

## How to Register an Account in Ion Wave Technology

Thank you for your interest. We ask businesses to register on our bidding platform, Ion Wave Technology (IWT) to submit bids. On IWT, you are able to view and search bid opportunities with the URA. Click the link to go to IWT: <https://ura.ionwave.net/Login.aspx>.

To register as a supplier, please click on the blue box that says “Supplier Registration.” Add all products and services that your business provides, so that you will receive notifications about future opportunities.

If you need assistance, please email Ivy Coleman at [icoleman@ura.org](mailto:icoleman@ura.org).

## How to Become an Approved URA Contractor

Once you have registered an account in IWT, you will search for the “URA Contractor Registration Packet.” The quickest way to find it is to use the search function for bid requests.

Bid Requests

Search:  [Go](#) [Open Search](#)

[Draft](#) [Issued](#) [Closed](#) [Awarded](#) [Cancelled](#) [All](#)

All Bid Requests Show: All Bids

Bid Number	Title	Type	Owner	Status	Issue Date	Close Date	Res / Inv	Evaluation
10222024	URA Contractor Registration Packet	Contractor Registration	Deshler, Ed	Issued	10/22/2024 12:00 PM (ET)	1/1/2099 12:00 AM (ET)	1 / 0	

1 items in 1 pages

After the search populates, click the magnifying glass icon to the left. Then, select the tab that reads “Attachments.”

IONWAVE [Home](#) [Bids](#) [Suppliers](#) [Reports](#) [Admin](#) [Ivy](#)

[Create Addendum](#) [Actions](#)

10222024 (URA Contractor Registration Packet) **Issued**

Closing in 27068 days 14 hours 34 minutes 43 seconds

Type Issue Date Description

[Responses](#) [Event Details](#) [Messages](#) [Invitations](#) [Attachments](#) [Notes](#) [Related Messages](#)

Bid Attachments

#	Download All	File Name	Description	Access Level	Upload Date
1	<a href="#">Download</a>	1_URA General Contractor Application_Print Version_2023.docx (44 KB)	General Contractor Application	Online Only	10/22/2024
2	<a href="#">Download</a>	2_General Specifications_2023.docx (99 KB)	General Specifications 2023	Online Only	10/22/2024
3	<a href="#">Download</a>	3_Receipt of General Specifications.docx (12 KB)	Receipt of General Specifications	Online Only	10/22/2024
4	<a href="#">Download</a>	5_ACH authorization form - URA of Pittsburgh.pdf (65 KB)	ACH Authorization Form	Online Only	10/22/2024
5	<a href="#">Download</a>	6_W-9 Form_wet ink signature required.pdf (74 KB)	W-9 Form <b>Wet Ink Signature Required</b>	Online Only	10/22/2024
6	<a href="#">Download</a>	7_Contractor Application Checklist.docx (33 KB)	Contractor Application Checklist	Online Only	10/22/2024

Items 1-6 shown of 6

Download all the attachments, complete the application and upload them as “Response Attachments.”

Once your application is received, URA staff will notify you if any additional documentation is required.