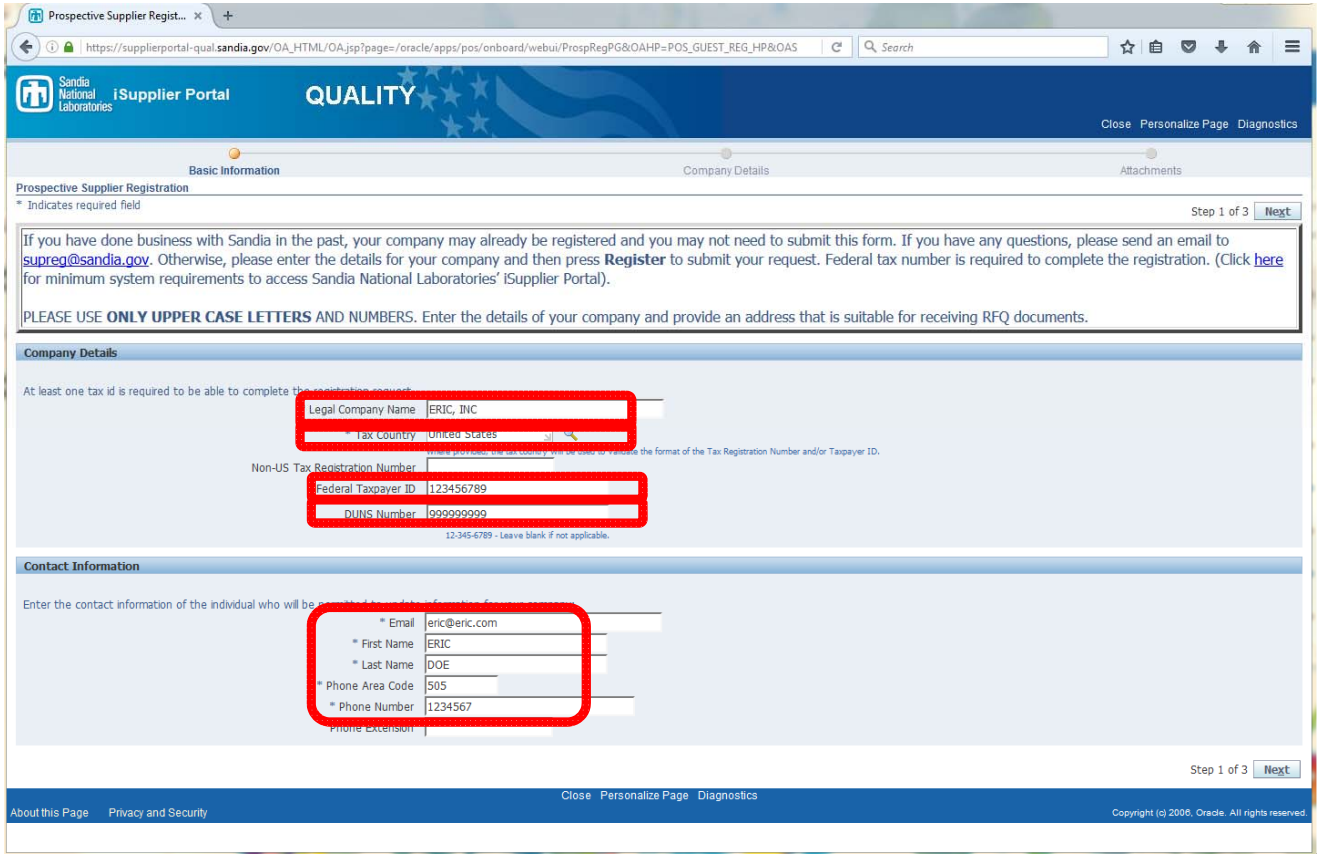
Registration does not guarantee an award.

