



Procurement Management Electronic Bidding System

How to Register as a Supplier

Sign-on Screen

- To register as a supplier, select **Supplier Registration**.



LEE COUNTY PORT AUTHORITY
Southwest Florida
International Airport

Welcome to Lee County Port Authority eBid!

Need to register?
[Supplier Registration](#)

User Name:
Password:

[Forgot your User Name/Password?](#)

Lee County Port Authority eBid	Awarded Bid Information
Current Bid Opportunities	Closed Bid Opportunities
Active Contracts	

https://flylcpa.ionwave.net/VendorRegistration/PreliminaryInfo.aspx

Supplier Registration

File Edit View Favorites Tools Help

Mortgages Southwest Florida Internat... JD Edwards EnterpriseOne Southwest Florida Internat... Southwest Florida Internat... Southwest Florida Internat...

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Southwest Florida
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Preliminary Info Terms Company Info Addresses Commodity Codes Classifications Review Complete

Cancel **Next**

* **Company Name**

* **Main Phone** **Ext.** ☐ International

DUNS

After selecting Supplier Registration, the above screen will open to begin your registration. Please enter the following: Company name, phone number and DUNS, if applicable, then select NEXT.

Browser address bar: <https://flylcpa.ionwave.net/VendorRegistration/Terms.aspx>

Supplier Registration

Lee County Port Authority Southwest Florida International Airport

Supplier Registration

Preliminary Info Terms Company Info Addresses Commodity Codes Classifications Review Complete

Next

Lee County Port Authority eBid Terms and Conditions

Lee County Port Authority, herein after referred to as Agency

Web Site (Online Sourcing) Application Terms and Conditions of Access and Use

The Agency's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the Agency and IWT as a designated agent.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award.

☐ I Accept the Lee County Port Authority eBid Terms and Conditions [Printer-Friendly Version](#)

Please read the Lee County Port Authority eBid Terms and Conditions. Once you have read it, check the “I Accept” box and select NEXT.

Supplier Registration

Save and Next

Company Information	User Information
* Trade Name (dba) <input type="text" value="Test"/>	* User Name / Login <input type="text"/>
Legal Name (if different) <input type="text"/>	* Password <input type="password"/>
* Organization Type <input type="text" value="-- Select --"/>	* Verify Password <input type="password"/>
Formation Date <input type="text"/>	Prefix <input type="text"/>
* Tax ID Number <input type="text" value="--"/>	* First Name <input type="text"/>
DUNS <input type="text"/>	* Last Name <input type="text"/>
Website <input type="text"/>	Title <input type="text"/>
Company Description <input type="text"/>	* Email <input type="text"/>
	* Verify Email <input type="text"/>
	Office Phone <input type="text" value="() - - - -"/> Ext. <input type="text"/>
	Mobile Phone <input type="text" value="() - - - -"/> <input type="checkbox"/> International
	* Time Zone <input type="text" value="-- Select --"/>

Company Address
* Address 1 <input type="text"/>
Address 2 <input type="text"/>
Address 3 <input type="text"/>
* City <input type="text"/>
* State/Province <input type="text" value="-- Select --"/>
* Zip/Postal <input type="text"/>
* Country <input type="text" value="United States"/>
* Main Phone <input type="text" value="(239) 590-4558"/> Ext. <input type="text"/>
Toll Free <input type="text" value="() - - - -"/> Ext. <input type="text"/>
Fax <input type="text" value="() - - - -"/> <input type="checkbox"/> International
Contact Name <input type="text"/>
Email <input type="text"/>

- Password must contain a minimum of 8 characters consisting of at least 1 number, 1 letter and 1 special character @#\$%&!&^_+={}()|\\[;:,'<>.,?/~
- Verify Email is required

Complete your company's information on this screen, then select SAVE and NEXT. Your email address will be verified in order to continue the registration process, please make sure it is an active email address.

Supplier Registration

Save and Next

Company Information

* Trade Name (dba) Test Supplier

Legal Name (if different)

* Organization Type C Corporation

Formation Date

* Formation State Florida

* Tax ID Number 59-6000702 FEIN OSSN/ITIN Other

DUNS

Website

Company Description

Company Address

* Address 1 11000 Terminal Access Rd

Address 2

Address 3

* City Fort Myers

* State/Province Florida

* Zip/Postal 33913

* Country United States

* Main Phone (239) 590-4558 Ext. International

Toll Free Ext. International

Fax International

Contact Name

Email

User Information

* User Name

* Verify

Verify Email Address

OK

Thank you for registering with us as a supplier. Before you can continue you must verify your email address. An email from flylcpa@customer.ionwave.net has been sent to you at: taelias@flylcpa.com

Click the link in this email to verify your email address and complete your registration. You can also use the link in this email to come back at any time in the next 14 days to complete your registration.

