

## Supplier Registration Instructions

*While Clark County will endeavor to ensure that the applications submitted on-line are processed in a timely manner, Clark County, its subsidiaries, affiliates, officers, employees, and agents shall not be held liable for any failure to disseminate notice of bidding opportunities, invitations to bid, or any other business opportunity notices due to system delays. The business owner shall assume full responsibility for the reliability of the information furnished. Any inaccuracies in the information presented by the business owner, or its representative, may hinder the applicant from receiving the proper notices.*

The following have been placed on the **SUPPLIER REGISTRATION LOGIN (Home Page)** as links for your convenience:

*Contact Us*

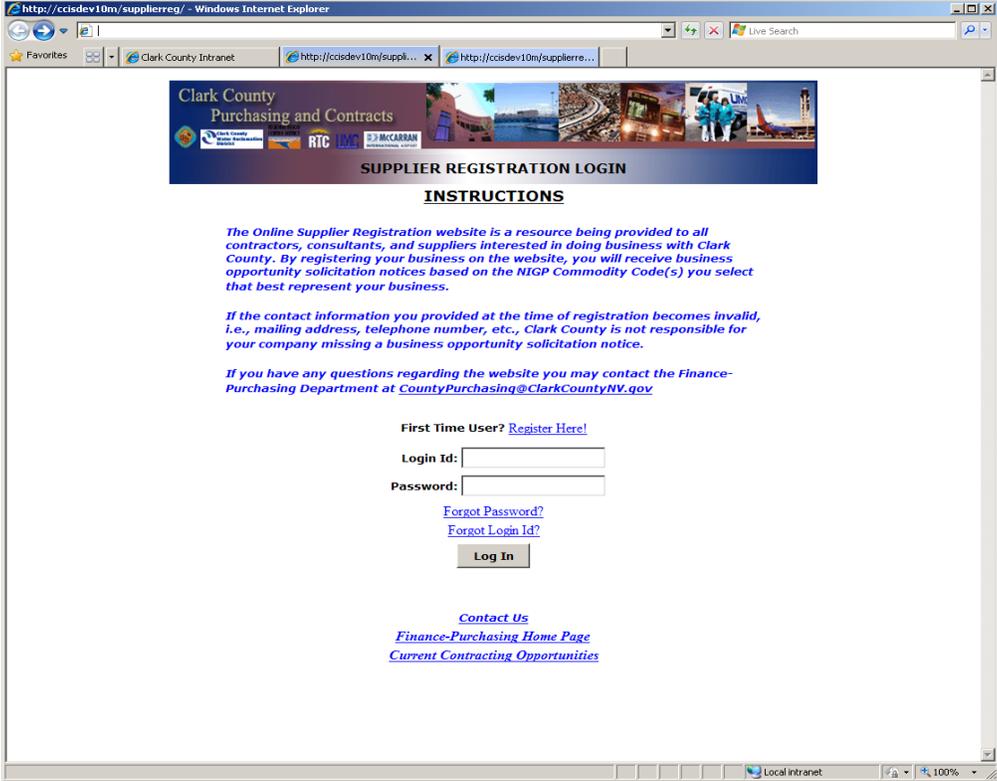
*Purchasing Home Page*

*Current Contracting Opportunities*

**Note:** If you wish to remain in the application; do not use the backward and forward arrows  located in the upper left-hand corner **or** the  located in the upper right-hand corner of the application. Use the buttons and/or links provided on each (page) screen within the application.

You may save the **Supplier Registration Instructions** document for future reference. You must use the backward arrow  key to return to the;

### SUPPLIER REGISTRATION LOGIN (HOME PAGE)



Clark County  
Purchasing and Contracts

**SUPPLIER REGISTRATION LOGIN**

**INSTRUCTIONS**

*The Online Supplier Registration website is a resource being provided to all contractors, consultants, and suppliers interested in doing business with Clark County. By registering your business on the website, you will receive business opportunity solicitation notices based on the NIGP Commodity Code(s) you select that best represent your business.*

*If the contact information you provided at the time of registration becomes invalid, i.e., mailing address, telephone number, etc., Clark County is not responsible for your company missing a business opportunity solicitation notice.*

*If you have any questions regarding the website you may contact the Finance-Purchasing Department at [CountyPurchasing@ClarkCountyNV.gov](mailto:CountyPurchasing@ClarkCountyNV.gov)*

First Time User? [Register Here!](#)

Login Id:

Password:

[Forgot Password?](#)

[Forgot Login Id?](#)

[Contact Us](#)

[Finance-Purchasing Home Page](#)

[Current Contracting Opportunities](#)

If you are a (First Time User), you must register: Click the **“Register Here!”** link.

The **CREATE USER ACCOUNT** page will appear.

Clark County  
Purchasing and Contracts

Back CREATE USER ACCOUNT

Sign Up for Your New Account [Contact Us](#)

Login Id:

First Name:

Last Name:

Sole Proprietor:  Yes  No

Tax Id:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

(Tax ID should be in the following format: 00-0000000)  
(Password must be at least 6 characters: must include at least one numeric digit, one capital letter and one special character(@#%\$^&+=!))

Create

**Note:** If **“Sole Proprietor”** is **Yes**, fill in (SSN). If **“Sole Proprietor”** is **No**, fill in (Tax Id).

Fill in **all** fields and make note of your **Login Id**, **Password** and **Security Answer** for future reference.

**Note:** The **E-mail** address that you input is the account your **temporary password** will be sent to if you forgot your password and request that it be reset.

**Example of a filled in CREATE USER ACCOUNT page:**

Clark County  
Purchasing and Contracts

Back CREATE USER ACCOUNT

Sign Up for Your New Account [Contact Us](#)

Login Id:

First Name:

Last Name:

Sole Proprietor:  Yes  No

Tax Id:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

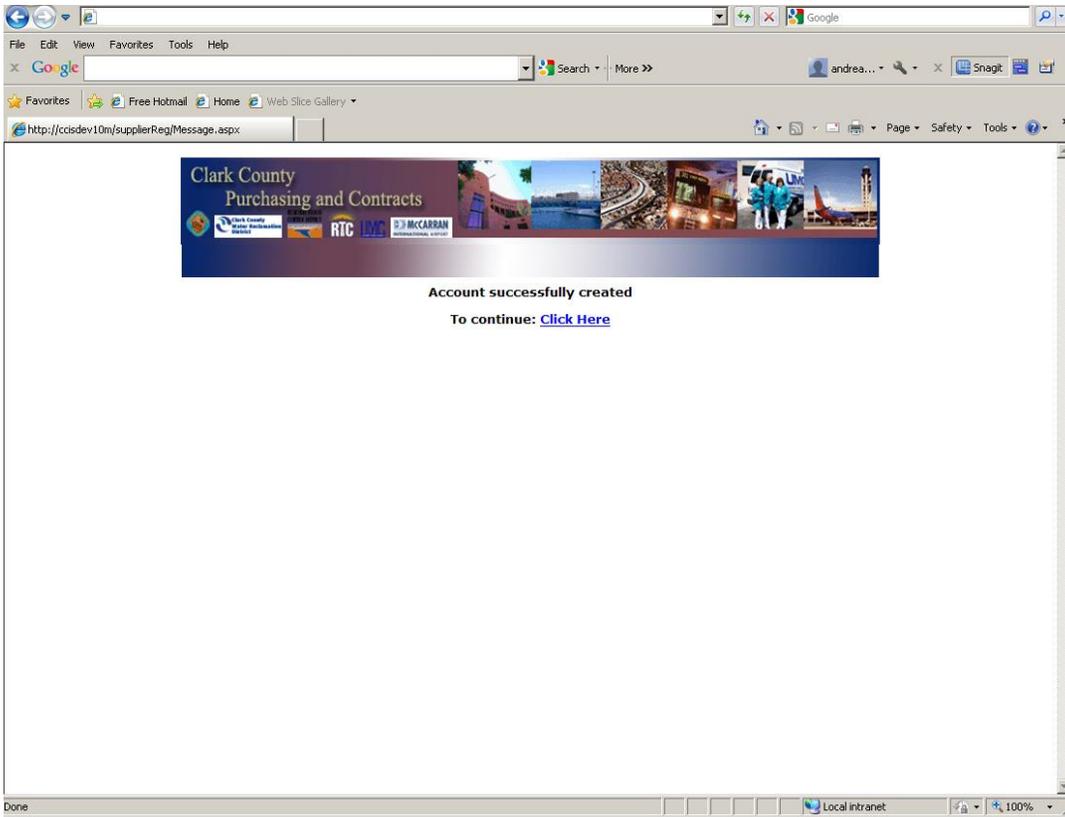
(Tax ID should be in the following format: 00-0000000)  
(Password must be at least 6 characters: must include at least one numeric digit, one capital letter and one special character(@#%\$^&+=!))

Create

Click the **“Create”** button.

The message, “**Account successfully created,**” will appear.

Click the “**Click Here**” link to **add** “**Supplier**” (Business/Company) information.



The **SUPPLIER REGISTRATION FORM** page will appear.

**Note:** If you **do not** click the “**Click Here**” link, and **exit** the Supplier Registration application, the next time you login a blank **SUPPLIER REGISTRATION FORM** page will appear.

The screenshot shows the 'SUPPLIER REGISTRATION FORM' page. At the top, there is a banner for 'Clark County Purchasing and Contracts' with a 'Back' button and a 'Contact Us' link. Below the banner, a note states: 'Please fill in all the applicable fields, fields with an (\*) are required.' The form contains the following fields:

- Tax ID: \*\*\*\*\*0101
- \*Business Name:
- (include d.b.a., if applicable):
- \*Business Information
- Street Address1:
- Street Address2:
- City:  State:  Zip/Postal Code:
- Business Telephone: ( ) - -
- Business Fax: ( ) - -
- Business Email:
- Contact's First Name:
- Contact's Last Name:
- Nevada Business Address (if different from above address)
- Street Address1:
- Street Address2:

Continuation of the **SUPPLIER REGISTRATION FORM** page.