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

Step 1 – Company Name and Contact Information

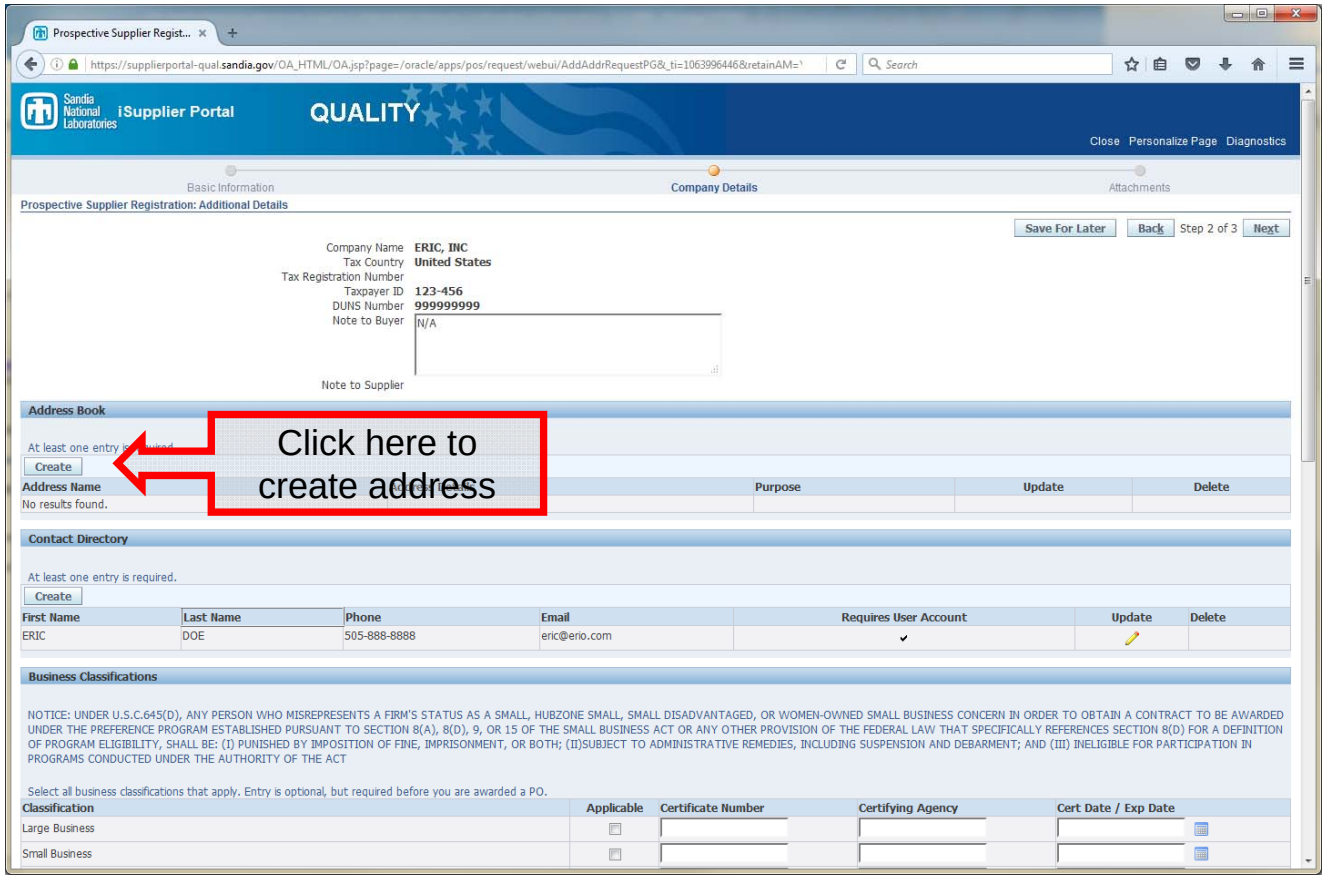
- Complete Company Name
  - Including DBA Name (if applicable) Tax Identification Number (TIN) name and Supplier Name must match IRS records for tax reporting purposes
- Tax Country
- Do not enter anything into the “Non-US Tax Registration Number” field
- Federal TIN required with no dashes (Federal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

- Then select “Next”



