NevadaEPro Vendor Registration Instructions

Go to https://nevadaepro.com.

Click **Register**

1. Enter the Tax ID#, if using a Social Security Number change **EIN** to SSN. (Do not use dashes or spaces. If you are a foreign vendor use a unique government issued ID number for your business.)

2. Enter the Company Name.

3. Enter the email address of the person setting up the account.

4. Select the country the business is located in if other than the United States of America.

5. Click **Register** . (If the Tax ID# has already been used to register the company, you will receive an error message. Contact nevadaepro@admin.nv.gov to find out who your company administrator is.)

After registering, you will receive an email containing your Vendor Number, Company name and the email address used to register. If for any reason you need to complete your registration at a later time you will need this information to pick up where you left off.

*At this point your registration is not complete, it is merely InProgress. There are 6 sections that must be completed prior to submitting your registration and being able to login to the system. Only fields that are marked with * are required to be completed, all other fields can be left blank.*

Company Information

1. **Company Name**: this is your business' DBA name
2. **Vendor Legal Name**: this is the business name that reflects on your Federal Tax paperwork.
3. **Mailing Address**: this is the general mailing address for your business, you will be able to add additional addresses in a later section. Country, City, State/Province and Zip are entered below.
4. City
5. **State/Providence**: If a US Address, use the two-letter abbreviation.
6. Zip
7. **Company Phone**: if there is a main number for the business enter that here. The number for the person setting up the account will be entered in the next section.
8. **Company Email**: If there is a general email address for the business enter that here. The email address for the person setting up the account will be entered in the next section.
9. **Tax ID #**: This was entered in the initial screen.
10. Click Save & Continue Registration

Administrator

This is the person that will administer your account. The administrator can update the company's information and manage additional users.

1. First Name
2. Last Name
3. Job Title

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4. **Email**: This is the email address of the administrator, please do not use general delivery emails that are accessed by multiple people. This is the email address that passwords will be sent to.
5. **Phone**: This is the phone number of the administrator, if there is an extension please remember to add it.
6. **Login ID**: this is the username that will be used to login, we recommend using your email address as the Login ID has to be unique.
7. **New Password**: passwords require a minimum of 8 characters and require a capital letter, a special character and a number. Upon your first login you will be required to reset your password.
8. Confirm Password
9. Login Question
10. **Login Answer**: this will be used if you forget your password and need to have it reset.
11. Click Save & Continue Registration

Address

The address that was entered on the Company Information section will be populated as the General Mailing Address. This is the address that will be used for all correspondence related to the account, including emails. You can add additional addresses; the different address types are

- Bid Mailing Address: this is the address/email that will be used to send all Bid Notifications.
- 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
- Remit Address: this is the address/email that will be used to send payments as long as it matches the Remittance Address on the invoice.
- Sales Address: this is the address that will be used for any sales locations.

You are not required to add additional addresses, they are only necessary if you have various addresses for your business. If you have no additional addresses to enter simply click Continue Registration

Terms

The terms section does not have any required fields and can be skipped by clicking Continue Registration.

Categories & Certifications

NevadaEPro is a self-certification system, you are required to complete each category truthfully, once you have completed all of the categories click Save & Add Certification. For categories that require additional information you can then add in the additional information.

1. Vendor Certifications
2. Organization Type
3. Ownership Type
4. State Employees/Officers
5. Conflict of Interest
6. DUNS Number
7. Small Business Set Aside Designations
8. Emerging Small Business (ESB) Certification: requires certification to be added
9. Local Disabled Veteran-Owned Business
10. Nevada Dept. of Transportation (NDOT) Disadvantaged Business Enterprise (DBE): requires certification to be added if you selected Disadvantaged Business Enterprise (DBE)

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11. Equal Pay for Equal Work
12. Sexual Harassment and Discrimination Policies
13. Nevada-Based Business
14. Nevada-Based Employees
15. Preferred Purchase - State Use Program: requires certification to be added
16. Vendor Information Certification

Once certifications are entered click Save & Continue Registration.

Commodity/Service Codes

Commodity/Service Codes are used to identify the products and/or services that your business can provide. They are also how you are notified of pending Bids as notifications go out to the businesses that have the particular code as part of their profile. Only one code is required to be selected to continue your registration, however the more completely you complete this section the more bid notifications you will receive.

The easiest way to locate codes for your business is to do an "NIGP Keyword" search. Once you have entered your keyword and clicked Search a list of applicable codes will appear. To add the codes to your account, check the box next to the code(s) on that page and click Save and Add More, or if you do not need to add additional codes click Save and Continue Registration.

You can add as many codes to your account as you would like, however you can only add 99 codes at a time.

Summary

The summary page shows you all of the information that you have entered into NevadaEPro. Review the information, if everything is correct click Complete Registration.