

Vendor Registration: [Suppliers.nevada.edu](http://Suppliers.nevada.edu)

Click “Login” on the top right side of this page.



NSHE NSHE Supplier Registration Tasks & Links Login



Welcome to the Nevada System of Higher Education (NSHE) Supplier Registration system. This new system will allow suppliers, independent contractors, and others to register and provide all the information necessary to conduct business and provide services to NSHE. Once registered, you will be able to manage your information for accuracy through the use of your online account.

The NSHE Supplier Registration system operates in a similar manner to other on-line registration websites. To register a new account, suppliers will submit relevant information including name, e-mail addresses, phone numbers and types of services offered.

For information about purchasing guidelines, policies, and procedures, visit one of the following procurement websites:

- For the University of Nevada, Las Vegas (UNLV) and Nevada State College (NSC): [www.unlv.edu/purchasing](http://www.unlv.edu/purchasing)
- For the College of Southern Nevada (CSN): [www.csn.edu/purchasing](http://www.csn.edu/purchasing)
- For the Desert Research Institute (DRI), Great Basin College (GBC), Truckee Meadows Community College (TMCC), University of Nevada, Reno (UNR), and Western Nevada College (WNC): <https://www.bcnpurchasing.nevada.edu/>

We encourage you to visit these websites frequently.

For more information as to what is needed to complete the online registration, please visit the Registration Checklist and Frequently Asked Questions (FAQ) links.

Questions/comments can be sent to: [nshe\\_supplier\\_registration@nshe.nevada.edu](mailto:nshe_supplier_registration@nshe.nevada.edu).

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Purchasing Department Information Other Helpful Links

First time users click “Create new account” at the bottom of the page.



NSHE NSHE Supplier Registration Tasks & Links Login

Sign In

Username \*

Password \*

Login

[Create new account](#)

[Forgot my password](#)

On this page you will need to fill out personal information then click "Create"

## Create your account

Password must be at least 7 characters long and contain at least 1 Special Character (i.e. ! @ #).

## Your information

- Receive Emails
- I agree to the [Terms of Use](#)

Create

Registration successful. Please check your email to confirm your registration.

### Purchasing Department Information

- [UNLV Purchasing & Contracts](#)
- [BCN Purchasing Department](#)
- [CSN Purchasing Department](#)

### Other Helpful Links

- [BCS Insurance Requirements for Contracts](#)
- [BCN Insurance Requirements](#)
- [IRS](#)

You will receive an email from [nshe\\_supplier\\_registration@nshe.nevada.edu](mailto:nshe_supplier_registration@nshe.nevada.edu) with the subject line Welcome! Please activate your account requesting you to verify your email. You just need to click the link in that email.

## Welcome! Please activate your account.



**nshe\_supplier\_registration@nshe.nevada.edu**

To: McClement, Douglas



Wed 3/20/2024 9:27 AM

Hello

Welcome aboard the NSHE Supplier Registration website. Your new account is almost ready, but before you can login you must first visit:

[Click here to verify your account.](#)

Once you have visited the verification URL you will be redirected to the login page.

If you have any other problems or questions, please contact an administrator at: [nshe\\_supplier\\_registration@nshe.nevada.edu](mailto:nshe_supplier_registration@nshe.nevada.edu)

Thank you,  
The NSHE Supplier Registration Team

<https://suppliers.nevada.edu/sreg-2.0>  
[nshe\\_supplier\\_registration@nshe.nevada.edu](mailto:nshe_supplier_registration@nshe.nevada.edu)

## SUPPLIER REGISTRATION

### ▼ Tasks & Links

- » [Registration Checklist](#)
- » [Find Supplier](#)
- » [FAQ](#)
- » [Definitions](#)

## Email Verification

Your email address has been verified. Please login to continue.

[Click here to login](#)

[Login / Register »](#)

Now that you have verified your email you can login to the website. Head back to [suppliers.nevada.edu](https://suppliers.nevada.edu) And click “Login” again.