Step 2 – Create Address Book

Create addresses: Each address will require a different DUNS number

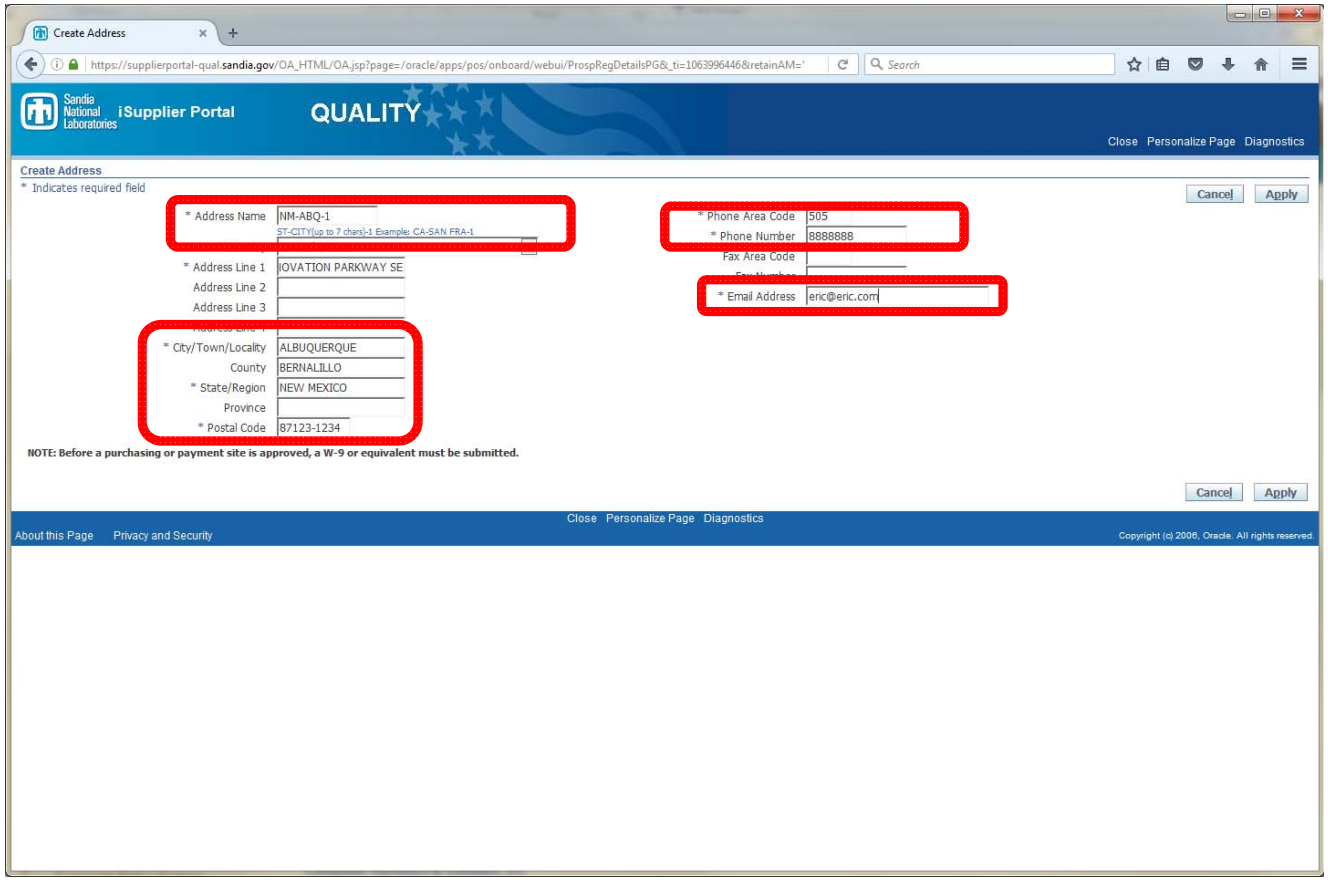


Step 2 continued – Create Addresses

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

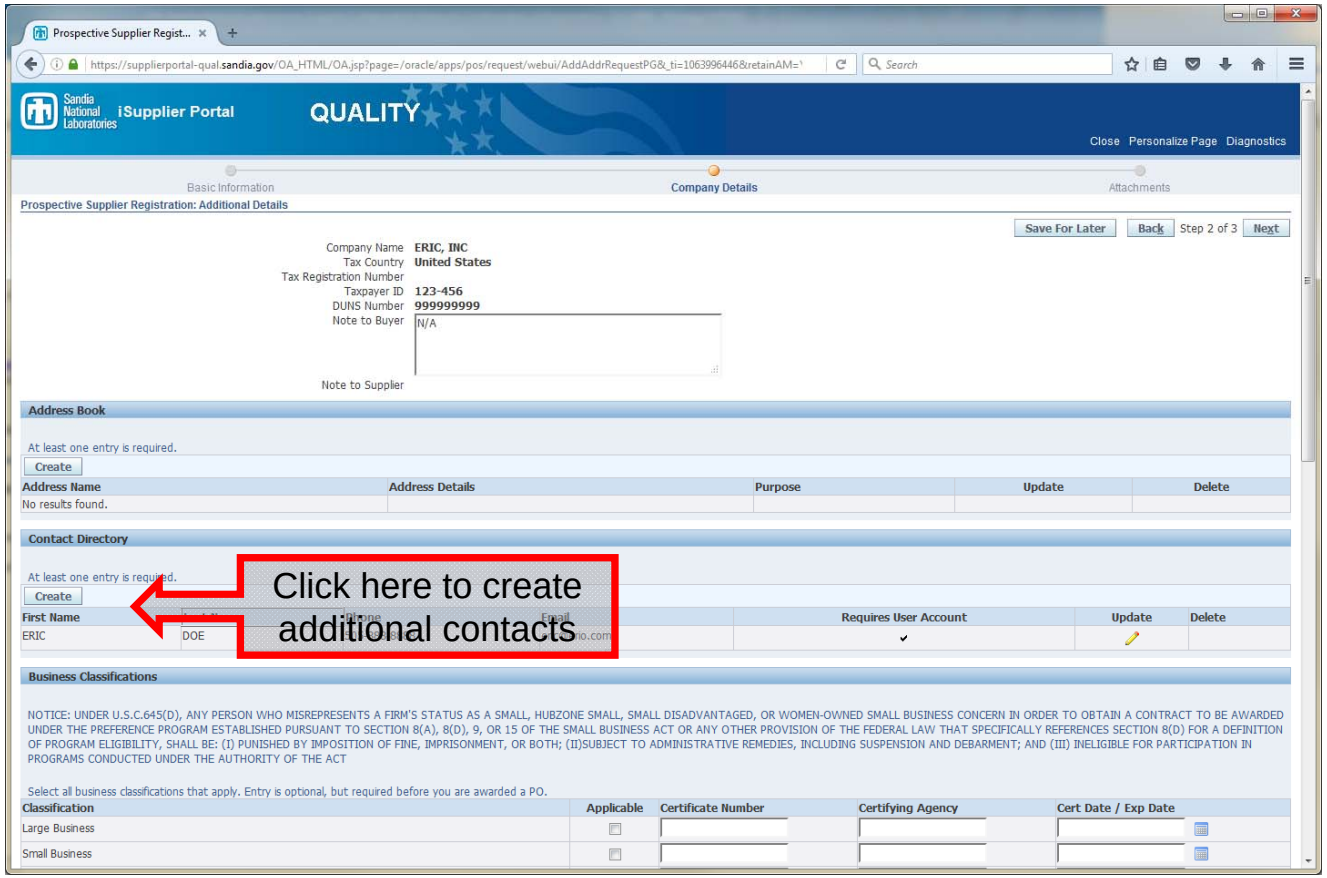
- Create the Address Name using the two-digit state name, city name, then a number (each location should have a different name)
- City
- State
- Zip Code + 4 digits
- County
- Area code
- Phone number (no dashes)

- Then Select “Apply”



Step 2 continued – Create Contact Directory

Create additional contacts (if needed)