This box will come up after you have entered your company's information and selected SAVE and NEXT. You will receive an email from the system to verify your email address, then you will be able to complete your registration. Select OK to receive the email verification.

Lee County Port Authority eBid Supplier Registration Email Verification Required

Inbox x

 **Lee County Port Authority** <flylcpa@customer.ionwave.net>

3:30 PM (2 minutes ago) ☆

to me ▾

Dear Supplier,

Please click the link below to verify your email address and continue the registration process. As you work through the registration process, the data you enter will be automatically saved and can be accessed at any time by clicking this link.

★ [Click Here to Continue Registration](#)

This link will expire in 14 days. If you have not completed your registration during this time period, it will be deleted.

VNDREGVERIFY - 7/13/2018 02:30 PM (CT)

You will receive this email from the system. Click the link in the email to continue your registration.

Supplier Registration X

Secure | https://flylcpa.ionwave.net/VendorRegistration/CompanyInfo.aspx

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Supplier Registration

Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review Complete

Save and Next

Company Information

* Trade Name (dba) Test Supplier

Legal Name (if different)

* Organization Type C Corporation

Formation Date

* Formation State Florida

* Tax ID Number 59-6000702 ☒ FEIN ☐ SSN/ITIN ☐ Other

DUNS

Website

Company Description

User Information

* User Name / Login Test123

Prefix

* First Name Supplier

* Last Name Test

Title

* Email taelias@flylcpa.com

Office Phone () - - Ext. ☐ International

Mobile Phone () - - ☐ International

* Time Zone Eastern Time

Company Address

* Address 1 11000 Terminal Access Rd

Address 2

Address 3

* City Fort Myers

* State/Province Florida

* Zip/Postal 33913

* Country United States

* Main Phone (239) 590-4558 Ext. ☐ International

Toll Free () - - Ext. ☐ International

Fax () - - ☐ International

Contact Name

Email

Once you click the link in the email, you will be brought back to the above screen. Select SAVE and NEXT.

Supplier Registration x

Secure | https://flylcpa.ionwave.net/VendorRegistration/AdditionalAddress.aspx

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Preliminary Info | Terms | Company Info | **Addresses** | W-9 | Commodity Codes | Classifications | Review | Complete

Add Address | Next

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.

General/Corporate Address

Address	11000 Terminal Access Rd Fort Myers, FL 33913	Contact Name	
Phone	(239) 590-4558	Email	
Toll Free			
Fax			

If you have a different address to remit payments or for mailing, please select ADD ADDRESS. If you only use one address, select NEXT.

Supplier Registration x

Secure | <https://flylcpa.ionwave.net/VendorRegistration/AdditionalAddress.aspx>

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Supplier Registration

Preliminary Info | Terms | Company Info | **Addresses** | W-9 | Commodity Codes | Classifications | Review | Complete

Add Address → Next

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.

General/Corporate Address

Address	11000 Terminal Access Rd Fort Myers, FL 33913	Contact Name	
Phone	(239) 590-4558	Email	
Toll Free			
Fax			

Add New Address

* **Address 1**

Address 2

Address 3

* **City**

* **State/Province** -- Select --

* **Zip/Postal**

* **Country** United States

* **Phone** () - - Ext. ☐ International

Toll Free () - - Ext. ☐ International

Fax () - - Ext. ☐ International

Contact Name

Email

* **Address Type** ☐ Bid/Quote Mailing
☐ Payment
☐ Purchase Order
☐ Emergency Contact

After clicking Add Address, this box will open so you can add your REMIT TO mailing address if different then your physical address. When done, select SAVE.

Supplier Registration x

Secure | https://flylcpa.ionwave.net/VendorRegistration/AdditionalAddress.aspx

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Preliminary Info | Terms | Company Info | **Addresses** | W-9 | Commodity Codes | Classifications | Review | Complete

+ Add Address → Next

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.

General/Corporate Address

Address	11000 Terminal Access Rd Fort Myers, FL 33913	Contact Name	
Phone	(239) 590-4558	Email	
Toll Free			
Fax			


Payment

Address	11000 Terminal Access Rd, Suite 8671 Suite 8671 FT Myers FT Myers, FL 33913	Contact Name	
Phone	(239) 590-4558	Email	taelias@flylcpa.com
Toll Free			
Fax			

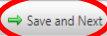
After you have entered any additional addresses, select SAVE after each entry. All the addresses entered will show on this page, including your general/corporate address. When you have finished adding your addresses, select NEXT.

