

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:

	SECTION	INFORMATION
1.	Begin	Legal Name
2.	Contact	Street Mailing Address <input checked="" type="checkbox"/> Check Primary <input checked="" type="checkbox"/> Check Remit To
3.	Contact	Phone Number <input checked="" type="checkbox"/> Check Primary
4.	Contact	Email Address
5.	Procurement	Commodities Provided <input checked="" type="checkbox"/> Select the appropriate Main Category <input checked="" type="checkbox"/> Select the most appropriate Spend Category See TABLE below for a list of common Spend Categories
6.	Payment	Banking Information (complete this section to receive an ACH electronic payment – optional)
7.	Reporting	Organization: Select Type = Individual/Sole Proprietor or Single-Member LLC
8.	Reporting	Social Security Number (Tax ID)
9.	Attachments	Attach a Completed W-9 Form (current version Rev. Dec 2014) https://www.irs.gov/forms-pubs/about-form-w9
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.

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COMMON SPEND CATEGORIES	
Main Category	Detailed Category
Consulting Services	SC0002 – Media (TV/Radio Production Services)
	SC0293 - Graphic Design Services
	SC0327 - Accounting Services
	SC0337 – Audit Services
	SC0344 – Banking and Investment Services
	SC0355 – Business Consulting Services
	SC0366 - Education and Training Services
	SC0377 – Game Officials
	SC0388 - Guest Speaker/ Lecturer
	SC0399 – Legal Services
	SC0413 – Lobbying Services
Operating Services	SC0493 - Child Care Services
	SC0499 - Miscellaneous Services
	SC0500 - Photographic services
	SC0503 – Writing & Translation Services
Professional Development - Materials	SC0192 - Textbook Reimbursement
	SC0193 - Training Materials
Promotional Services	SC0201 - Event Talent or entertainment
	SC0205 - Performing Arts
	SC0207 - Sponsorships

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