Individual Supplier Registration Checklist

The Nevada System of Higher Education (NSHE) Supplier Registration System manages registrations for Businesses as well as Individuals. Many of the fields are not required for individuals and the following checklist itemizes the required information for individual registrations.

Register as an “NSHE Supplier” and provide the following required information:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin</td>
</tr>
<tr>
<td>2.</td>
<td>Contact</td>
</tr>
<tr>
<td>3.</td>
<td>Contact</td>
</tr>
<tr>
<td>4.</td>
<td>Contact</td>
</tr>
<tr>
<td>5.</td>
<td>Procurement</td>
</tr>
<tr>
<td>6.</td>
<td>Payment</td>
</tr>
<tr>
<td>7.</td>
<td>Reporting</td>
</tr>
<tr>
<td>8.</td>
<td>Reporting</td>
</tr>
<tr>
<td>9.</td>
<td>Attachments</td>
</tr>
</tbody>
</table>

- **SECTION INFORMATION**
  - Begin Legal Name
  - Contact Street Mailing Address
    - Check Primary
    - Check Remit To
  - Contact Phone Number
    - Check Primary
  - Contact Email Address
  - Procurement Commodities Provided
    - Select the appropriate Main Category
    - Select the most appropriate Spend Category
    - See TABLE below for a list of common Spend Categories
  - Payment Banking Information (complete this section to receive an ACH electronic payment – optional)
  - Reporting Organization: Select Type
    - Individual/Sole Proprietor or Single-Member LLC
  - Reporting Social Security Number (Tax ID)
  - Attachments Attach a Completed W-9 Form (current version Rev. Dec 2014)

All Other Fields are Not Required for Individual Suppliers

**Navigation and Processing:**
- Click **SAVE** after each section is completed
- **DO NOT** click Submit until your registration is completed
- When the registration is completed and submitted, you will receive **EMAIL CONFIRMATION**.
- The review process can take one to two weeks but if you notify your NSHE institution **CONTACT** when your registration has been confirmed they can follow up to expedite it if necessary.
## Individual Supplier Registration Checklist

<table>
<thead>
<tr>
<th>Main Category</th>
<th>Detailed Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC0002</td>
<td>Media (TV/Radio Production Services)</td>
</tr>
<tr>
<td>SC0293</td>
<td>Graphic Design Services</td>
</tr>
<tr>
<td>SC0327</td>
<td>Accounting Services</td>
</tr>
<tr>
<td>SC0337</td>
<td>Audit Services</td>
</tr>
<tr>
<td>SC0344</td>
<td>Banking and Investment Services</td>
</tr>
<tr>
<td>SC0355</td>
<td>Business Consulting Services</td>
</tr>
<tr>
<td>SC0366</td>
<td>Education and Training Services</td>
</tr>
<tr>
<td>SC0377</td>
<td>Game Officials</td>
</tr>
<tr>
<td>SC0388</td>
<td>Guest Speaker/ Lecturer</td>
</tr>
<tr>
<td>SC0399</td>
<td>Legal Services</td>
</tr>
<tr>
<td>SC0413</td>
<td>Lobbying Services</td>
</tr>
<tr>
<td>SC0493</td>
<td>Child Care Services</td>
</tr>
<tr>
<td>SC0499</td>
<td>Miscellaneous Services</td>
</tr>
<tr>
<td>SC0500</td>
<td>Photographic services</td>
</tr>
<tr>
<td>SC0503</td>
<td>Writing &amp; Translation Services</td>
</tr>
<tr>
<td>SC0192</td>
<td>Textbook Reimbursement</td>
</tr>
<tr>
<td>SC0193</td>
<td>Training Materials</td>
</tr>
<tr>
<td>SC0201</td>
<td>Event Talent or entertainment</td>
</tr>
<tr>
<td>SC0205</td>
<td>Performing Arts</td>
</tr>
<tr>
<td>SC0207</td>
<td>Sponsorships</td>
</tr>
</tbody>
</table>

Additional Spend Categories are available from the drop down list in the Procurement Section. Select the most appropriate Spend Category for the services to be provided.

