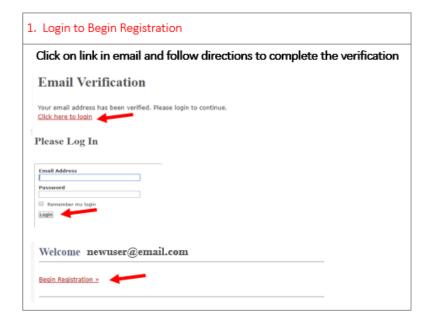
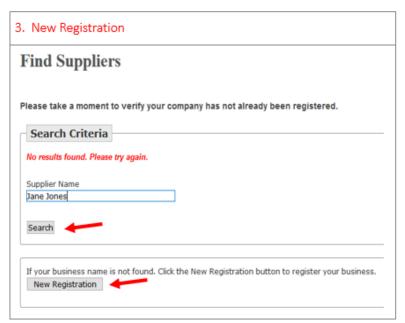
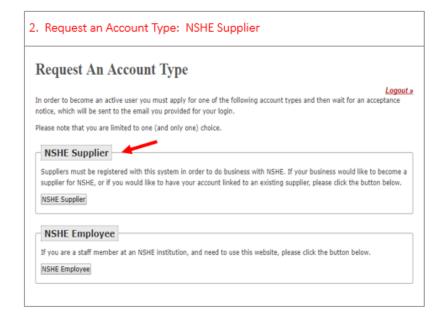
NSHE Supplier Registration:

Step 2. COMPLETE THE REGISTRATION







4. Create Supplier Account: Notes

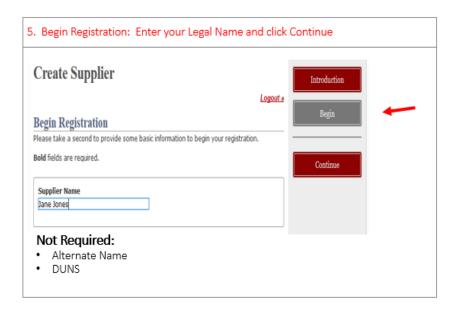
- > Do not click SUBMIT until your registration is complete
- Click SAVE after each section is completed
- > Complete All Required Fields
- 1) Legal Name
- 2) Address
- 3) Phone Number
- Email Address
- 5) Social Security Number
- 6) Attach a Completed W-9 Form

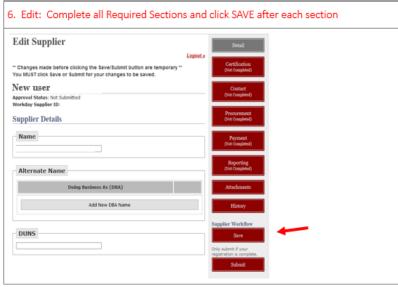


The Certification Section is only required for Business Suppliers. Individuals do not need to complete this section.

NSHE Supplier Registration:

Step 2. COMPLETE THE REGISTRATION



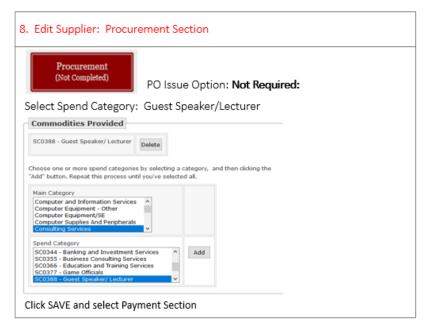


7. Edit Supplier: Contact Section

Contact
(Not Completed)

Provide Home Street Mailing Address
Check 'Primary'
Check 'Remit to'
Provide phone number
Provide email address

Click SAVE and select Procurement Section



NSHE Supplier Registration:

Step 2. COMPLETE THE REGISTRATION