City	<input type="text"/>	State	<input type="text" value="NV"/>	Zip/Postal Code	<input type="text"/>
Nevada Business Telephone	<input type="text" value="( ) - -"/>				
Nevada Business Fax	<input type="text" value="( ) - -"/>				
Nevada Business Email	<input type="text"/>				
Clark County Business License	<input type="radio"/> Yes <input checked="" type="radio"/> No				

**\*Type of Organization:**

- Corporation, incorporated under Laws of the State of
- Partnership
- Proprietorship/Self-Employed
- Other(eg, Private Non-Profit Group)Indicate

**\*Business Enterprise Designation:**

- MBE** Minority Owned Business Enterprise
- WBE** Women Owned Business Enterprise
- PBE** Physically Challenged Business Enterprise
- SBE** Small Business Enterprise
- DVET** Disbled Veteran Owned Business Enterprise
- VET** Veteran Owned Business Enterprise
- NBE** Nevada Business Enterprise
- LBE** Large Business Enterprise

**\*Ethnicity:**  
Choose one of the following classifications:

- AA** African American
- AX** Asian American
- CX** Caucasian
- HA** Hispanic
- NA** Native American
- OT** Other
- NE** Prefer Not To Answer

**NOTICE:** The collection of ethnicity and gender data is stored for statistical and demographic puposes only.

Contractor's Information, if applicable :

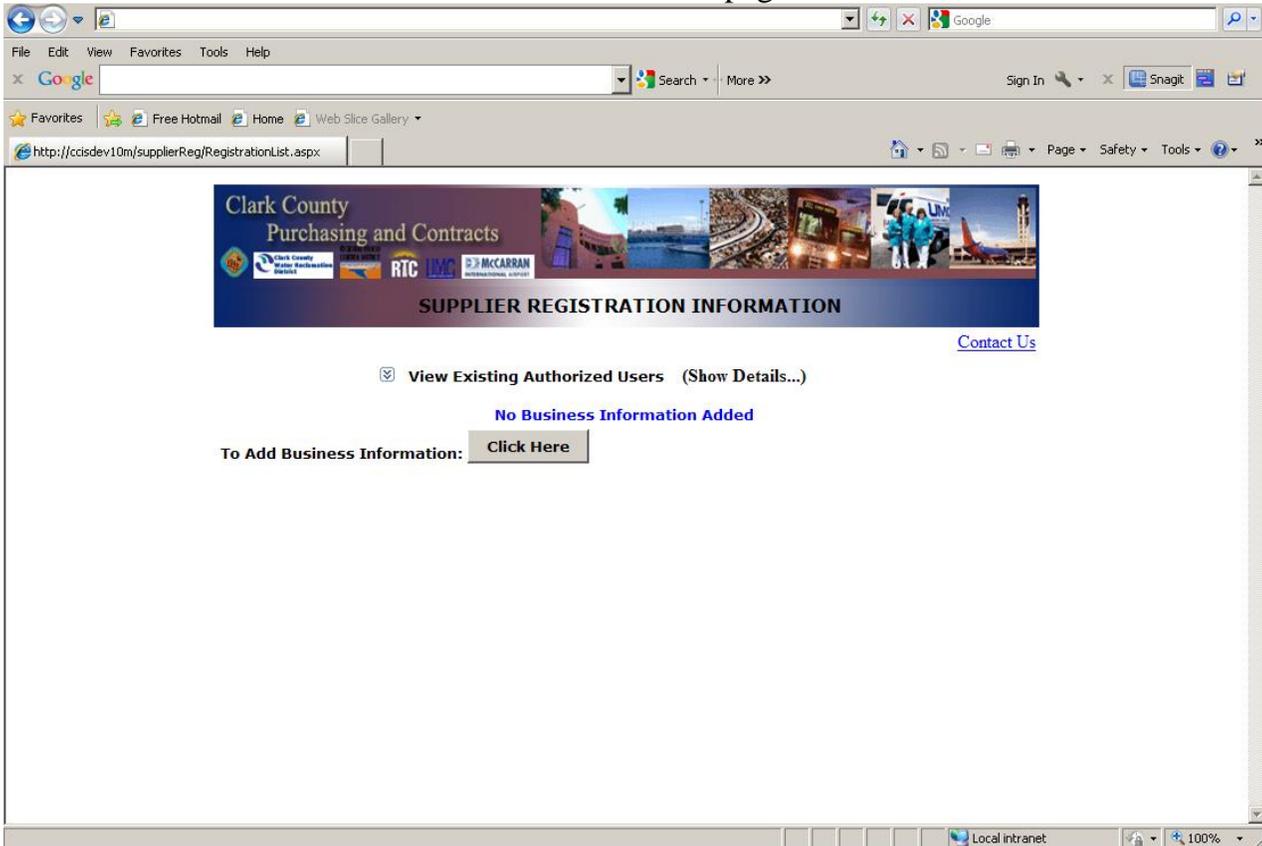
Type	<input type="text"/>	License #	<input type="text"/>	\$	Limit	<input type="text"/>
Type	<input type="text"/>	License #	<input type="text"/>	\$	Limit	<input type="text"/>
Type	<input type="text"/>	License #	<input type="text"/>	\$	Limit	<input type="text"/>
Type	<input type="text"/>	License #	<input type="text"/>	\$	Limit	<input type="text"/>
Type	<input type="text"/>	License #	<input type="text"/>	\$	Limit	<input type="text"/>

All Clark County Solicitations are now posted on the Internet. Please visit our website to browse the current contracting opportunities. For your convenience, a link has been provided to you on the Supplier Registration home page.

**You will have the opportunity to add NIGP Commodity Codes after you complete this registration form.**

If you click the “**Back**” button and have not **submitted** your supplier information, the following screen will appear with the message; “**No Business Information Added.**”

### SUPPLIER REGISTRATION INFORMATION page.



Click the “**Click Here**” button to add business information. The **SUPPLIER REGISTRATION FORM** page will appear.

Required fields are designated by a **blue asterisk (\*)**. The following are required fields and must be filled in:

- Business Name
- (All) Business Information
- Type of Organization
- Business Enterprise Designation
- Ethnicity

If “**Clark County Business License**” is **Yes**, the “**License #**” and “**License Expiration Date**” fields are required.

### ERRORS:

If a **red asterisk (\*)** appears next to an item, this indicates that there is an error with that item. Specific error messages may also display near an item in error **or** at the top and bottom of the **SUPPLIER REGISTRATION FORM** page.

Click the “**Submit**” button at the bottom of the page after all required fields have been filled in.

## Example of a filled in Supplier Registration Form:

http://ccisdev10m/supplierReg/RegistrationForm.aspx



**SUPPLIER REGISTRATION FORM**

[Contact Us](#)

Please fill in all the applicable fields, fields with an (\*) are required.

**Tax ID** \*\*\*\*\*0101

**\*Business Name** TEST RECORD TEN

(include d.b.a., if applicable) TEST RECORD TEN, INC.

**\*Business Information**

Street Address1 1234 MAIN STREET

Street Address2 STE. 123

City LAS VEGAS State NV Zip/Postal Code 89101

Business Telephone (702) 123-4567

Business Fax (702) 123-7654

Business Email TESTREC10@EMAILACCT.XYZ

Contact's First Name TEST

Contact's Last Name RECORD10

Nevada Business Address (if different from above address)

Street Address1 5678 ELM STREET

Street Address2 SPACE #35

City HENDERSON State NV Zip/Postal Code 89014

Nevada Business Telephone (702) 543-8765

Nevada Business Fax (702) 543-5678

Nevada Business Email TESTREC10@EMAILACCT.ZYX

Clark County Business License  Yes  No

License # 1010101.010

License Expiration Date 1/15/2013

**\*Type of Organization:**

Corporation, incorporated under Laws of the State of NEVADA

Partnership

Proprietorship/Self-Employed

Other(eg, Private Non-Profit Group)Indicate

**\*Business Enterprise Designation:**

MBE Minority Owned Business Enterprise

WBE Women Owned Business Enterprise

PBE Physically Challenged Business Enterprise

SBE Small Business Enterprise

DVET Disabled Veteran Owned Business Enterprise

VET Veteran Owned Business Enterprise

NBE Nevada Business Enterprise

LBE Large Business Enterprise

**\*Ethnicity:**  
Choose one of the following classifications:

- AA African American
- AX Asian American
- CX Caucasian
- HA Hispanic
- NA Native American
- OT Other Please Specify:
- NE Prefer Not To Answer

