

Registering as a Vendor in UNM's Supplier Portal

1. Go to: <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=UNM&tmstmp=1425316818358>
2. Click on create account.



Secure Account Login

Email

Password

[Trouble logging in?](#)

If you are a supplier that has been invited to participate, please login by clicking on the "Login" button. As a supplier you will have access to the following:

- Register as a Supplier
- Download all pertinent specifications
- View Q&A's and ask/submit new questions
- Receive email notification of changes or addendums
- Participate in Sourcing Events

If you are not a returning supplier to the portal please click on the button below.

3. Review items necessary for registration. Then click on continue with registration.

[Registration Checklist](#)
[Registration FAQ](#)

Welcome to Supplier Registration

The registration process

1. Complete this registration form and submit it.
2. You will receive your Login ID and Password via email once you have submitted your form.
3. Update your profile and add additional contacts as needed.

Before you begin registering

With the necessary data collected, the registration process should not take more than 15 minutes. Compiling the necessary information prior to beginning the registration process will ensure a smooth and trouble-free registration process.

The following information will be requested during the registration process:

- Dun and Bradstreet (DUNS) Number
- Financial information
- List of commodities you offer
- Additional Contacts
- Business references
- Financial history
- Diversity information and certifications (if applicable)

4. Answer Customer Relationship Question.

Supplier Registration

Please complete as many fields as you are able below. Fields that are required are marked with an Asterisk.

Customer Relationship

Have you submitted an invoice to this customer within the last 90 days? Yes No

* Required to Create Account

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

Supplier Registration

Please complete as many fields as you are able below. Fields that are required are marked with an Asterisk.

Customer Relationship

Have you submitted an invoice to this customer within the last 90 days? Yes No

Company Information

Legal Company Name *
Tax Id Type
Tax Id
DUNS Number

Contact Information

First Name *
Last Name *
Title
Phone Number *
For international numbers, begin the number with +

Login Information

Email *
Confirm Email *
Create Password *
Confirm Password *

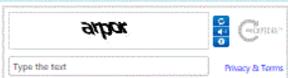
Security Information

Select your Security Question and enter an answer. This information will be used in the future if you forget your password.

Question *

Enter the challenge text shown below, or choose to hear an audio challenge.

Security Check



Type the text [Privacy & Terms](#)

* Required to Create Account

[Create Account](#)

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

Supplier Registration

Thank you for starting the registration process with University of New Mexico.

Please check your email inbox for instructions on how to complete the registration process.

Completing Registration Process

7. Complete registration process

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=UNM&tmstmp=1425316818358>

Instructions

Registration **In Progress** for University of New Mexico
0 of 5 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

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The following information will be requested during the registration process:

- Dun and Bradstreet (DUNS) Number
- Financial information
- List of commodities you offer
- Additional Contacts
- Business references
- Financial history
- Diversity information and certifications (if applicable)

Required to Start Registration

Legal Company Name *

* Required to Complete Registration

[Next >](#)

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.

Instructions

Registration **In Progress** for University of New Mexico
0 of 5 Steps Complete

Company Overview

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Certify & Submit

Registration FAQ | View History

Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA)

Country of Origin *

Dun & Bradstreet Number (DUNS)

Legal Structure *

Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit www.irs.gov.

Tax ID Type

Tax ID Number *

Are you exempt from backup withholding? * Yes No

Website

* Required to Complete Registration

[< Previous](#) [Next >](#)

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.

The screenshot displays a web-based registration form for the State of New Mexico. The form is titled "Business Details" and is part of a registration process. The left sidebar shows a navigation menu with "Business Details" selected. The main content area is divided into several sections:

- Annual Revenue/Receipts:** This section requires the user to enter total revenue/receipts for the past three years. The 2014 Annual Revenue/Receipts is 200,000.00 USD, the 2013 Annual Revenue/Receipts is 150,000.00 USD, and the 2012 Annual Revenue/Receipts is 0.00 USD.
- Sales Territories:** This section asks if the business is a local or national supplier. Both "Is Your Business a Local Supplier?" and "Is Your Business a National Supplier?" are set to "No".
- Products and Services:** This section allows the user to select a primary NAICS code and commodity codes. The primary NAICS code selected is 236210 (Industrial Building Construction). A commodity code of 1500 (Equipment, Grounds, Landscaping) is also selected.
- Additional Questions:** This section includes a "References" section with fields for Company Name, Contact Name, Phone Number, and Email Address. There are also radio buttons for "Add another Reference" (Yes/No) and a dropdown menu for "State of New Mexico building qualification status".

At the bottom of the form, there are "Previous" and "Next" buttons, indicating the form is part of a multi-step registration process.

10. Enter Address and Contact Information.

Instructions

Registration **In Progress** for:
University of New Mexico

0 of 5 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses** ✓
- Contacts ✓
- Diversity ✓
- Certify & Submit

Registration FAQ | View History

Addresses ?

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Required Information
The following address types are required to complete registration:

- Fulfillment
- Remittance

No addresses have been entered

[Add Address](#) [Hide Inactive Addresses](#)

[Add Address](#)

[Previous](#) [Next](#)

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)

* Required to Complete Registration [Next](#)

Add Address ×

Address Details (Step 2 of 3) ?

How would you like to receive purchase orders for this fulfillment address?

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone

For international numbers, begin the number with +

Toll Free Phone

For international numbers, begin the number with +

Fax

For international numbers, begin the number with +

* Required to Complete Registration [Previous](#) [Next](#)

Add Address ×

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Catalog
- Corporate
- Customer Care
- Sales
- Technical
- PO Failure

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *

For international numbers, begin the number with +

Toll Free Phone

For international numbers, begin the number with +

* Required to Complete Registration [Previous](#) [Save Changes](#)

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

The screenshot shows the 'Diversity' step in the registration process. The left sidebar indicates '2 of 5 Steps Complete' and lists the steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity (highlighted), and Certify & Submit. The main content area is titled 'Diversity' and contains the following text: 'We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.' Below this is a question: 'Does Your Business Qualify as a Diverse Supplier? *' with three radio button options: 'Yes', 'No/Non-US Based', and 'Decline to Answer'. There are 'Previous' and 'Next' navigation buttons.

12. Certify and submit your registration.

The screenshot shows the 'Certify & Submit' step. The left sidebar indicates '5 of 5 Steps Complete' and lists the steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, and Certify & Submit (highlighted). The main content area is titled 'Certify & Submit' and contains the following text: 'Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays. Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.' Below this are several form fields: 'Preparer's Initials *' (text box with 'PS'), 'Preparer's Name *' (text box with 'Phil'), 'Preparer's Title *' (text box with 'Manager'), 'Preparer's Email Address *' (text box with 'psmith@yahoo.com'), and 'Today's Date' (text box with '2/26/2015'). There is a 'Certification *' checkbox with the text 'I certify that all information provided is true and accurate.' and a 'Submit' button.

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.

The screenshot shows the 'Customer Portal Home' page. The left sidebar has a 'Customer Contact' section. The main content area is titled 'Customer Contact' and contains the following sections: 'Quick Links to Common Tasks' with a 'Manage Registration Profile' link; 'Sourcing Events' with a dropdown menu set to 'Opening or Closing Soon' and a 'View All Events' link; 'Create Invoice / Credit Memo' with fields for 'Currency' (USD), 'PO Number', and 'Type' (Invoice), and a 'Create' button; and 'Find Invoice' with a 'Search' button and a 'Search' button.