Support: nshe_supplier_registration@nshe.nevada.edu
NSHE Supplier Registration:
Step 1. CREATE AN ACCOUNT

1. Login/Register Screen

2. Register

Please Log In

- Email Address
- Password
- Remember my login
- Login

Password must be at least 7 characters long and contain at least 1 Special Characters (i.e., ! @ #). Click Here to Register

3. Create New Account

Create New Account

Your Information
- First Name
- Last Name
- Phone Number
- Fax Number

- I agree to the Terms of Use

When registering as an Individual, you will be the Administrator for your account. Business Registrations will need to designate an authorized employee to create The account and be the Administrator.

4. Verify New Account

Create New Account

Complete
Your new account has been created.
Finished

Your Account was Created
A verification email has been sent to the email you provided. Your new account will be activated once you've received the email and followed the activation instructions.

Email Verification

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

Click here to login

Return to the Login screen to complete Step 2: REGISTRATION

https://suppliers.nevada.edu/
NSHE Supplier Registration:
Step 2. COMPLETE THE REGISTRATION

1. Login to Begin Registration

Click on link in email and follow directions to complete the verification

Email Verification
Your email address has been verified. Please log to continue.
Check back later

Please Log In

Welcome newuser@email.com

2. Request an Account Type: NSHE Supplier

Request An Account Type
In order to become an active user you must apply for one of the following account types and then wait for an acceptance notice, which will be sent to the email you provided for your login.
Please note that you are limited to one (and only one) choice.

NSHE Supplier
Suppliers must be registered with this system in order to do business with NSHE. If your business would like to become a supplier for NSHE, or if you would like to have your account linked to an existing supplier, please click the button below.

NSHE Employee
If you are a staff member at an NSHE institution, and need to use this website, please click the button below.

3. New Registration

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

Search Criteria
No results found. Please try again.
Supplier Name
Done

Search

If your business name is not found. Click the New Registration button to register your business.

New Registration

4. Create Supplier Account: Notes

➤ Do not click SUBMIT until your registration is complete
➤ Click SAVE after each section is completed
➤ Complete All Required Fields
1) Legal Name
2) Address
3) Phone Number
4) Email Address
5) Social Security Number
6) Attach a Completed W-9 Form

Certification (Not Completed)
The Certification Section is only required for Business Suppliers. Individuals do not need to complete this section.
NSHE Supplier Registration:
Step 2. COMPLETE THE REGISTRATION

5. Begin Registration: Enter your Legal Name and click Continue

Create Supplier

Begin Registration
Please take a second to provide some basic information to begin your registration.
Bold fields are required.

Supplier Name

Not Required:
• Alternate Name
• DUNS

6. Edit: Complete all Required Sections and click SAVE after each section

7. Edit Supplier: Contact Section

> Provide Home Street Mailing Address
> Check ‘Primary’
> Check ‘Remit to’
> Provide phone number
> Provide email address

Click SAVE and select Procurement Section

8. Edit Supplier: Procurement Section

PO Issue Option: Not Required:
Select Spend Category: Guest Speaker/Lecturer

Click SAVE and select Payment Section
NSHE Supplier Registration:
Step 2. COMPLETE THE REGISTRATION

9. Edit Supplier: Payment Section

Payment
(Not Completed)

To receive an electronic payment from UNLV:
Select 'Add New Bank' to enter your bank account and routing numbers.

Payment Details

Settlement Bank Account(s)
To receive electronic payments from NSHE, click Add New Bank.

Account Information
Add New Bank

Click SAVE and select Reporting Section

10. Edit Supplier: Reporting Section

Reporting
(Not Completed)

Reporting Details

Tax (Required where applicable)

Country *
USA
Type *
SSN or ITIN
Tax ID *
000-55-6789

State Legally Organized
California

Click SAVE and select Attachments Section

11. Edit Supplier: Attachments

Attachments

Select 'Add New File' and attach W-9

Attachments

Uploaded Files

File Name
Uploaded
Add New File

**WARNING** Files MUST be less than 4 MB. If you try to upload a larger file, you will be
redirected to an error screen.

Click SAVE and Review before Submitting

If there are no errors noted, click SUBMIT

Only submit if your registration is complete.

12. Registration Status

View Registration

Application Status
Thank you! We have received your submitted registration. We will contact you as soon as your registration has been reviewed and approved. While your registration is going through the approval process, you will not be able to change your submitted information.

You will receive an email when your registration has been reviewed.

Thank you for completing the registration process!

Email Support: nshe_supplier_registration@nshe.nevada.edu

https://suppliers.nevada.edu/