**NOTICE:** The collection of ethnicity and gender data is stored for statistical and demographic puposes only.

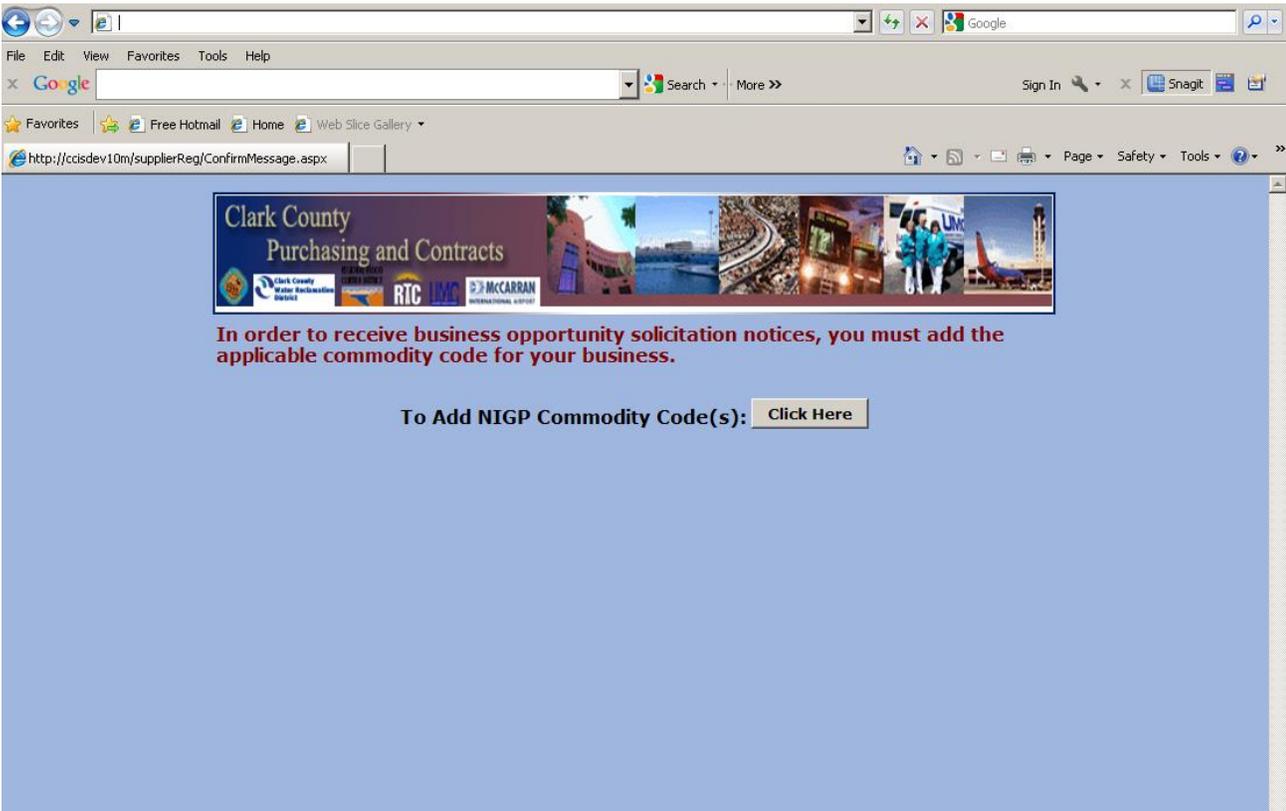
**Contractor's Information, if applicable :**

Type	<input type="text" value="X-000"/>	License #	<input type="text" value="101010-A"/>	\$ Limit	<input type="text" value="30,000"/>
Type	<input type="text"/>	License #	<input type="text"/>	\$ Limit	<input type="text"/>
Type	<input type="text"/>	License #	<input type="text"/>	\$ Limit	<input type="text"/>
Type	<input type="text"/>	License #	<input type="text"/>	\$ Limit	<input type="text"/>
Type	<input type="text"/>	License #	<input type="text"/>	\$ Limit	<input type="text"/>

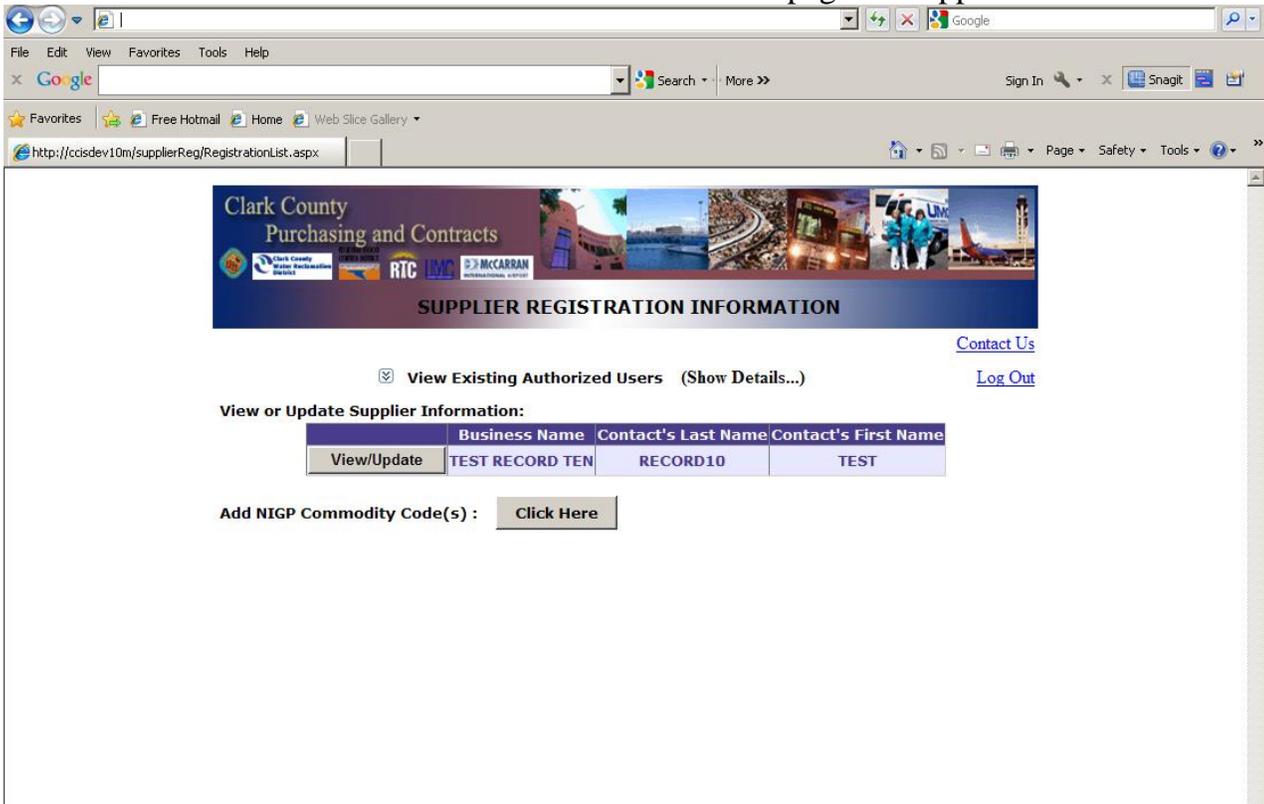
All Clark County Solicitations are now posted on the Internet. Please visit our website to browse the current contracting opportunities. For your convenience, a link has been provided to you on the Supplier Registration home page.

**You will have the opportunity to add NIGP Commodity Codes after you complete this registration form.**

The following page will appear. Click the “**Click Here**” button to **add NIGP Commodity Code(s)**. **Note:** You must add at least one NIGP Commodity Code to receive business opportunity solicitation notices.



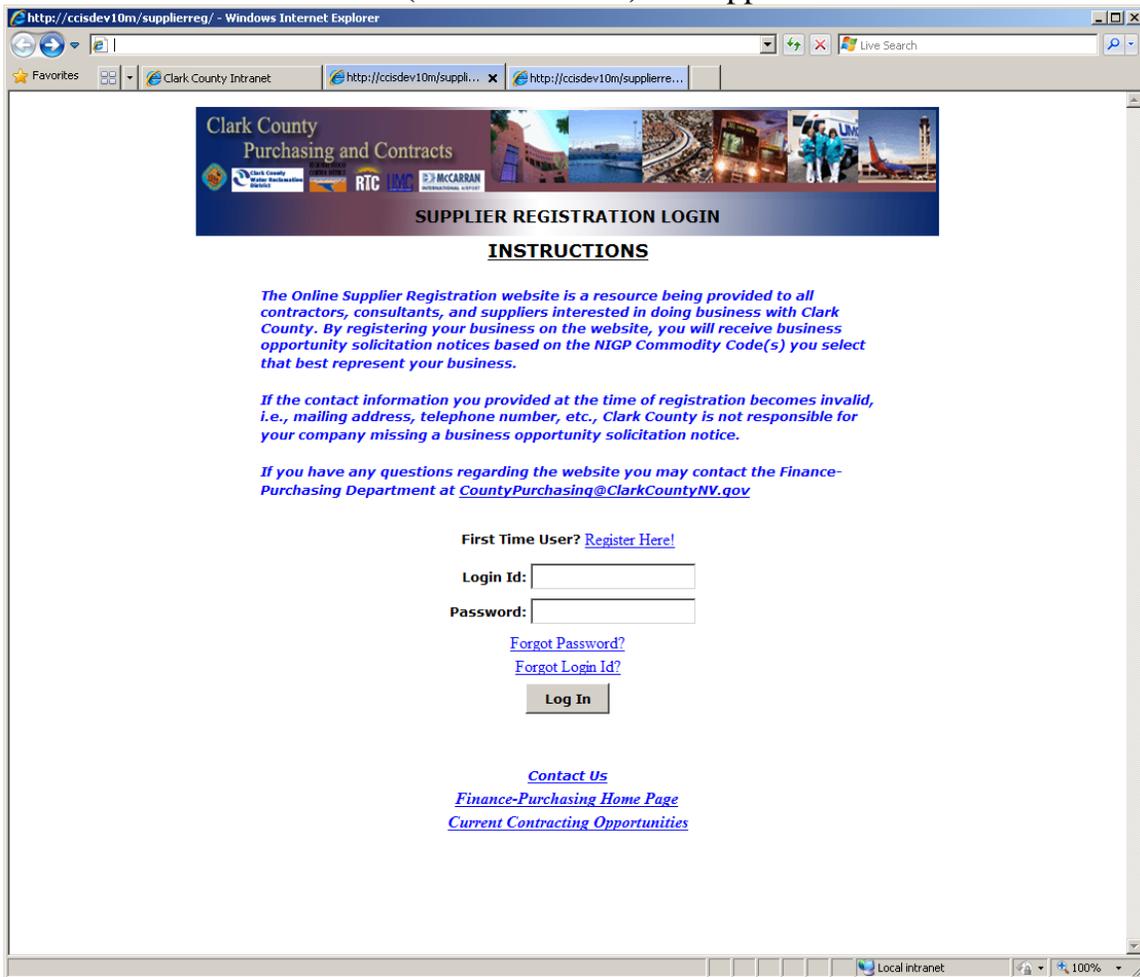
The **SUPPLIER REGISTRATION INFORMATION** page will appear.



When you click the “**Log Out**” link the following message box will appear. It is **informational only** and will display regardless if you have entered a NIGP Commodity Code.



