

# NSHE Supplier Registration:

## Step 2. COMPLETE THE REGISTRATION

<https://suppliers.nevada.edu/>

### 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 login to continue.  
[Click here to login](#)

#### Please Log In

Email Address  
Password  
 Remember my login  
[Login](#)

Welcome **newuser@email.com**

[Begin Registration >](#)

### 2. Request an Account Type: NSHE Supplier

#### Request An Account Type

[Logout >](#)

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 Supplier](#)

**NSHE Employee**

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

[NSHE Employee](#)

### 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  
Jane Jones

[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.

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### 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  
Jane Jones

**Not Required:**

- Alternate Name
- DUNS

Introduction  
Begin  
Continue

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

**Edit Supplier**

Logout

\*\* Changes made before clicking the save/submit button are temporary \*\*  
You MUST click Save or Submit for your changes to be saved.

**New user**  
Approval Status: Not Submitted  
Workday Supplier ID:

**Supplier Details**

Name

Alternate Name  
Doing Business As (DBA)  
Add New DBA Name

DUNS

Detail  
Certification (Not Completed)  
Contact (Not Completed)  
Procurement (Not Completed)  
Payment (Not Completed)  
Reporting (Not Completed)  
Attachments  
History  
Supplier Workflow  
Save  
Submit

### 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

### 8. Edit Supplier: Procurement Section

**Procurement**  
(Not Completed)

PO Issue Option: **Not Required:**

Select Spend Category: Guest Speaker/Lecturer

**Commodities Provided**

SC0388 - Guest Speaker/ Lecturer

Choose one or more spend categories by selecting a category, and then clicking the "Add" button. Repeat this process until you've selected all.

Main Category  
Computer and Information Services  
Computer Equipment - Other  
Computer Equipment/SE  
Computer Supplies And Peripherals  
Consulting Services

Spend Category  
SC0344 - Banking and Investment Services  
SC0355 - Business Consulting Services  
SC0366 - Education and Training Services  
SC0377 - Game Officials  
SC0388 - Guest Speaker/ Lecturer

Click SAVE and select Payment Section

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## 9. Edit Supplier: Payment Section

**Payment**  
(Not Completed)

To receive an electronic payment from NSHE  
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**

**Organization**

Type  
Individual/Sole Proprietor or Single-Member LLC

Other Type

Non-Profit

**State Legally Organized**  
California

**Tax (Required where applicable)**

Tax ID(s)

Tax ID
Country * USA
Type * SSN or ITIN
Tax ID * 000-55-6789
<input checked="" type="checkbox"/> Primary

Click SAVE and select Attachments Section

## 11. Edit Supplier: Attachments

**Attachments**

Select 'Add New File ' and attach W-9

**Attachments**

**Uploaded Files**

File Type	File Name	Uploaded
Add New File		

**Supplier Workflow**

Payment  
Reporting  
Attachments  
History  
Save

**\*\* 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.

Submit

## 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](mailto:Nshe_supplier_registration@nshe.nevada.edu)