The screenshot shows the top navigation bar with the NSHE logo, "NSHE Supplier Registration", and a "Tasks & Links" dropdown menu. A "Login" link is in the top right corner. Below the navigation bar is a row of logos for member institutions: CSN (College of Southern Nevada), DRI (Desert Research Institute), GBC (Great Basin College), NSC (Nevada State College), TMCC (Truckee Meadows Community College), UNLV (University of Nevada, Las Vegas), and WNC (Western Nevada College). The main content area contains a welcome message, a description of the system's purpose, and a list of procurement websites for more information. At the bottom, there are links for "Create new account" and "Forgot my password".

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Now you are at the login screen again, but now you can use your email to login.

The screenshot shows the login interface. At the top is the same navigation bar as the previous page. The main content area features a "Sign In" form with two input fields: "Username \*" and "Password \*", each with a toggle icon for visibility. Below the fields is a blue "Login" button. At the bottom of the form are two links: "Create new account" and "Forgot my password".

The next screen will show Welcome “your-email” in the middle of the page then under it will be a link for “Begin Registration” click this to start the process.

The screenshot shows the top navigation bar with the NSHE logo and text "NSHE Supplier Registration", "Registration", and "Tasks & Links". A "Logout" link is in the top right. Below the navigation bar is a row of logos for various institutions: CSN (College of Southern Nevada), DRI (Desert Research Institute), GBC (Great Basin College), NSU (Nevada State University), TMCC (Truckee Meadows Community College), UNLV (University of Nevada, Las Vegas), N (University of Nevada), and Western Nevada College. The main content area displays "Welcome Your\_email@hotmail.com". Below this is a light blue box containing the text "To get started, click" followed by a blue button labeled "Begin Registration".

This next screen makes you enter your business or personal name to search if you are already in our registration system.

The screenshot shows the "Begin Registration" page. The top navigation bar is identical to the previous screenshot. Below the navigation bar is a large heading "Begin Registration". There are two light blue informational boxes: "Please take a moment to verify your company has not already been registered." and "Enter in your business info below or personal info if you are registering as an individual." Below these is the "Search Criteria" section, which includes a dropdown menu for "Country of business entity or individual \*" with "United States of America" selected, a text input field for "Supplier Name or DBA Name", and a "Tax ID" section with a dropdown for "Type \*" set to "Employer ID Number" and a text input field for "Tax ID \*". A blue "Search" button is located at the bottom left of the form area.

This will have one of two results (No Data Available OR you will see a listing of companies that could be yours. If your company is listed click “Join Supplier,” otherwise at the center of the page is a link for “New Registration.”

 **NSHE** NSHE Supplier Registration [Registration](#) [Tasks & Links](#) [Logout](#)

# Begin Registration

Please take a moment to verify your company has not already been registered.

If your business name is not found in the Search Results click the new New Registration button to register your business.

[Start Over](#) [New Registration](#)

## Search Results

Show  entries Search:

Supplier Name	Status	Organization Type	DBA Name	Primary Address
No data available in table				

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

 **NSHE** NSHE Supplier Registration [Registration](#) [Tasks & Links](#) [Logout](#)

# Begin Registration

Please take a moment to verify your company has not already been registered.

Clicking "Join Supplier" will submit a request to join that Supplier. Please use this feature if your business is listed in the Search Results below.

If your business name is not found in the Search Results click the new New Registration button to register your business.

[Start Over](#) [New Registration](#)

## Search Results

Show  entries Search:

	Supplier Name	Status	Organization Type	DBA Name	Primary Address
<a href="#">Join Supplier</a>	All American Sports Corp	Accepted	US - C Corporation	Riddell All American Sport	Riddell All American PO Box 676256 Dallas USA-TX 75267-6256
<a href="#">Join Supplier</a>	Stewart & Sundell Concrete	Accepted	US - C Corporation	Stewart & Sundell Concrete, I	1760 W. Brooks Avenue North Las Vegas USA-NV 89032
<a href="#">Join Supplier</a>	Dell Marketing L.P.	Accepted	US - Limited Liability Company		P.O. Box 910916 Pasadena USA-CA 91110-0916
<a href="#">Join Supplier</a>	Louis A Dellefave	Accepted	US - Individual, Sole Proprietor or Single Member LLC	Delletec Surgical Procedure Simulator	

This next page is informational after reading enter your business name then click the “Continue” box at the bottom of the page.