If you click the “OK” button on the previous informational message box, the **SUPPLIER REGISTRATION LOGIN (HOME PAGE)** will appear.

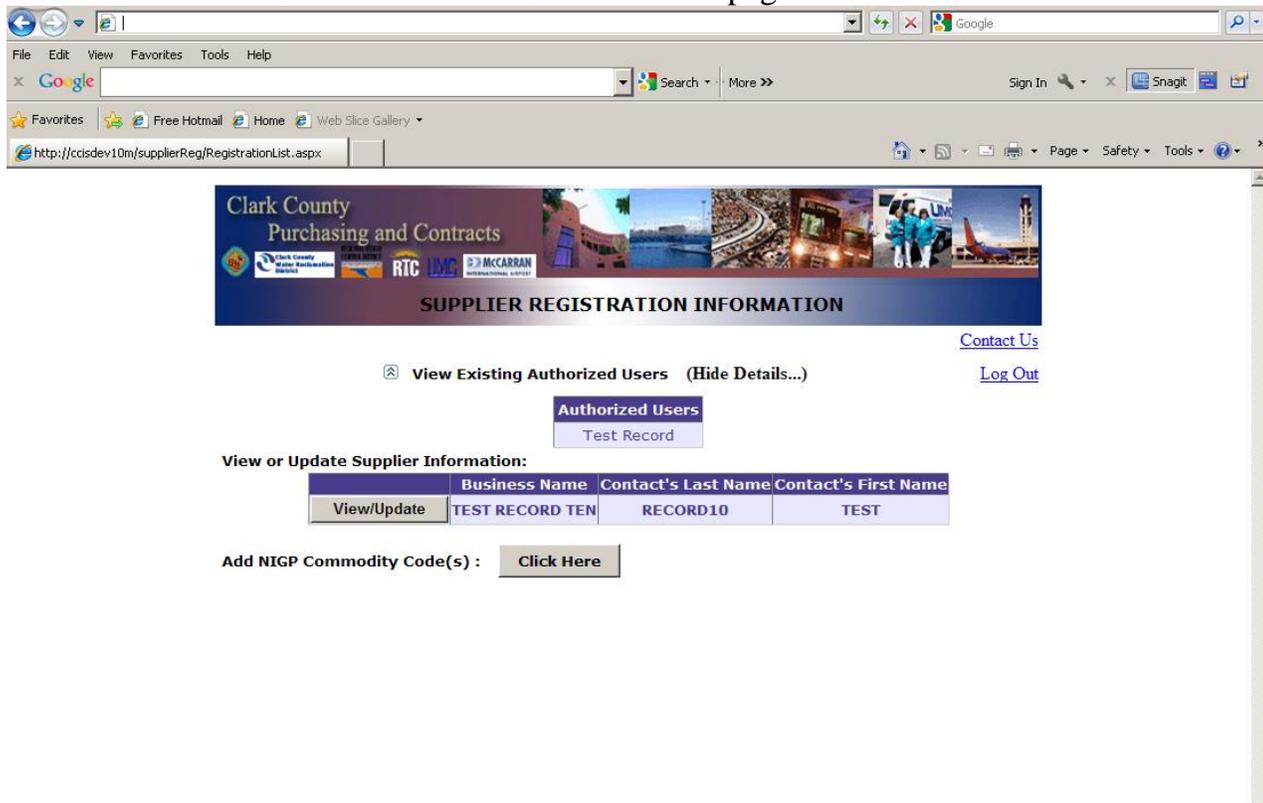


If you click the “Cancel” button on the previous informational message box, you may continue in the application.

**To View Existing Authorized Users:** Click the  button on this page and the “**Authorized Users**” list will expand displaying all authorized users for your (Business/Company). Click the  button to collapse the list.

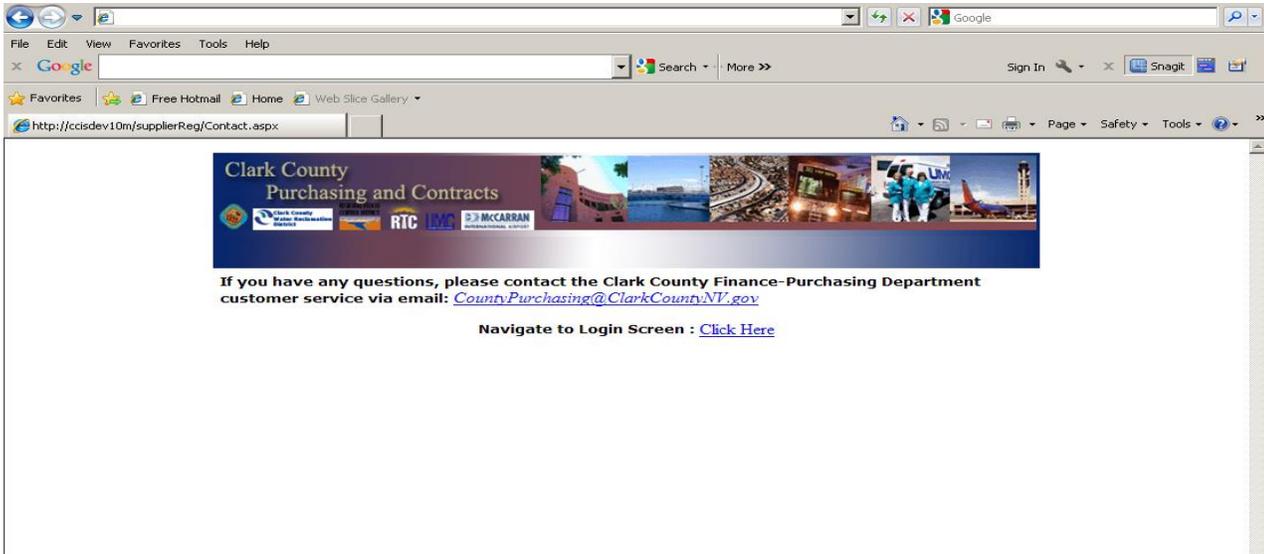
Review the “**Authorized Users**” list and verify it for accuracy. If the list is **not** accurate, you may request to have an authorized user removed from the list.

**SUPPLIER REGISTRATION INFORMATION** page.



**To request that an (Authorized User) be removed from the list:** You **must** contact the Clark County Purchasing Department by clicking on the “**Contact Us**” link.

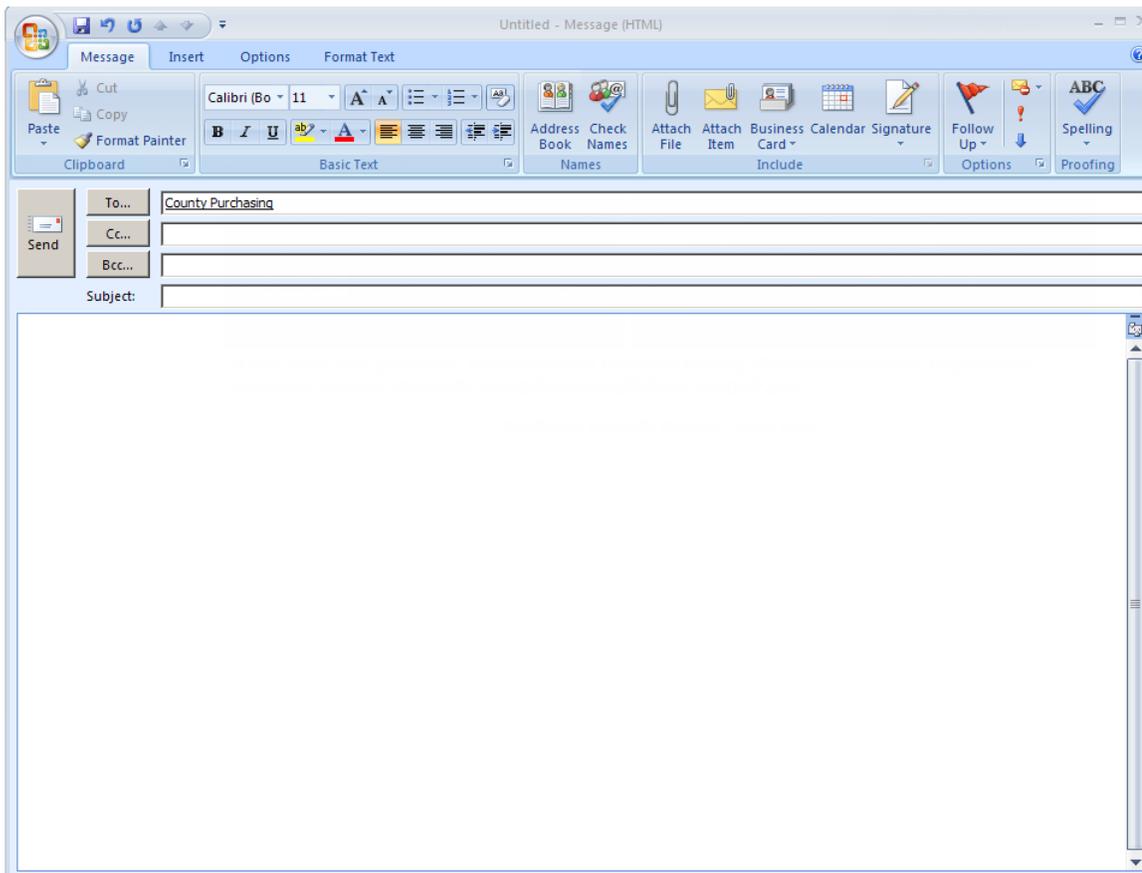
The following page will appear. Click the [CountyPurchasing@ClarkCountyNV.gov](mailto:CountyPurchasing@ClarkCountyNV.gov) link to create a correspondence to be sent to the Clark County Purchasing Department.