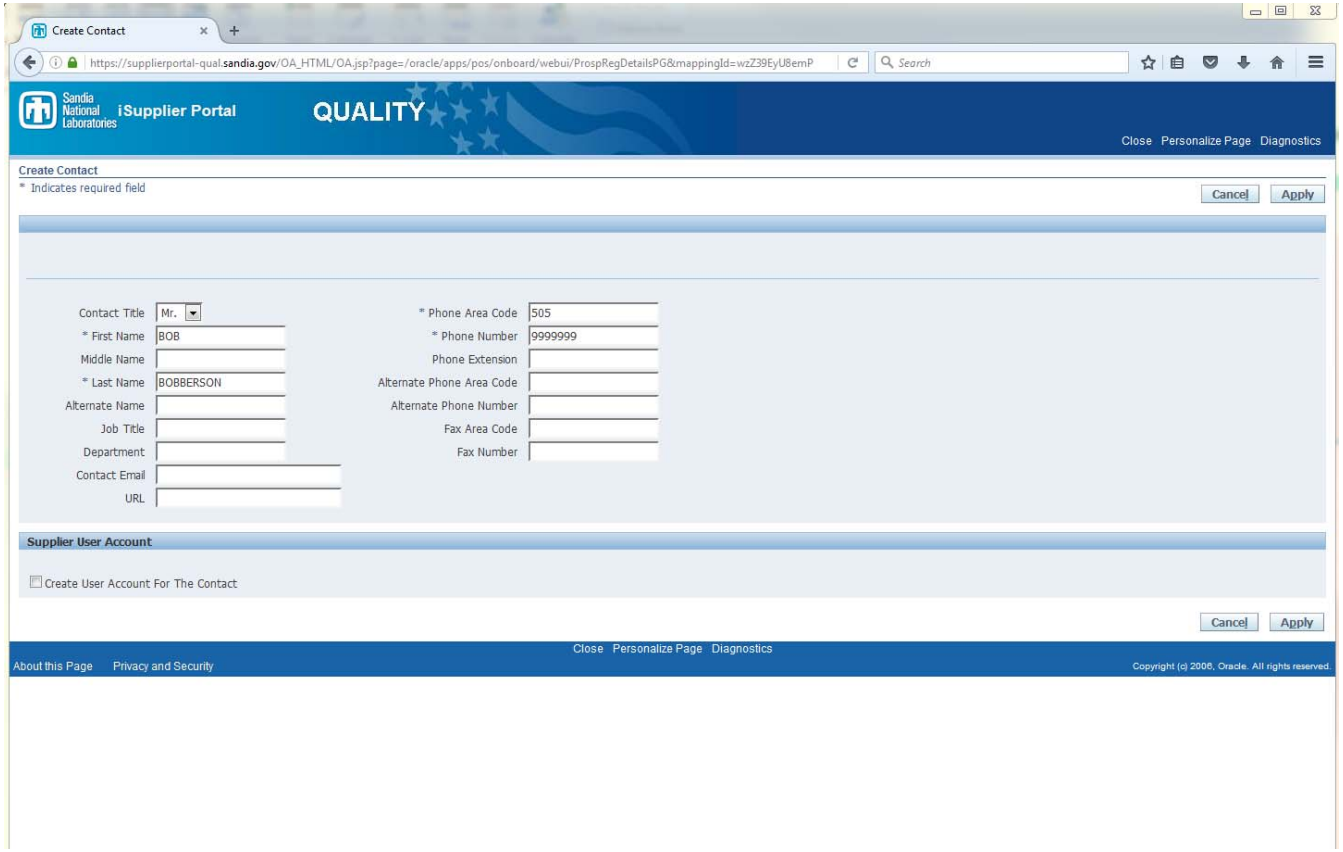


Step 2 continued – Create Additional Contacts

Required fields:

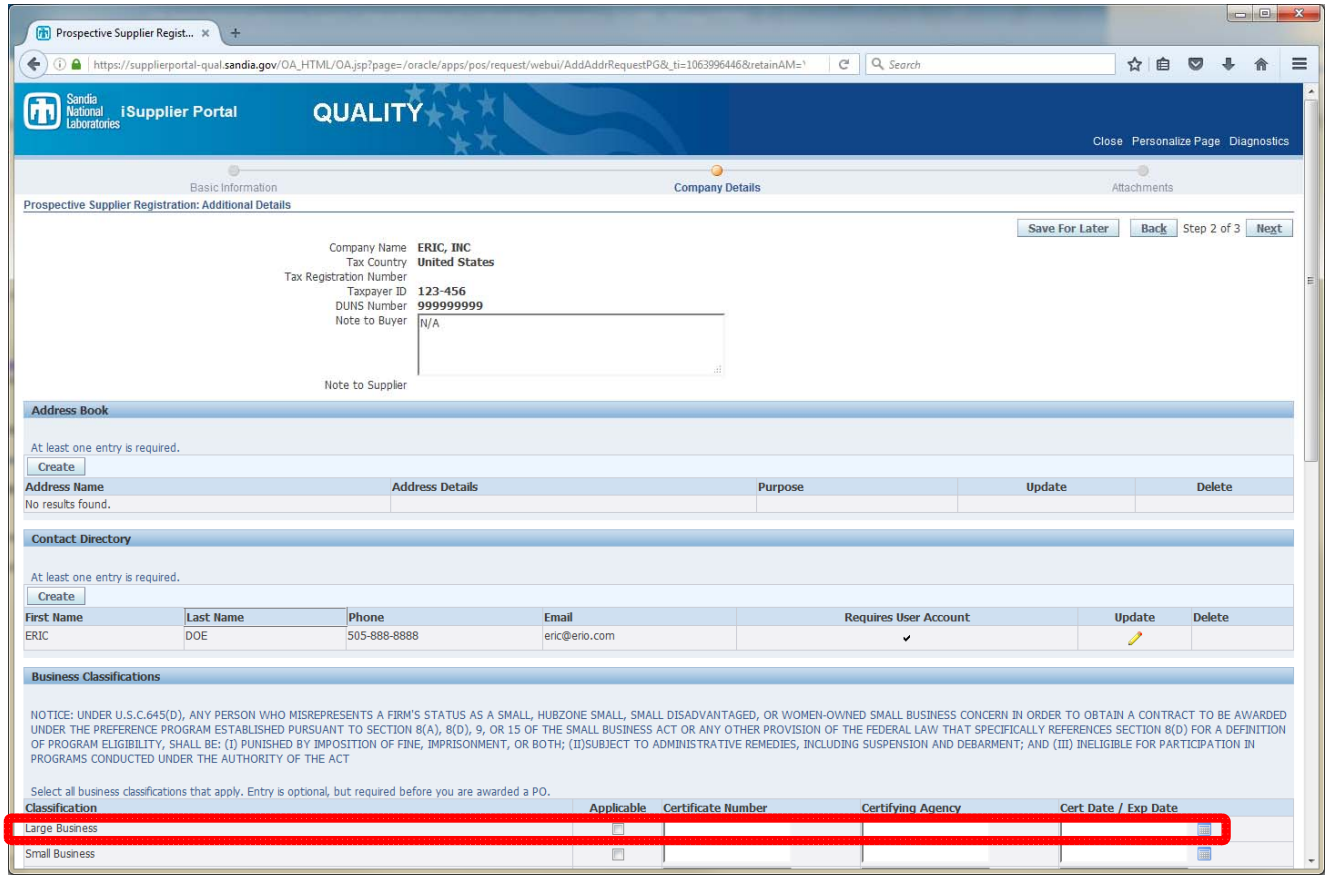
- First name
- Last name
- Phone Area Code
- Phone number (no dashes)
- Email address
- Job Title encouraged

