Welcome to the State of Nevada's Purchasing Division

This guide will help you <u>Register</u> on the State's E-Procurement Website ~ Nevada EPro

Go To NEVADAEPRO WEBSITE

Click on SUPPLIER REGISTRATION

What you will need to get Started

- Business Tax ID Number

    - *<u>Foreign Vendors</u> should use a unique government issued ID #*

- Vendor Legal Name (example: <u>Sasquatch Body LLC DBA</u> ......)

- Company Name (example: DBA ... <u>All You Need Is Hair</u>)

- Email Addresses, Physical & Mailing Addresses & Phone Numbers

    - *Where addresses are concerned, <u>Foreign Vendors</u> should pick their Country First while filling out the form.*

- Gather info on ESB Certifications, NDOT/DBE Certifications, Company Policies, Are you an Emergency Supplier, DUNS # (not required), Veteran, Minority, Women Owned, Corporate Office Location, # of Employees, Organization Type, Ownership Type

Now Click on REGISTER

Grab that email you just received - Keep the VEN number handy

COMPANY INFORMATION - Complete the ** Asterisked ** items in this section

Save & Continue Registration

ADMINISTRATOR - *Very important* - fill in this tab before you leave for the day.

Save & Continue Registration

ADDRESS Tab - The Company Information section will pre-populate as the General Mailing Address and will be used for all correspondence from the system.

Other Address Types include:

- Bid Mailing Address: this is the address/email that will be used to send all Bid Notifications to.
- Emergency Mailing Address: this is the address/email that will be used if you indicated you are an Emergency Supplier on the Company Information Section.
- Purchase Order Mailing Address: this is the address/email that will be used to send all Purchase Orders off of a Contract Release.
- Remit Address: **Internal Use Only** - It will match the the information you submit with the State Controller's Office for payment remits.
- Sales Address: This is the address that will be used for any sales locations.

Save & Continue Registration

Growing your Business with NevadaEPro

REQUEST A STEP-BY-STEP GUIDE ON SUBMITTING QUOTES

TERMS - this tab does not have any required information and can be skipped.

Save and Continue Registration

CATEGORIES & CERTIFICATIONS - NevadaEPro is a self-certification system, use your best judgement to move through this section. Not all fields are required.

Save & Add Certifications to add supplemental information.

Answer all questions to the best of your ability. Once this tab is complete,

Save & Continue Registration

COMMODITY/SERVICE CODES -*Very important* - these codes are used to identify the products and/or services your business can provide. Bid Solicitation notifications go out via email to businesses based on the codes chosen in this section. The more codes your business identifies with, the more notifications our business will receive.

Search for codes in the "NIGP Keyword" search bar - Save & Add More

Save & Continue Registration

SUMMARY - Time to review

Complete Registration