

Registering as a Vendor with the State of Nevada

Bradley Tait

Management Analyst

Nevada Department of Wildlife

Two Important Vendor Registrations

- NevadaEPro

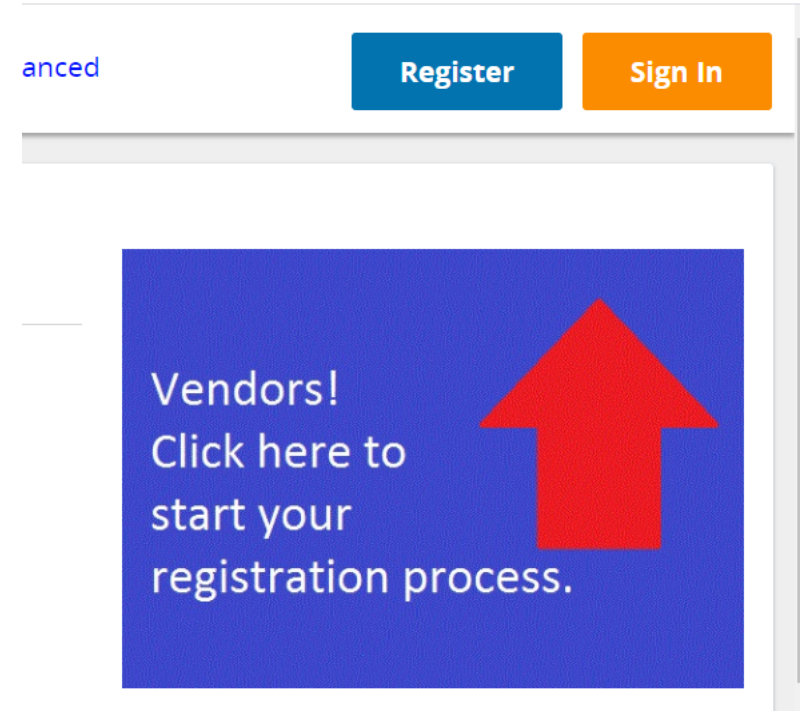
- State Purchasing's main form of vendor contact
- Majority of important purchasing information is distributed through NevadaEPro
 - Bid Solicitations
 - Purchase Requisitions
 - Requests for Proposals

- DAWN

- State of Nevada's financial database
- Vendors are assigned vendor numbers related to their remittance address, bank information, and other financial back-up
- Important for prompt payment of invoices

NevadaEPro Registration

- Visit <https://nevadaepro.com/bs/>
 - Select “Register” button in top right
 - Follow subsequent instructions
 - Once completed, you will be able to receive any pertinent information from State Purchasing related to the goods and services you provide



DAWN Vendor Registration

- Visit <https://controller.nv.gov/VendorDB/VendorRegistrationReq/>
 - Follow subsequent instructions
 - Once completed, you will be able to receive prompt payment for goods or services
 - If this is not completed before quotes are submitted, there could be a delay in processing payments once a vendor is selected
 - It is imperative to attach via PDF a blank voided check, or bank account information with routing number on company letterhead
 - This is the single most missed task, and results in lengthy delays when trying to establish why a vendor was not registered, even though they submitted the forms
 - Following all instructions and verifying the information submitted will ensure prompt completion of your registration

After Completion

- Once completed, you will have access to any important information distributed by State Purchasing, which allows vendors to have access to further Purchasing opportunities throughout the state
 - You will also be registered as a vendor with the Controller's Office for DAWN, allowing for prompt payment of invoices
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- Any questions? Feel free to reach out!
 - Bradley Tait / btait@ndow.org / 775-688-1572