- Then Select “Apply”



Step 2 continued – Business Classifications

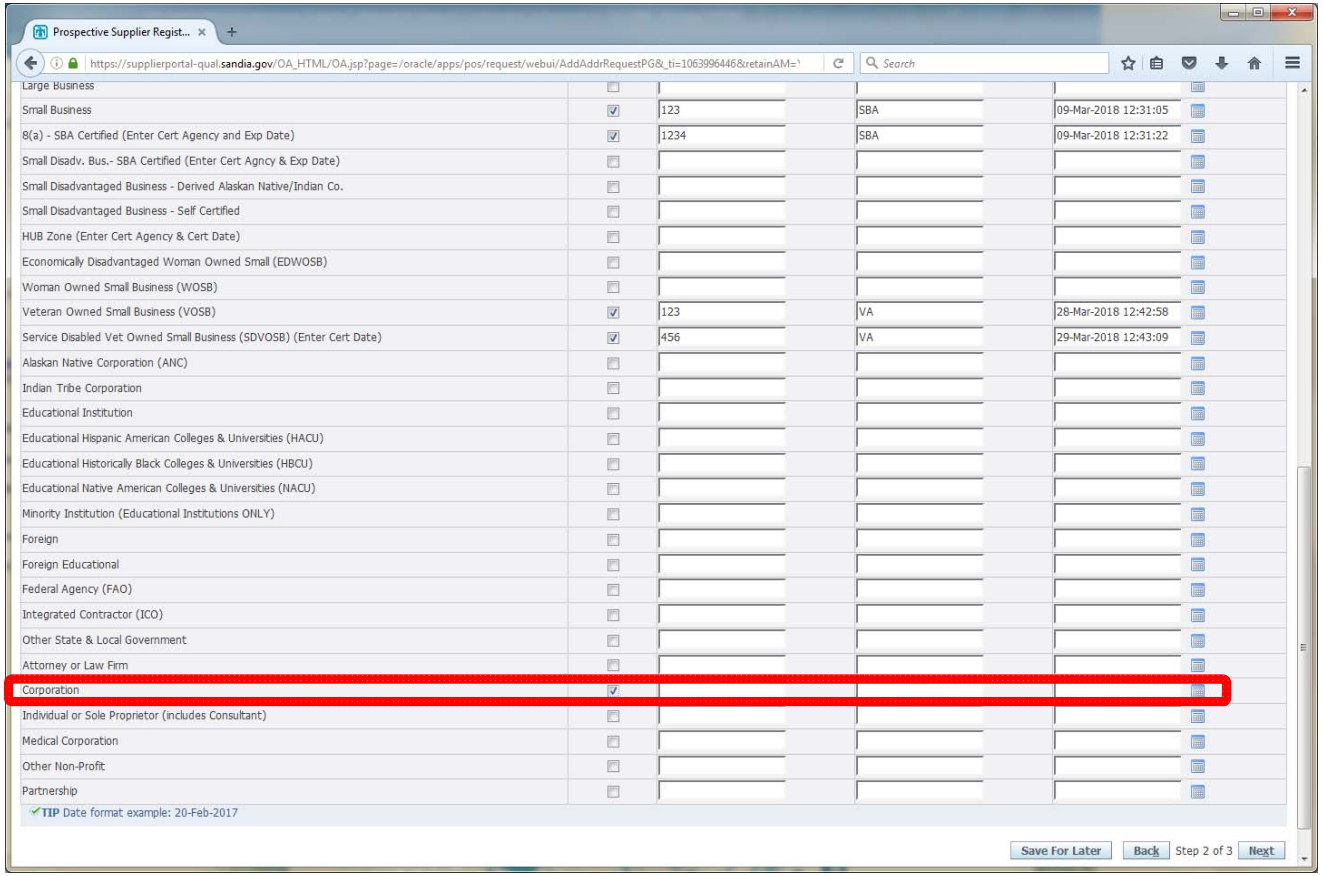
Select all applicable
Businesses classifications



