


## Supplier Instructions for completing the Online Supplier Registry

Completing the "Online Supplier Registry" is a three step process:

1. Read this instructions document.
2. Follow the link on the Irving Shipbuilding Inc. website to the "Welcome to Supplier Registration!" page. Complete the form (example below) and submit. You will be provided with a confirmation e-mail containing a link to "Welcome to the Irving Shipbuilding Inc. supplier Self Registry".
3. Follow the link provided to "Welcome to the Irving Shipbuilding Inc. supplier Self Registry". Complete all fields and check relevant boxes in "Areas of Interest". Instructions below.

Step 2 details:



### Welcome to Supplier Registration!

Register as a new supplier.

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Register	
Company Name:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
Confirmation Code:	<input type="text" value="Q4SA3AGM"/>
Enter Confirmation Code:	<input type="text"/>
<input type="submit" value="Submit"/>	

**NOTE:** All times are expressed in your system time zone unless otherwise stated.

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Language:  
English

[Terms](#) | [Download](#)

## Step 2 Details continued:

Links to “Terms” and “Download” on left hand side of “Welcome to Supplier Registration!” page are specific to IASTA’s SmartSource and are not applicable to registering suppliers

When the supplier submits the registration form, SmartSource sends the supplier an email containing a link to the self-registration profile. The email will be sent from support@smartsourceportal.com and have a subject of “Supplier Profile Access”. If suppliers do not receive e-mail confirmation they should check their junk e-mail folder.

## Step 3 Details:

Suppliers can open the profile by clicking on the link within the email. It is this e-mail link that is used, prior to final submission, for further editing when performing “save changes and exit” (see commands definitions). Please save to favorites for further use.

After supplier profile has been submitted, any further changes require a resubmission of supplier profile. For any questions suppliers should send an email to purchasing@halifaxshipyard.com”

After profile has been submitted, the email link received should no longer be used. Clicking this will invite the supplier to log in to SmartSource with a user name and password- which are not applicable to Supplier Registration.

Links to “Terms” and “Download” on left hand side of registry are specific to IASTA’s SmartSource and are not applicable to registering suppliers

Fields with a Red Number and an astrix (\*) are required fields to be completed prior to submitting the profile responses.

Suppliers must complete both pages of the Supplier Profile –1.0 “Welcome to the Irving Shipbuilding Inc. supplier Self Registry” and 2.0- “Areas of Interest”. Follow the Navigation links at the top/bottom of the profile pages to go to the next/previous page.

Information submitted is accepted “AS-IS”. There is no data validation within this website. Suppliers should review information to ensure all fields are correct. It is the supplier’s responsibility to keep contact information current on site. This can only be done through resubmission of information.

Definition of “Commands”:

- Save Changes – saves changes without submitting. For further modifications use e-mail link provided.
- Save Changes and Exit – saves changes without submitting and exits supplier from site. For further modifications use e-mail link provided
- Cancel Changes and Exit – reverts data entered to previous and exits supplier from site.
- View Preview – allows supplier to view data input that will be submitted.
- I am Finished – Submit my Response – submits information input by supplier.

Only “submitted” data will be reviewed.

Partial screen shots of the 2 pages of the Supplier Registry are below:

**Supplier Registration Profile**  
Please fill out the profile below and submit.

**Navigation:** [Next >](#)

**Commands:** [Save Changes](#) | [Save Changes and Exit](#) | [Cancel Changes and Exit](#)  
[View Preview](#) | [I am Finished -- Submit my Response](#)

[Irving Shipbuilding Inc. Supplier Self Registry / Profil d'inscription des fournisseurs pour Irving Shipbuilding Inc.](#)  
Areas of Interest (check all that apply) / Domaine d'intérêt (cochez tous ceux qui s'applique)

**1. Irving Shipbuilding Inc. Supplier Self Registry / Profil d'inscription des fournisseurs pour Irving Shipbuilding Inc.**

**1.1\*** Have you read and understand the "Supplier Instruction" document? / Avez-vous lu et compris les instructions pour l'auto-inscription des fournisseurs?

**1.2\*** Company Name / Nom de la Société

**1.3\*** Street Address / Rue

**1.4\*** City / Ville

**1.5\*** State / Province

**1.6\*** Country / Pays

**1.7\*** Postal Code / Code Postal

Suppliers should check all “Areas of Interest” that their company would like to register for.

**Supplier Registration Profile**

Please fill out the profile below and submit.

**Navigation:** [< Back](#)

**Commands:** [Save Changes](#) | [Save Changes and Exit](#) | [Cancel Changes and Exit](#)

[View Preview](#) | [I am Finished -- Submit my Response](#)

[Irving Shipbuilding Inc. Supplier Self Registry / Profil d'inscription des fournisseurs pour Irving Shipbuilding Inc.](#)  
**Areas of Interest (check all that apply) / Domaine d'intérêt (cochez tous ceux qui s'applique)**

**2. Areas of Interest (check all that apply) / Domaine d'intérêt (cochez tous ceux qui s'applique)**

**2.1** Materials (Check all that apply) / Matériaux (cochez tous ceux qui s'applique)

- Access Control
- Air & Sounding System
- Audio/Visual
- Ballast System
- Batteries
- Beverages
- Blocks and Shoring
- Boilers
- Bulk Gases
- Cable and accessories
- Cable Trays, Hangers and Penetrations
- Castings
- Catering
- Cathodic Protection
- Cement Work
- Cleaning
- Communications
- Compressors/Receivers/Dryers
- Construction
- Consumables
- Control and Monitoring Systems
- Crane Inspection/PM's/Load Testing
- Deck Covering/ Flooring
- Deck Machinery
- Deck/ Mooring Equipment
- Defense Systems
- Degaussing System
- Diving
- Document Control
- Doors & Hatches
- Drain Plugs
- Durtine