Supplier Registration

**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/](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

5. Click the [UNLV Supplier] button
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

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

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.