Step 2 continued – Business Classifications

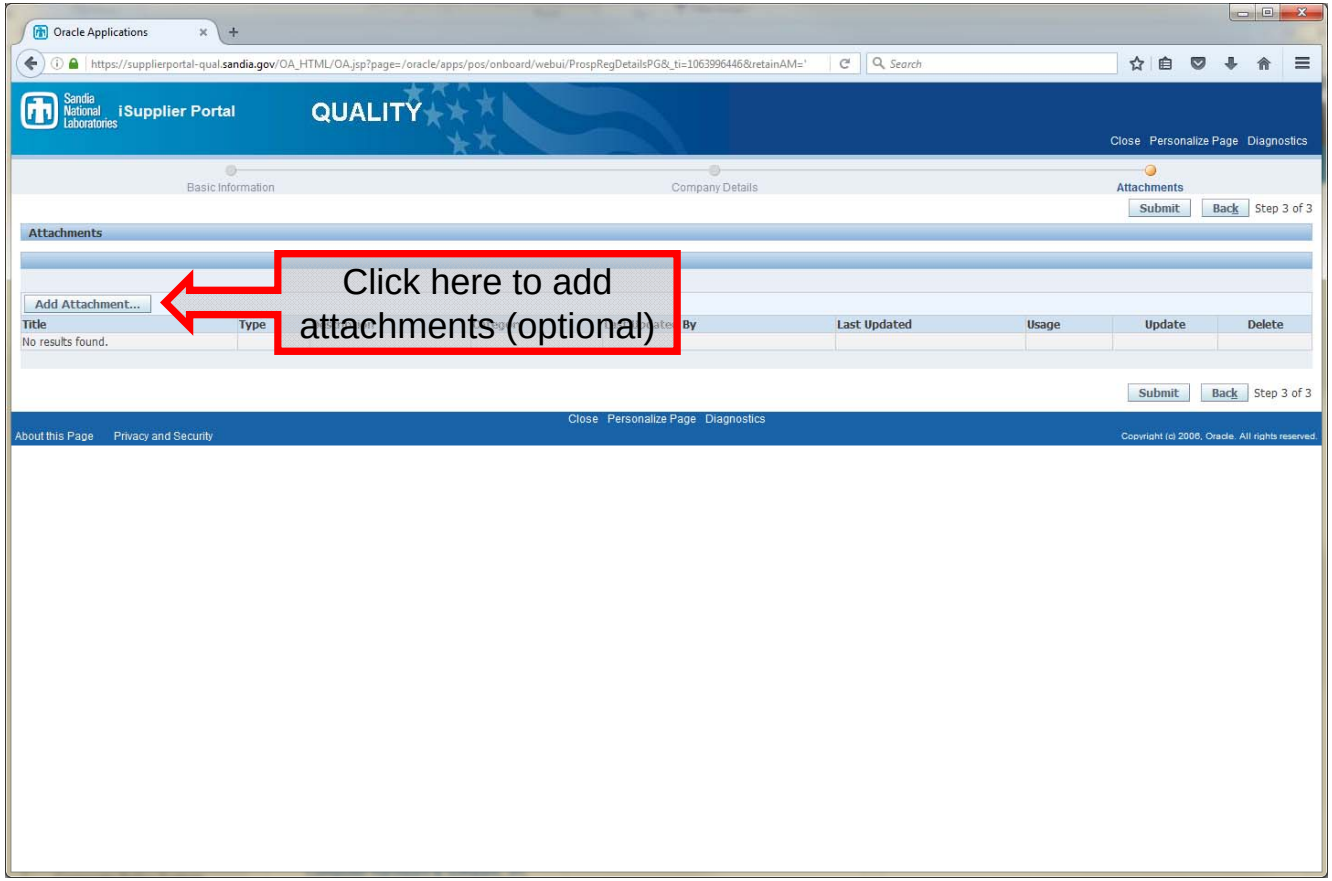
Select all applicable Businesses classifications

