

# Supplier Registration

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## *How To: Find Suppliers*

1. Visit the UNLV Supplier Self Service & Registration Website:  
<https://supplierregistration.purchasing.unlv.edu/>
2. Click the [Public Supplier Search] link under the “Find a Supplier” heading in the links on the right hand side of the webpage



The screenshot shows the UNLV Purchasing & Contracts website. On the right side, there is a navigation menu with the following items:

- UNLV Purchasing & Contracts**
  - [Purchasing & Contracts](#)
  - [Available UNLV Solicitations](#)
  - [UNLV Campus Contracts](#)
  - [Supplier Inclusion Program](#)
- Other Helpful Links**
  - [UNLV Insurance Requirements for Contracts](#)
  - [UNLV Accounts Payable](#)
  - [UNLV Electronic Payment Network \(Paymode-X\)](#)
  - [IRS](#)
- Find a Supplier**
  - [Public Supplier Search](#)

Below the navigation menu, there is a "Welcome" section with the text: "Welcome to the University of Nevada Las Vegas (UNLV) Purchasing and Contracts Department Online Supplier Self Service and Registration system! This system will allow potential suppliers to register their business information, select the goods and/or services offered, and to manage..."

A red circle highlights the "Public Supplier Search" link in the "Find a Supplier" section.

3. Search for a supplier using any field on the “Registered Supplier Search” web page
  - a. You do not need to use any special “wildcard” characters
  - b. If you are attempting to identify a supplier to provide a specific product/service, then you should use the “Commodity Type” drop down
  - c. If you would like to identify a supplier based upon a Local or Disadvantaged business status, then you should select each check box that applies.
4. Once you have entered all of your search criteria, click the Search button

## Registered Supplier Search

[Login / Register »](#)

Find A Supplier

Company Name

City/Province

State

Zip/Post Code

Commodity Type

Minority Owned (MBE)
  Women Owned (WBE)
  Physically Challenged Owned (PBE)
  Veteran Owned (VBE)
  Small Business (SBE)
  Local Business (LBE)

- If the business you're looking for cannot be found, an error message will appear stating "No results found. Please try again." If you continue to encounter this error message for a company that you would like UNLV to do business with, then that business will need to submit a new registration through this website.

## Registered Supplier Search

[Login / Register »](#)

Find A Supplier

Company Name

City/Province

State

Zip/Post Code

Commodity Type

Minority Owned (MBE)
  Women Owned (WBE)
  Physically Challenged Owned (PBE)
  Veteran Owned (VBE)
  Small Business (SBE)
  Local Business (LBE)

**No results found. Please try again.**

- If any businesses in our system match your search results, they will show up in a Search Results panel. To view more information about a specific business, click on the Business' name.

Commodity Type

Minority Owned (MBE)  Women Owned (WBE)  Physically Challenged Owned (PBE)  
 Veteran Owned (VBE)  Small Business (SBE)  Local Business (LBE)

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Search Results

Company Name	MBE	WBE	PBE	VBE	SBE	LBE
<a href="#">Elan Marketing, Inc / Elan Office Systems</a>						
<a href="#">James M. Davis &amp; Associates / James M. Davis Law Office</a>				X		
<a href="#">OFFICEMAX INCORPORATED / OFFICEMAX</a>						

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Business Detail

Business

**OFFICEMAX INCORPORATED / OFFICEMAX**  
263 Shuman Blvd  
Naperville, IL 60653  
**Phone:** 702-334-2988  
**Fax:**  
**Munis ID: 16115**  
**Disadvantaged Business Enterprise (DBE) or Other  
Small/Disadvantaged & Local Business Status**

Commodities

- AWARDS, GIFTS
- BLUEPRINT SERVICES
- BROCHURES
- BUSINESS CARDS
- CAFETERIA FURNITURE
- CATALOGS
- CERTIFICATES AND DIPLOMAS

7. A Business Detail panel will appear displaying the Business' detailed information
- a. The "Business" section of the Business Detail panel provides the Main (or Corporate) data supplied by the business. There may be more addresses on file, but they are not displayed. If you have a question about an alternate address for a supplier please email [Supplier.Registration@unlv.edu](mailto:Supplier.Registration@unlv.edu) with the company name provided requesting a list of addresses.
  - b. If there is a number next to the "Munis Id", then this company has been entered into the automated requisitioning system – Munis -- and is available for UNLV to enter in a requisition or other transaction which requires a supplier to have a MUNIS ID number.
  - c. If you do not see a number next to the "Munis Id" and it is necessary for UNLV to conduct business with this company, please email [Supplier.Registration@unlv.edu](mailto:Supplier.Registration@unlv.edu) with the company name provided in the results, and ask that this company be added to the Munis system
  - d. Additional data displayed in the "Business" section of the Business Detail panel lists the Local or Disadvantaged business status for this supplier.

- e. The “Commodities” section of the Business Detail panel lists the products and services that this business has indicated they can provide.

If, for any reason, you encounter difficulties you can either send an email directly to [Supplier.Registration@unlv.edu](mailto:Supplier.Registration@unlv.edu) or navigate to the UNLV Purchasing and Contracts “Contact Us” page by clicking the “Contact Us” link at the bottom of the Supplier Self Service & Registration website.

