

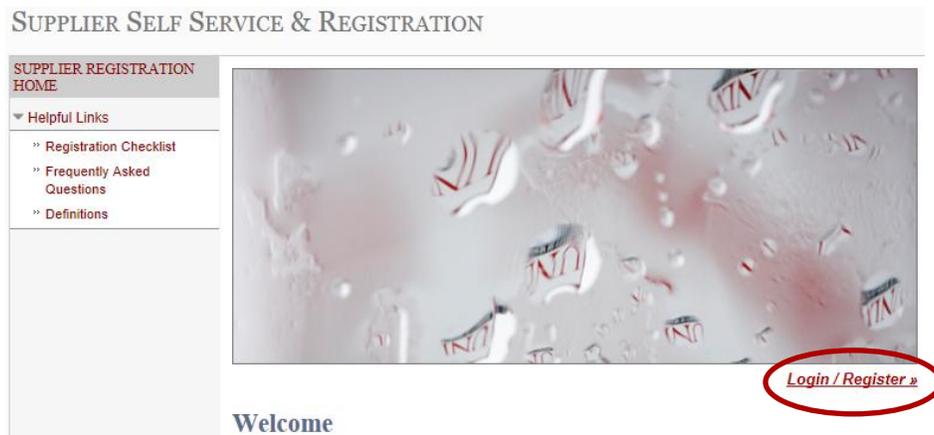
# Supplier Registration

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## *How To: Register As a Supplier*

Before you can register as a UNLV Supplier, you must first have a website login.

1. Visit the UNLV Supplier Self Service & Registration Website:  
<https://supplierregistration.purchasing.unlv.edu/>
2. Click the [Login / Register] link under the picture



3. Log in using your website login credentials
4. Click the [Begin Registration] link
  - a. under the “New Login” heading in your links on the left hand menu



- b. under the “Welcome ...” heading under the picture

Welcome Fake.Email@unlv.edu

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[Begin Registration »](#)

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5. Click the [UNLV Supplier] button

## Request An Account Status

[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.

### UNLV Supplier

UNLV suppliers must be registered with this system in order to do business with UNLV. If your business would like to become a supplier for UNLV, or if you would like to have your account linked to an existing supplier, please click the button below.

[UNLV Supplier](#)

### UNLV Employee

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

[UNLV Employee](#)

6. Make sure your business has not already been registered by somebody else by searching for it. Enter all (or part of) your company information (**Bold** fields are required) and click the [Search] button

## Registered Supplier Search

[Logout »](#)

### Find My Business

Please take a moment to verify that your company has not already been registered. You should only type in a part of your business name to see if your company matches.

**Business Name**

[Search](#)

7. If your business is present, click the [Join This Supplier] button next to your business name (STOP HERE)
8. If your business is NOT present, click the [Can't find your company?] button

## Registered Supplier Search

[Logout »](#)

Find My Business

Please take a moment to verify that your company has not already been registered. You should only type in a part of your business name to see if your company matches.

**Business Name**  
office

[Search](#)

No results found. Please try again.

[Can't find your company?](#)

9. Please read the instructions carefully, and then click the [Next Page] button to begin entering your registration information

## Supplier Registration - Introduction

[Logout »](#)

In order for your business to become a UNLV Registered Supplier you must complete the Self Service Registration process. Please abide by the following instructions:

- You must fill in all **required** fields in order to progress to the next page.
- At any time you can cancel or save your changes, and then return to the application at a later time. However, once you have passed this Introduction page, you will need to contact the website administrator to cancel your application or start over.
- **Do not** use your browser's back button.
- You will get a chance to review your submission answers and make changes prior to submitting your registration.
- In order for your submission to be fully completed, you must click the Submit button at the bottom the Registration - Review page.
- Upon completion, your submission will need to reviewed by UNLV prior to acceptance. You will be notified via email once your submission status changes.

Visit the [Registration Checklist](#) for a detailed list of information you will need in order to complete your registration.

**NOTE:** Registering your business will set your login as the *Administrative* login. This means that you will be responsible for reviewing all requests from other people with logins who wish to access/modify information through this system. More information will be made available about how to administer your business' account after your registration has been reviewed by UNLV.

[Cancel/Quit](#) [Next Page »](#)

10. Once you have entered all of the information in the first 8 screens, review your information and then click the [SUBMIT] button at the bottom of the page

**Application Status**

Not Submitted

[SUBMIT](#)

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