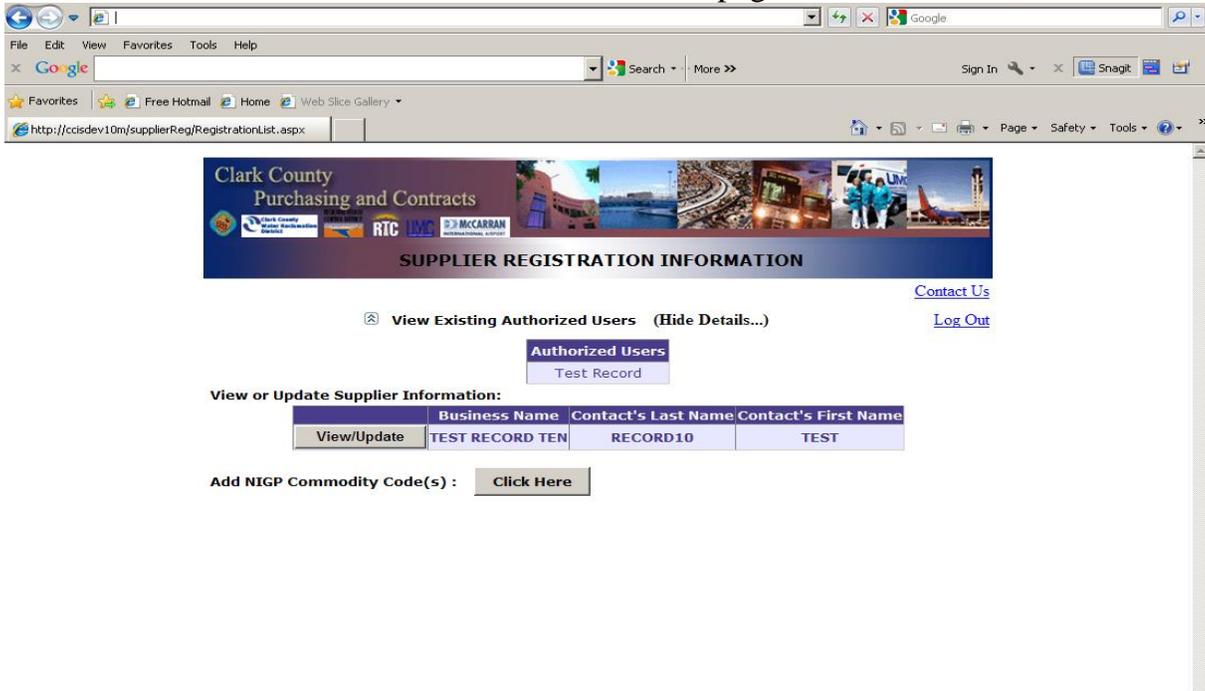
**Provide the following information in your electronic mail (e-mail) correspondence:**

1. **Login Id** - (of person requesting the removal of an Authorized User)
2. **Last (4) Digits of Tax ID or SSN** - (associated with existing supplier information)
3. **Contact's First and Last Name** - (associated with existing supplier information)
4. **Authorized User Name** - (name of person to remove from the Authorized Users list)

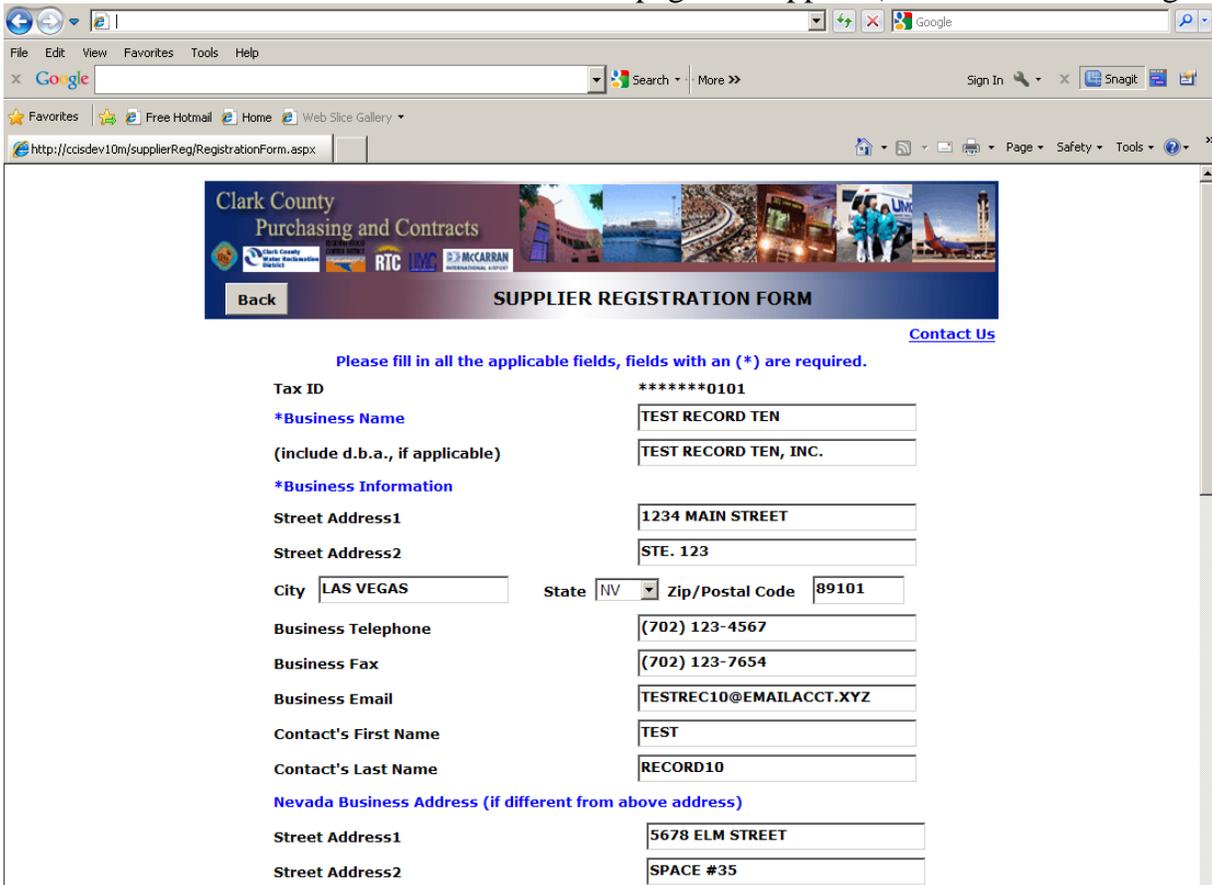
**Note:** Please **do not provide password information** in the e-mail correspondence. The request to remove an (**Authorized User**) will only be processed after the above information has been verified by the Clark County Purchasing Department staff.



To View or Update Supplier Information: Click the “View/Update” button.  
**SUPPLIER REGISTRATION INFORMATION** page.



The **SUPPLIER REGISTRATION FORM** page will appear (filled in with existing information).



City  State  Zip/Postal Code

Nevada Business Telephone

Nevada Business Fax

Nevada Business Email

Clark County Business License  Yes  No

License #

License Expiration Date

**\*Type of Organization:**

Corporation, incorporated under Laws of the State of

Partnership

Proprietorship/Self-Employed

Other(eg, Private Non-Profit Group)Indicate

**\*Business Enterprise Designation:**

**MBE** Minority Owned Business Enterprise

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**PBE** Physically Challenged Business Enterprise

**SBE** Small Business Enterprise

**DVET** Disabled Veteran Owned Business Enterprise

**VET** Veteran Owned Business Enterprise

**NBE** Nevada Business Enterprise

**LBE** Large Business Enterprise

**\*Ethnicity:**

Choose one of the following classifications, if applicable :

**AA** African American

**AX** Asian American

**CX** Caucasian

**HA** Hispanic

**NA** Native American

**OT** Other Please Specify:

**NE** Prefer Not To Answer

NOTICE: The collection of ethnicity and gender data is stored for statistical and demographic puposes only.

Contractor's Information, if applicable :

Type	<input type="text" value="X-000"/>	License #	<input type="text" value="101010A"/>	\$	<input type="text" value="30,000"/>	Limit
Type	<input type="text"/>	License #	<input type="text"/>	\$	<input type="text"/>	Limit
Type	<input type="text"/>	License #	<input type="text"/>	\$	<input type="text"/>	Limit
Type	<input type="text"/>	License #	<input type="text"/>	\$	<input type="text"/>	Limit
Type	<input type="text"/>	License #	<input type="text"/>	\$	<input type="text"/>	Limit