Supplier Registration x

Secure | https://flylcpa.ionwave.net/VendorRegistration/W9.aspx


Supplier Registration

Preliminary Info | Terms | Company Info | Addresses | **W-9** | Commodity Codes | Classifications | Review | Complete

 Save and Next

Substitute W-9 Tax Identification Form
 This information is populated from the Company Info tab. Please return to the Company Info tab to update and move forward

Name	Test Supplier	(as shown on your income tax return)
Business name/disregarded entity name		(if different from above)
Federal Tax Classification	<input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): <input type="text"/> <input type="checkbox"/> Other <input type="text"/>	
Exempt payee code	<input type="text"/>	(if any)
Exemption from FATCA reporting code	<input type="text"/>	(if any)
Address	11000 Terminal Access Rd	
City, State, Zip	Fort Myers, FL 33913	
Taxpayer Identification Number (TIN)	69-6000702	

Certification & Electronic Signature
 Under penalties of perjury, I certify that:


- ☐ The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- ☐ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- ☐ I am a U.S. citizen or other U.S. person (defined in instructions), and
- ☐ The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Signature - Type your full name here
Today's date

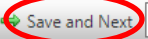
Please complete your W-9 information, then select SAVE and NEXT.

Supplier Registration x

Secure | https://flylcpa.ionwave.net/VendorRegistration/Commodity.aspx

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Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review Complete

 Save and Next Search

Commodities

- ☐ Building Maintenance and Materials
- ☐ Construction
- ☐ Construction: Contracting and Sub Contracting
- ☐ Domestic
- ☐ Entertainment and Arts
- ☐ Environmental
- ☐ Food and Beverage
- ☐ Furniture and Furnishings
- ☐ Industrial and Manufacturing
- ☐ Instructional and Education
- ☐ Medical and Health
- ☐ Office and Business
- ☐ Professional and Consulting Services
- ☐ Power and Energy
- ☐ Security, Public Order, and Safety
- ☐ Sports and Recreation
- ☐ Technology
- ☐ Transportation

On this page, you will select the commodities (products/services) that your company offers. When you have them all selected, click SAVE and NEXT.

Supplier Registration x

Secure | https://flylcpa.ionwave.net/VendorRegistration/Classification.aspx

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Preliminary Info Terms Company Info Addresses W-9 Commodity Codes **Classifications** Review Complete

➡ Save and Next

Check any special business classifications that apply to your business. Classifications are subject to approval.


General Classifications

- ☐ **Disadvantaged Business Enterprise** United States Dept of Trans (USDOT) Title 49 Code of Federal Regulations (49 CFR) Part 26
- ☐ **Small Business Enterprise** As defined according to the Small Business Administration size standards available at <http://www.sba.gov/size/>
- ☐ **Woman & Minority Owned Disadvantaged Business Ent.** State of Florida Department of Mgmt Svcs Office of Supplier Diversity pursuant of F.S.287.094(1), (2).

Check the special business classifications that apply to your company, then select SAVE and NEXT.

Supplier Registration x

Secure | https://flylcpa.ionwave.net/VendorRegistration/Review.aspx

 **Supplier Registration**

Preliminary Info | Terms | Company Info | Addresses | W-9 | Commodity Codes | Classifications | Review | Complete

Register Now

You're almost done. Please review your information below. Please review info: To make corrections, click Edit or the appropriate tab. To complete registration, click Register Now.

Company Info [edit]

Company Information	User Information
Company Name Test Supplier	User Name / Login Test123
Company Description	First Name Supplier
Organization Type C Corporation	Last Name Test
Legal Name	Title
Tax ID Number 596000702	Email taelias@flylcpa.com
DUNS	Office Phone
Formation Date	Mobile Phone
Formation State Florida	Time Zone Eastern Time
Website	

Addresses [edit]

General/Corporate Address	Payment Address
Address 11000 Terminal Access Rd Fort Myers, FL 33913	Address 11000 Terminal Access Rd, Suite 8671 Suite 8671 FT Myers FT Myers, FL 33913
Contact Name	Contact Name
Email	Email taelias@flylcpa.com
Main Phone (239) 590-4558	Main Phone (239) 590-4558
Toll Free	Toll Free
Fax	Fax

W-9 [edit]

Substitute W-9 Tax Identification Form

Name	Test Supplier (as shown on your income tax return)
Business name/disregarded entity name	(if different from above)
Federal Tax Classification	<input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership): <input type="checkbox"/> Other
Exempt payee code	(if any)
Exemption from FATCA reporting code	(if any)
Address	11000 Terminal Access Rd
City, State, Zip	Fort Myers, FL 33913
Taxpayer Identification Number (TIN)	59-6000702

You are almost done. Please verify the information you've entered and make any corrections. Once you have verified everything is correct, select REGISTER NOW.

Supplier Registration x

Secure | https://flylcpa.ionwave.net/VendorRegistration/Complete.aspx

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Preliminary Info Terms Company Info Addresses W-9 Commodity Codes Classifications Review Complete

Your registration has been activated

[Return to Login](#)

You have successfully submitted your registration. Procurement staff will review each registration and either activate, reject or request corrections and/or additional information. Thank you for your registration submission.