# Registration

## Introduction

In order for your business to become a Registered Supplier you must complete the Self Service Registration process. Please abide by the following instructions:

- You must fill in all required fields in order to submit your registration.
- At any time you can cancel or save your changes, and then return to the application at a later time. However, once you click the Continue button, you will need to contact the website administrator to cancel your application.
- It's recommended that you review your submission answers and make changes prior to clicking the Submit button.
- In order for your submission to be fully completed, you must click the Submit button.
- Upon completion, your submission will need to be reviewed by NSHE Business Centers prior to acceptance. You will be notified via email once your submission status changes.

Visit the [Registration Checklist](#) for a detailed list of information you will need in order to complete your registration.

NOTE: Registering your business will set your login as the *Administrative* login. This means that you will be responsible for reviewing all requests from other people with logins who wish to access/modify Supplier data you submit through this system. More information will be made available about how to administer your business' account after your registration has been reviewed and approved.

## Begin Registration

Please take a second to provide some basic information to begin your registration.

Continue

## Detail Information (REQUIRED)

This page will be the spot you will add a DBA if you have one for organization if you do not have one leave it blank. (Click "Add Alternate Name" you will see a popup where you can enter this DBA name, then click "Add.")

my business Save Submit

Approval Status: Not Submitted

Workday Supplier ID:

Detail [Reporting](#) [Certification](#) [Contact](#) [Procurement](#) [Payment](#) [Attachments](#)

Name

Supplier Name  
my business

Alternate Names [+ Add Alternate Name](#)

Doing Business As (DBA)

There is a spot under this for a DUNS number only if your business has one. Then you have a few Conflict-of-Interest questions which are required.

DUNS

Enter DUNS

Conflict of Interest

Regardless of answers below, proceed with completing the registration.

1. Is any employee of the Nevada System of Higher Education (NSHE) or any of the employee's family or household an employee, officer or director of this company?

Yes  
 No

2. Does any employee of the NSHE or any of the employee's family or household have a financial interest in this company?

Yes  
 No

3. If you answered YES to any of the above questions, identify the pertinent individual(s) and their relationship to this company. Provide details below.

Details of conflict \*

When complete with this page click the next tab at the top of the page.

## Reporting Information (Not Required)

On this page you enter your tax classification type from the drop down, the state you legally organized, your tax information (Country, Type & Tax ID number) then click “Add” then you can attach your tax document(s) to this page **(Your tax form is required, either W-9 or W-8 form before your application can be approved.)**

Approval Status: Not Submitted

Workday Supplier ID:

[Detail](#) [Reporting](#) [Certification](#) [Contact](#) [Procurement](#) [Payment](#) [Attachments](#)

### Organization

Type  
-- Select a Value --  Non Profit

### State Legally Organized

State  
-- Select a Value --

### Tax (Required where applicable)

A completed W-9 or W-8 form must be attached. The latest forms can be found at <https://www.irs.gov/>.

Tax Ids [+ Add Tax ID](#) [@ Attach Tax File](#)

Country	Type	Identification #	Primary
---------	------	------------------	---------

## CERTIFICATION INFO (Not Required)

This page is meant for entering Business Licenses, Insurance requirements & Diversity Classifications none of these are required for registration BUT some of these are required for our vendors. When complete here click the next tab "Contact"

Approval Status: Not Submitted

Workday Supplier ID:

[Detail](#) [Reporting](#) **[Certification](#)** [Contact](#) [Procurement](#) [Payment](#) [Attachments](#)

### Business License(s) (Not Required) [+ Add Business License](#) [📎 Attach Business License File](#)

Type	Name	License #	Expiration
Attachments (0) <span>^</span>			
File Type	File Name	Uploaded	

### Insurance (Not Required) [+ Add Insurance](#) [📎 Attach Insurance File](#)

Type	Expiration	
Attachments (0) <span>^</span>		
File Type	File Name	Uploaded

### Diversity Classifications (Not Required) [+ Add Diversity Classifications](#)

Supplier Diversity Classification	Certification Expiration Date	Certification Number	Certified By	Minority Business Enterprise
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## Contact Information (Required)

On this contact page, certain fields are required (Phone, Address & Email) On the various sub-sections you enter all the needed info and “Used For” option is required for each question.