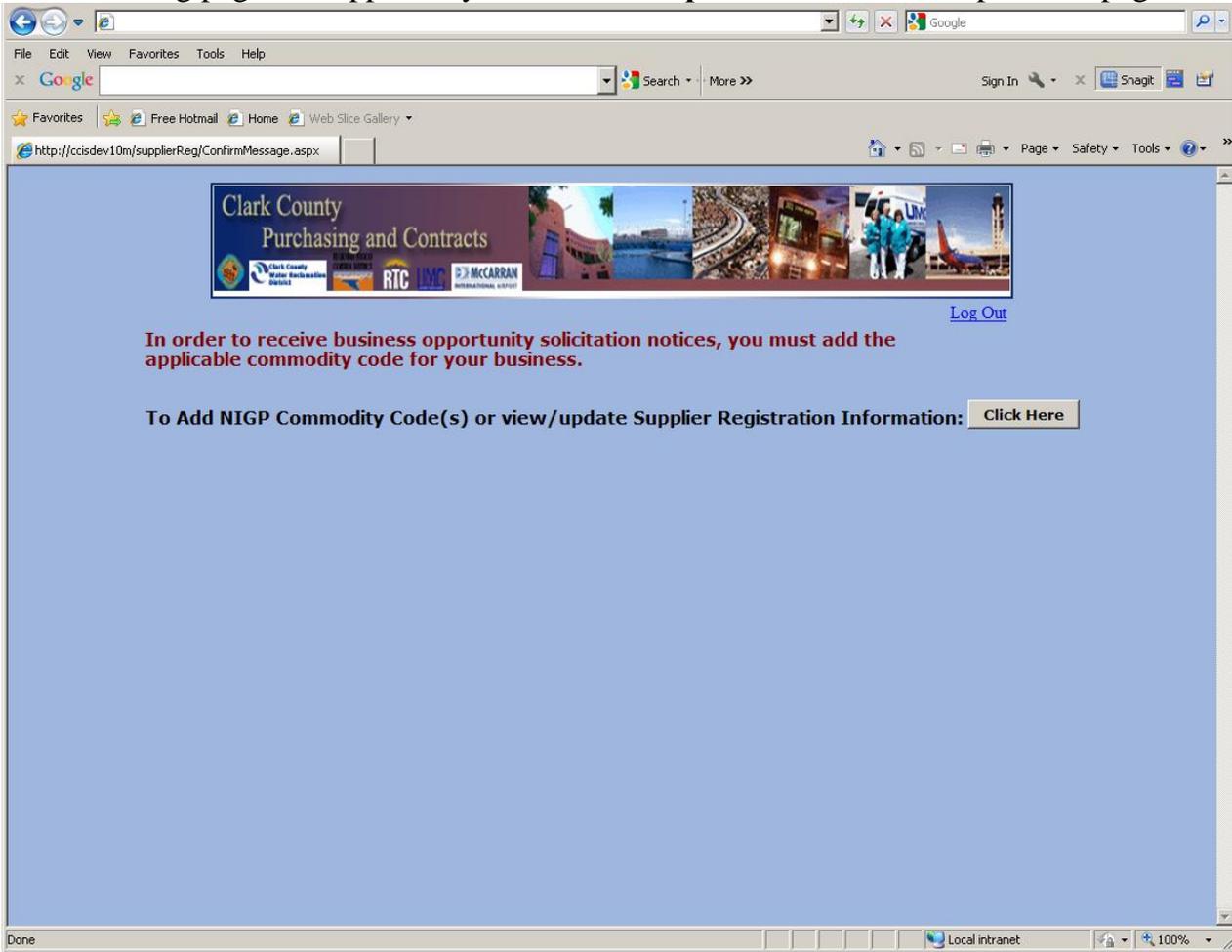
All Clark County Solicitations are now posted on the Internet. Please visit our website to browse the current contracting opportunities. For your convenience, a link has been provided to you on the Supplier Registration home page.

You will have the opportunity to add NIGP Commodity Codes after you complete this registration form.

You may make changes to the information and click the **“Update”** button located at the bottom of the page to save the changes.

If you click either the **“Cancel”** or **“Back”** button, the **SUPPLIER REGISTRATION FORM** page will appear (unchanged).

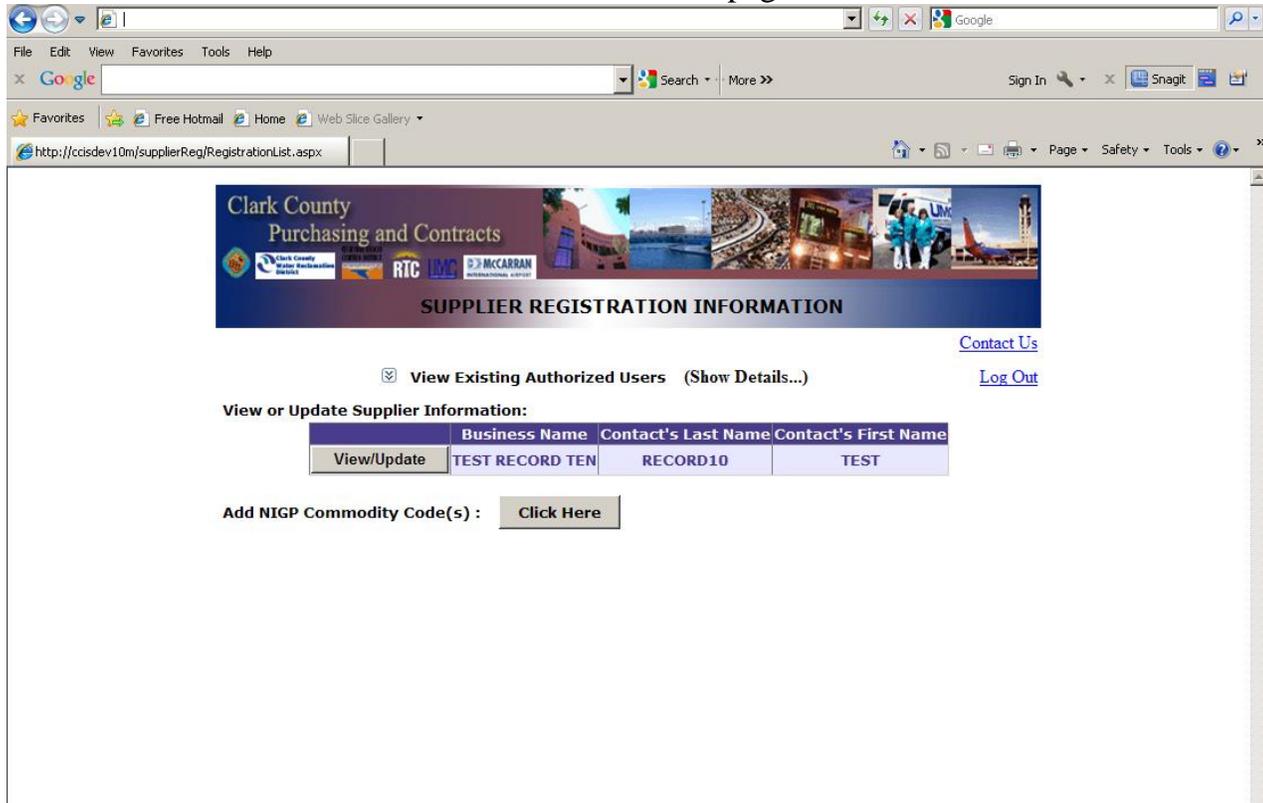
The following page will appear if you click the **“Update”** button on the previous page.



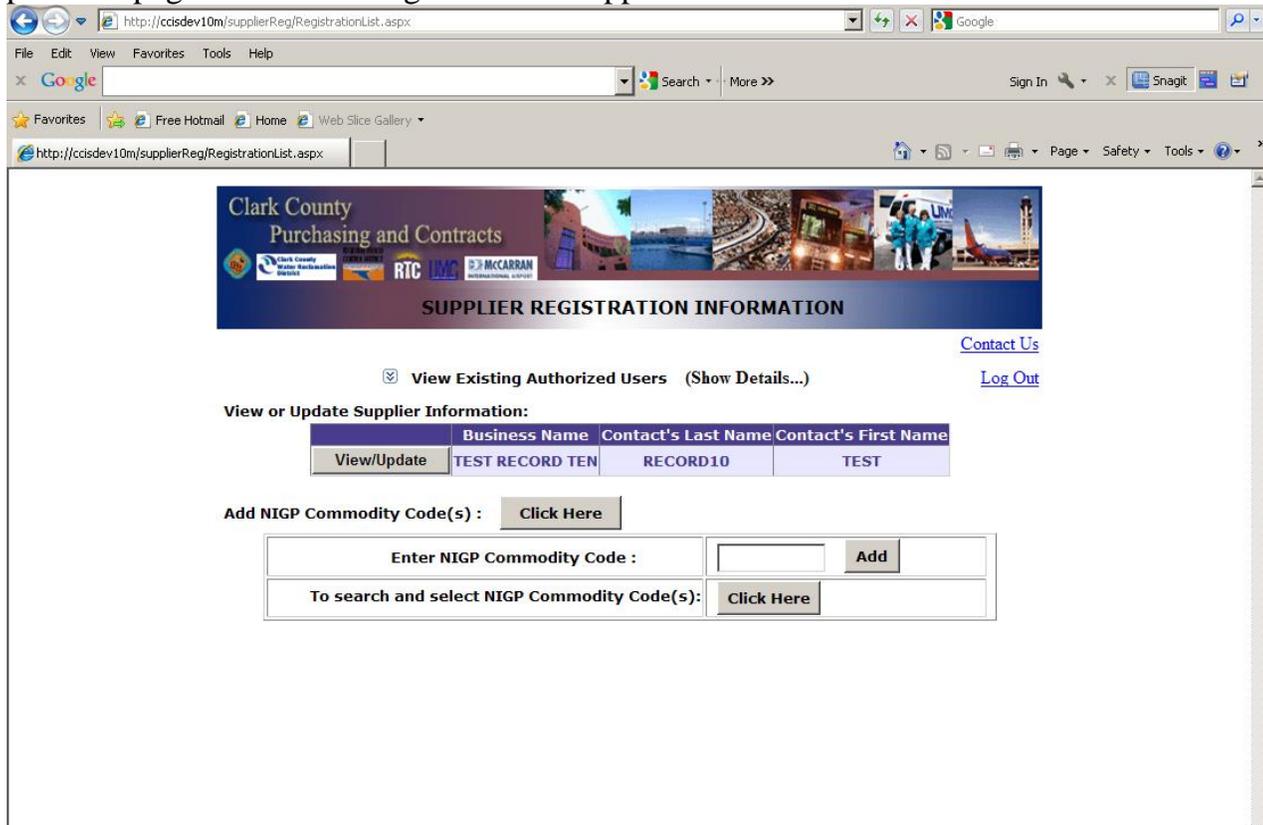
If you click the **“Click Here”** button, the **SUPPLIER REGISTRATION INFORMATION** page will appear.

If you click the **“Log Out”** link, the **SUPPLIER REGISTRATION LOGIN (HOME PAGE)** will appear.

