Registering as a Vendor in UNM’s Supplier Portal

2. Click on create account.
3. Review items necessary for registration. Then click on continue with registration.
4. Answer Customer Relationship Question.

5. Enter your registration information (all questions marked with an asterisk must be answered in order to complete the registration).

6. Once your account is created, you will receive an email with instructions on completing the registration process.
Completing Registration Process

7. Complete registration process

8. Enter Business Information (all questions marked with an asterisk are required in order to move forward in completing the registration process). If you do not have all the information to complete the registration, you can leave the registration and come back at later time to complete the process.
9. Enter Business Details.
   a. One Primary NAICS code must be entered—this is required for vendor registration.
   b. Secondary NAICS codes are optional for registration.
   c. Select up to 20 commodity codes.
   d. Annual Sales Revenue is required. One year is required for registration, however, vendors can enter any numerical value. *If you are unable to report income, you can enter 0.00 to complete the field.
10. Enter Address and Contact Information.

**Instructions**
- Registration In Progress:
  - University of New Mexico
  - 0 of 5 Steps Complete

**Addresses**
- Welcome
- Company Overview
- Business Details

**Add Address**
- Basic Information (Step 1 of 3)
  - What would you like to label this address? *
    - Home Office
    - Example Headquarters, Houston Office
  - Which of the following business activities take place at this address? (select all that apply) *
    - Takes Orders (fulfillment)
    - Receives Payment (remittance)
    - Other (physical)

**Primary Contact For This Address** (Step 2 of 3)
- Enter new contact or not applicable
- Select additional contact types to apply
- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Customer Care
- Sales
- Other
- Not applicable

**Contact Information**
- First Name *
- Last Name *
- Position Title *
- Email *
- Phone *
- Toll Free Phone

* Required to Complete Registration
11. Enter Diversity Information. Purchasing allows vendors to self-certify for this section, however, may ask for documentation at the solicitation level.

12. Certify and submit your registration.

Once your registration is submitted, you will be able to log in to your account and manage your information, create invoices, and look up sourcing events.