Approval Status: Not Submitted

Workday Supplier ID:

[Detail](#) [Reporting](#) [Certification](#) [Contact](#) [Procurement](#) [Payment](#) [Attachments](#)

### Phone [+ Add Phone](#)

Country	Area	Phone #	Extension	Device	Use For	Primary
---------	------	---------	-----------	--------	---------	---------

### Address [+ Add Address](#)

Effective Date	Country	Address	Type	Comments	Use For	Primary
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### Email [+ Add Email](#)

#### Use For Categories

- *Billing* – Can be used for billing inquiries.
- *Purchase Order* – Used to be able to receive Purchase Orders. By default our system sends the Purchase Order to the primary email. However we can override where the email gets sent to and send it to any email with this value selected.
- *Remit To* – Used to receive remit advices. Our system can send remit advices to only one email address.
- *Shipping* – Can be used for shipping inquiries.

Email Address	Use For	Primary
---------------	---------	---------

### Web Address [+ Add Web Address](#)

URL Address	Primary
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The last spot on this page is the Website address which you can add, not required though. When complete you can head to the next tab “Procurement”

## Procurement Information (Required)

On this "Procurement" section you need to select a commodity/ spend category that you are providing the NSHE School in question. Look through the various main categories and you can then choose a spend category associated with that main. Or just enter text in the search box to find your commodities provided, you may add as many as need be. Then head to the next tab "Payment."

Approval Status: Not Submitted

Workday Supplier ID:

[Detail](#) [Reporting](#) [Certification](#) [Contact](#) **Procurement** [Payment](#) [Attachments](#)

### Commodities Provided \*

Enter text in the search box or click through the hierarchy list below to find your commodities provided.

Commodity Provided

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All Spend Categories



## Payment BANKING INFORMATION (Required)

On this payment tab, this is where you add ACH electronic payment information. Required info for this is (Account Type, Bank Name, Routing Number & Account Number) then head to the next tab "Attachment."

Approval Status: Not Submitted

Workday Supplier ID:

[Detail](#) [Reporting](#) [Certification](#) [Contact](#) [Procurement](#) **Payment** [Attachments](#)

Settlement Bank Accounts [+ Add Settlement Bank Account](#)

### Add Settlement Bank Account ✕

Country  
United States of America

Account Type \*  
-- Select a Value --

Bank Name \*

Routing Transit Number \*

Account Number \*

## Attachments Information (Not Required)

The last tab is "Attachments" this is where you can attach any documents to your profile.

Approval Status: Not Submitted

Workday Supplier ID:

Detail Reporting Certification Contact Procurement Payment Attachments

Attachments [Attach File](#)

File Type	File Name	Uploaded
-----------	-----------	----------

Second to last step you need to click "Save." When everything is complete you click "Submit" top center and if there are any error messages at the top in red, these will need to be fixed. The tab with issues is highlighted when everything is fixed, "Submit" again.

my business

Please correct the following:

Reporting

- You must select an Organization Type.

Contact

- You must select a primary Phone.
- You must select a primary Address.
- You must have at least one Address with Remit To Use For.
- You must select a primary Email.

Procurement

- You must select a Commodity.

Payment

- You must either add an active settlement bank account or allow to receive paper checks.

Approval Status: Not Submitted

Workday Supplier ID:

Detail Reporting **!** Certification Contact **!** Procurement **!** Payment **!** Attachments Workflow History Official Use

Institution Workflow [Additional Information](#)

Change Registration Status Not Submitted <input checked="" type="checkbox"/>	Status Change Reason Not Applicable <input checked="" type="checkbox"/>
Upload Documentation <input type="button" value="Choose File"/> No file chosen	