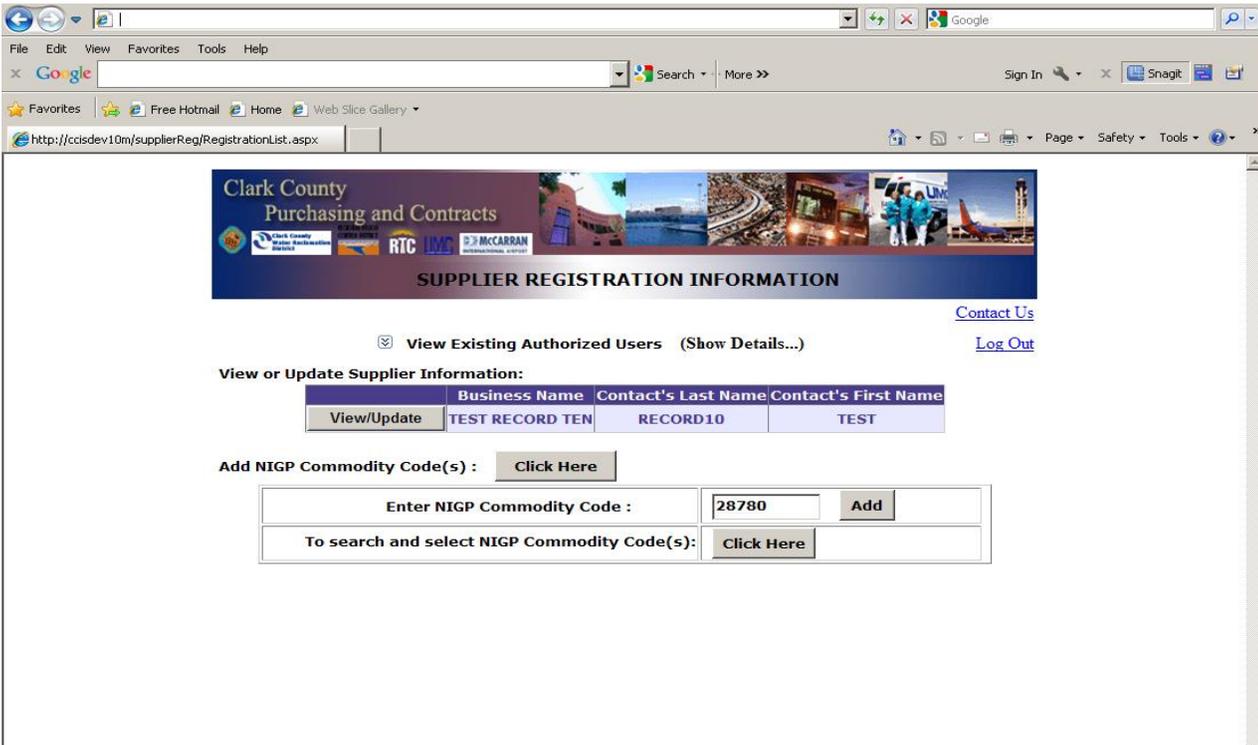
**SUPPLIER REGISTRATION INFORMATION** page.



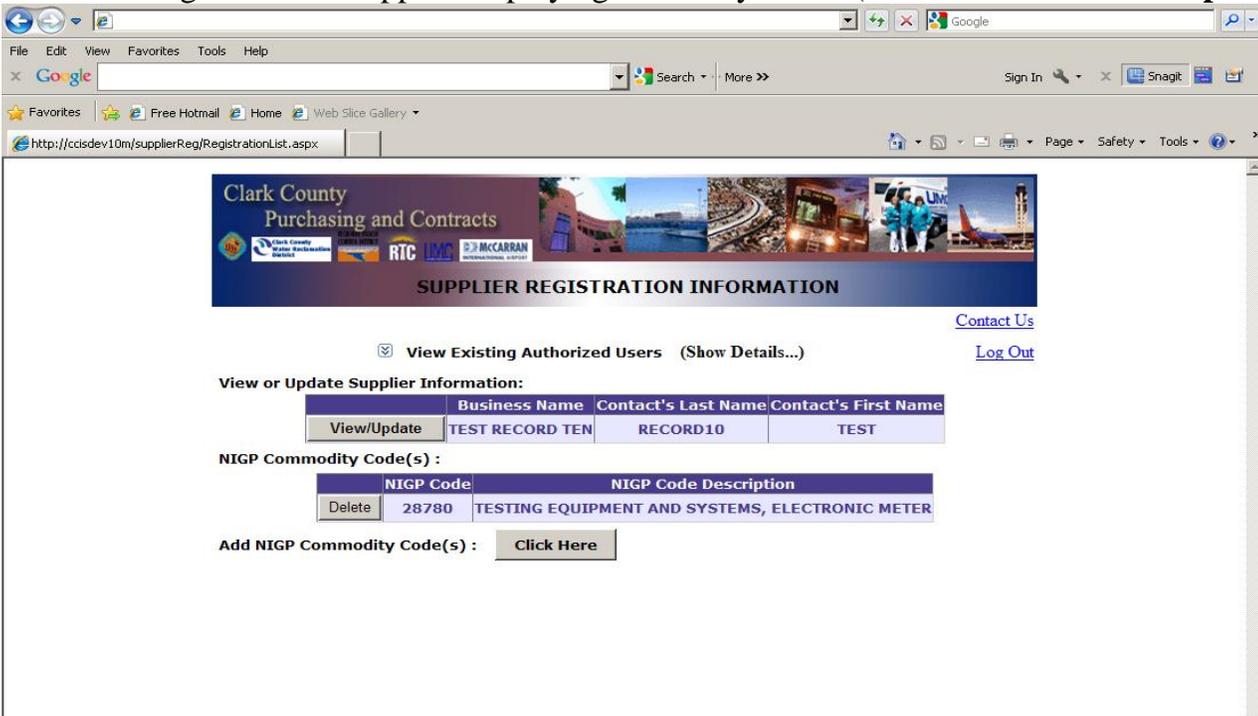
There are multiple ways to add a NIGP Commodity Code. Click the “Click Here” button on the previous page. The following screen will appear.



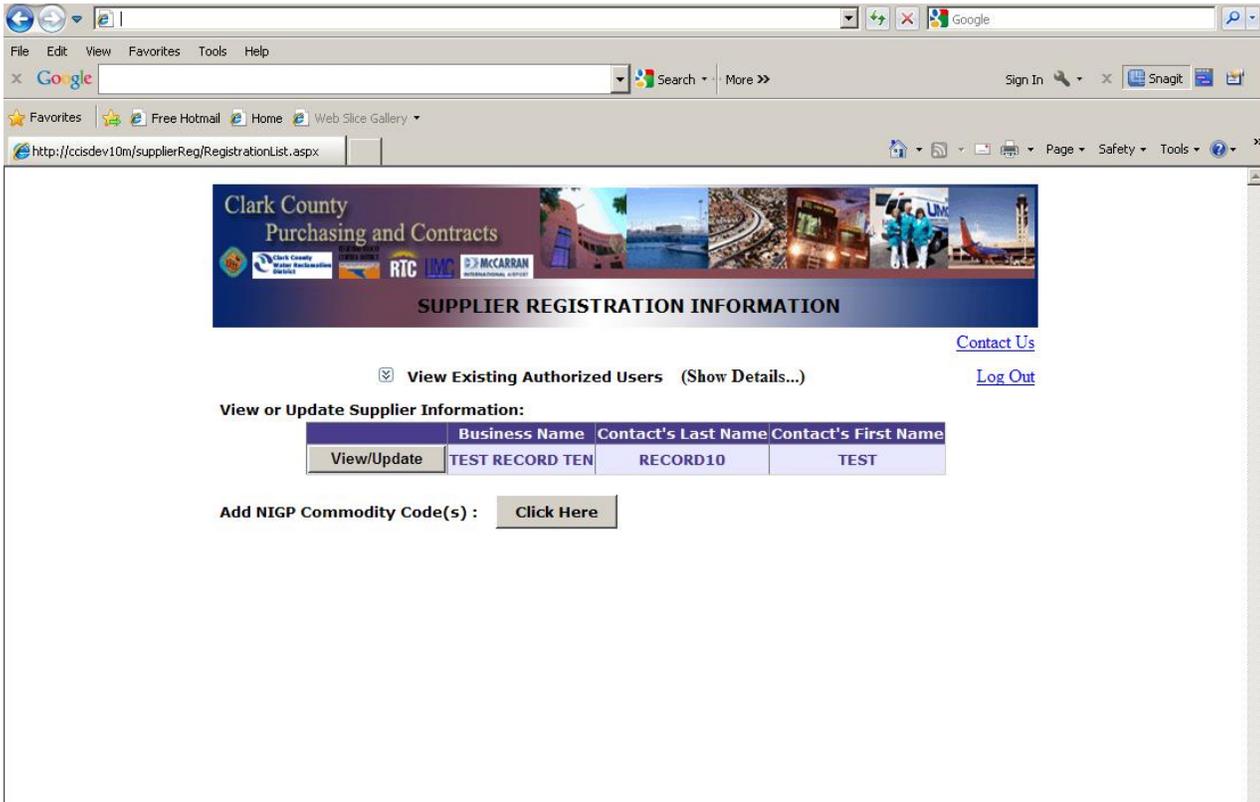
1. To add a commodity, (if you know the **NIGP Code** associated with your **Business/Company**); enter the **NIGP Commodity Code** in the blank field next to the label and click the **“Add”** button.