Then Select “Next”



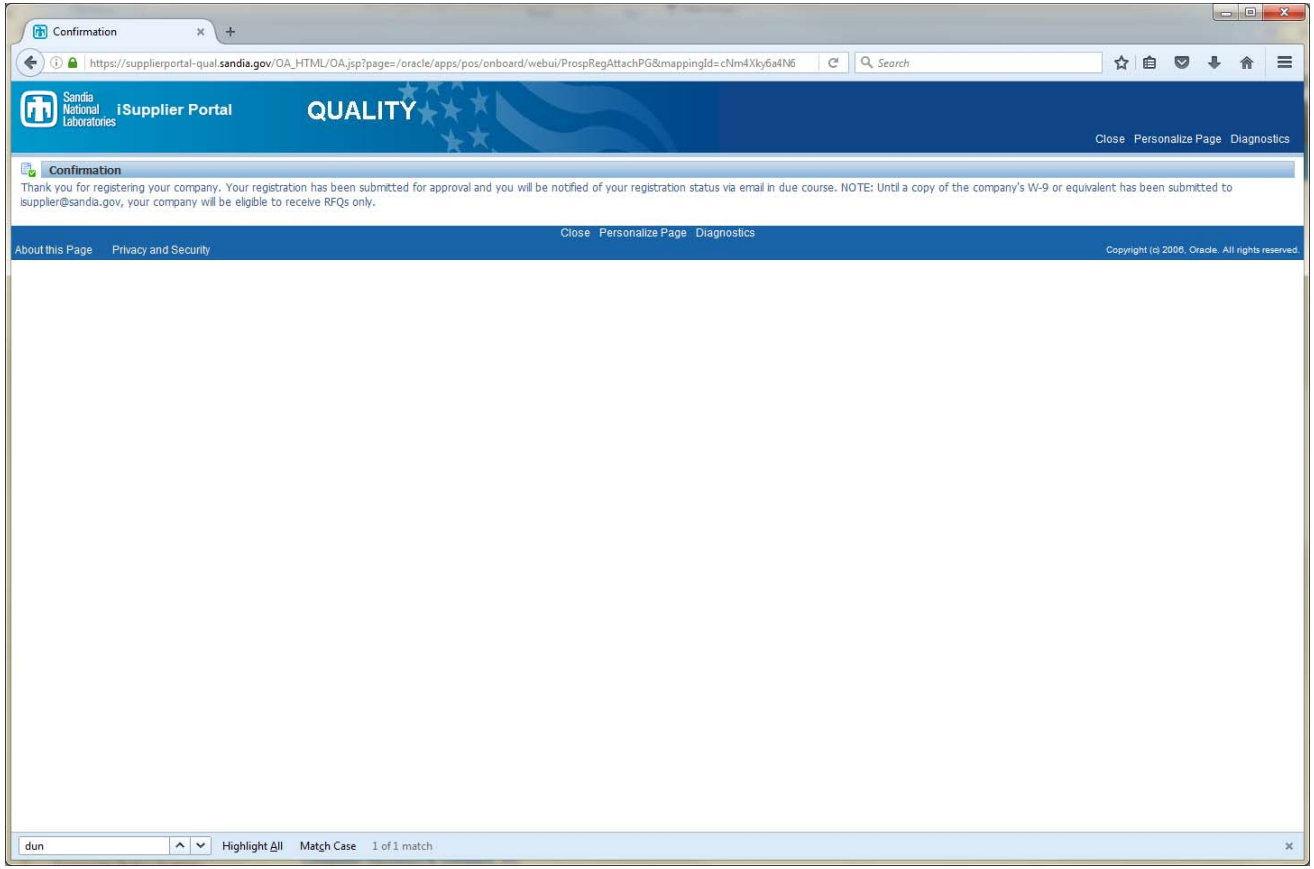
Step 3 – Add Attachments

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.



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

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