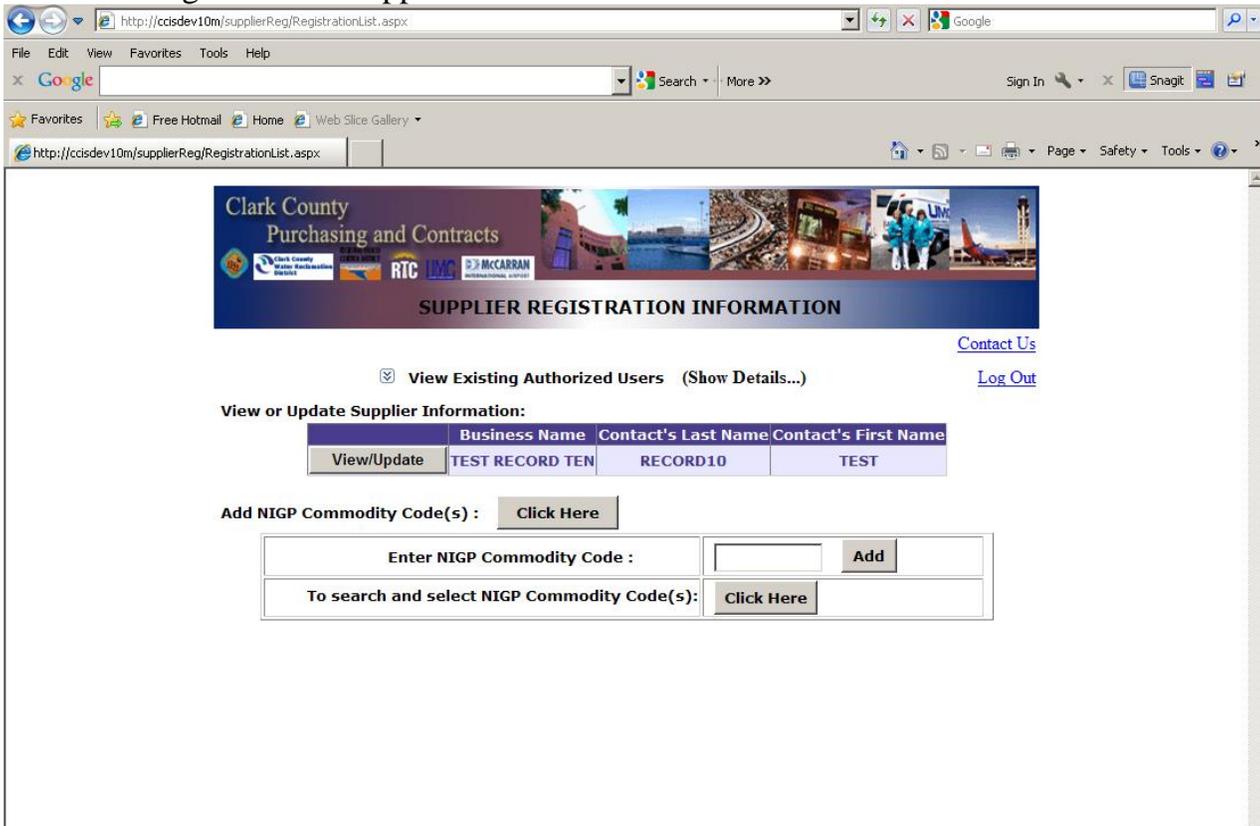
The following screen will appear displaying the newly added (**NIGP Code and Description**).



2. To add a commodity code, from the NIGP Commodity Codes List; click the “Click Here” button.



The following screen will appear.



Click the “Click Here” button located after the “To search and select NIGP Commodity Code(s)” label on the previous screen:

The **NIGP COMODITY CODES LIST** page will appear.

To select a code entry click on the desired code in the **(NIGP Code)** column.

You may also click on a page number located at the bottom of the page to go to a desired page to see additional codes.

Clark County Purchasing and Contracts

**NIGP COMMODITY CODES LIST**

Enter NIGP Code or a Description and click the Search button:

(Click on NIGP Code to make a selection. Click the plus sign to see additional NIGP Codes.)

NIGPCode	Description
<a href="#">00500</a>	ABRASIVES
<a href="#">01000</a>	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
◆ <a href="#">01500</a>	ADDRESSING, COPYING, MIMO AND SPIRIT DUPLICATING MACHINE SUPPLIES: INK, PAPER
◆ <a href="#">02000</a>	AGRICULTURAL EQUIP IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
◆ <a href="#">02200</a>	AGRICULTURAL EQUIP AND IMPLEMENT PARTS
◆ <a href="#">02500</a>	AIR COMPRESSORS AND ACCESSORIES
◆ <a href="#">03100</a>	AIR CONDITIONING, HEATING AND VENTILATING EQUIP PARTS AND ACCESSORIES
◆ <a href="#">03500</a>	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
◆ <a href="#">03700</a>	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
◆ <a href="#">04000</a>	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE (INCLUDING ACCESSORY ITEMS)
◆ <a href="#">04500</a>	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
◆ <a href="#">05000</a>	ART EQUIPMENT AND SUPPLIES
◆ <a href="#">05200</a>	ART OBJECTS
◆ <a href="#">05500</a>	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.
◆ <a href="#">06000</a>	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS
◆ <a href="#">06500</a>	AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES AND PARTS
◆ <a href="#">07000</a>	AUTOMOTIVE VEHICLES
◆ <a href="#">07060</a>	TRAILERS, DUMP, BOTTOM DUMP TYPE
◆ <a href="#">07100</a>	AUTOMOBILES, SCHOOL BUSES, SUBS, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC, HYBRID)
◆ <a href="#">07200</a>	TRUCKS (INCL. DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALTERNATIVE FUEL UNITS)

1 2 3 4 5 6 7 8 9 10 ... Page 1 of 12, items 1 to 20 of 236.

To **expand** a **NIGP Code list**, (to see additional related **NIGP Codes**); click the “+” next to the code in the (**NIGP Code**) column. To **collapse** the **NIGP Code list**, click the “-” next to the code in the (**NIGP Code**) column.

Clark County Purchasing and Contracts

Back NIGP COMMODITY CODES LIST

Enter NIGP Code or a Description and click the Search button:  Search

(Click on NIGP Code to make a selection. Click the plus sign to see additional NIGP Codes.)

NIGPCode	Description
<a href="#">00500</a>	ABRASIVES
<a href="#">01000</a>	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
+ <a href="#">01500</a>	ADDRESSING, COPYING, Mimeo AND SPIRIT DUPLICATING MACHINE SUPPLIES: INK, PAPER
+ <a href="#">02000</a>	AGRICULTURAL EQUIP IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
+ <a href="#">02200</a>	AGRICULTURAL EQUIP AND IMPLEMENT PARTS
+ <a href="#">02500</a>	AIR COMPRESSORS AND ACCESSORIES
+ <a href="#">03100</a>	AIR CONDITIONING, HEATING AND VENTILATING EQUIP PARTS AND ACCESSORIES
+ <a href="#">03500</a>	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
+ <a href="#">03700</a>	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
+ <a href="#">04000</a>	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE (INCLUDING ACCESSORY ITEMS)
- <a href="#">04500</a>	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
<a href="#">04506</a>	APPLIANCES, SMALL, ELECTRIC
<a href="#">04514</a>	BLENDERS, HOUSEHOLD
<a href="#">04518</a>	CLEANERS AND SWEEPERS, HAND OPERATED
<a href="#">04520</a>	COFFEEMAKERS, ALL TYPES
<a href="#">04521</a>	COOKING AND FOOD PREPARATIONS UTENSILS, ALL TYPES (HOUSEHOLD)
<a href="#">04524</a>	DISHWASHERS
<a href="#">04525</a>	DISHES, DRINKING UTENSILS, AND SERVING WARE (HOUSEHOLD)
<a href="#">04530</a>	DISPOSAL UNITS
<a href="#">04546</a>	HOT PLATES AND BURNERS, GAS OR ELECTRIC

**Note:** You can only select one **NIGP Code** at a time. If you click on the **NIGP Code** located next to the “+” sign, you are only selecting that code, not the codes in the expanded list associated with that code.

You may use the **Search** feature to find a specific **NIGP Code**.

Type a word in the blank field next to the search button and click the **“Search”** button.

All **NIGP Codes** that have the word in the description will display.

**Example: test** - (All **NIGP Codes** with the word **“test”** in the description field will display).

See the results of this search on the screen below. There are multiple pages of **NIGP Codes** with the word **“test”** in the description field.

The screenshot shows a web browser window with the address bar displaying <http://ccisdev10m/supplierReg/NIGPCodesList.aspx>. The page header includes the Clark County Purchasing and Contracts logo and navigation links. Below the header, there is a search bar with the text "Enter NIGP Code or a Description and click the Search button:" followed by an input field containing "test" and a "Search" button. Below the search bar, there is a link: "(Click on NIGP Code to make a selection. Click the plus sign to see additional NIGP Codes.)". The main content is a table with two columns: "NIGPCode" and "Description". The table lists various codes and their descriptions, including "INSTRUMENTS AND TESTERS, HELICOPTER", "TAXIWAY AND RUNWAY TESTING EQUIPMENT AND SUPPLIES", "BATTERY CHARGERS AND TESTERS, AUTOMOTIVE (SEE ALSO CLASS 725)", "CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITOR)", "TEST FOR EXAMINATION OF OTHER BODY FLUIDS, WASTES, ETC., NOT OTHERWISE ITEMIZED", "TESTING EQUIPMENT FOR COMPUTERS AND RELATED EQUIPMENT", "TESTS, ANSWER SHEETS, SCORING KEYS, ETC.", "ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TEST)", "TESTING EQUIPMENT AND SYSTEMS, ELECTRONIC METER", "TESTING/VERIFYING EQUIPMENT", "BREATH ALCOHOL TESTING INSTRUMENTS AND SUPPLIES", "PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING", "RADIO COMMUNICATION AND TELECOMMUNICATIONS TESTING MEASURING AND ANALYZING EQUIPMENT", "RADIO, SOUND, AND TELECOMMUNICATIONS TESTING EQUIPMENT", "TEST & TEST SCORING DEVICES: ACHIEVEMENT, APTITUDE, INTELLIGENCE, ETC.", "TESTING APPARATUS & INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)", "LEAD TEST KITS", "SOIL TESTING APPARATUS (FOR DETERMINING PERMEABILITY, RESISTIVITY, SOIL)", "TEST EQUIPMENT FOR HAZARDOUS MATERIAL (LEAD CONTENT, ETC.", and "TESTING SERVICES". At the bottom of the table, there is a pagination bar showing "Page 1 of 3. items 1 to 20 of 42." and a "Local intranet" icon.

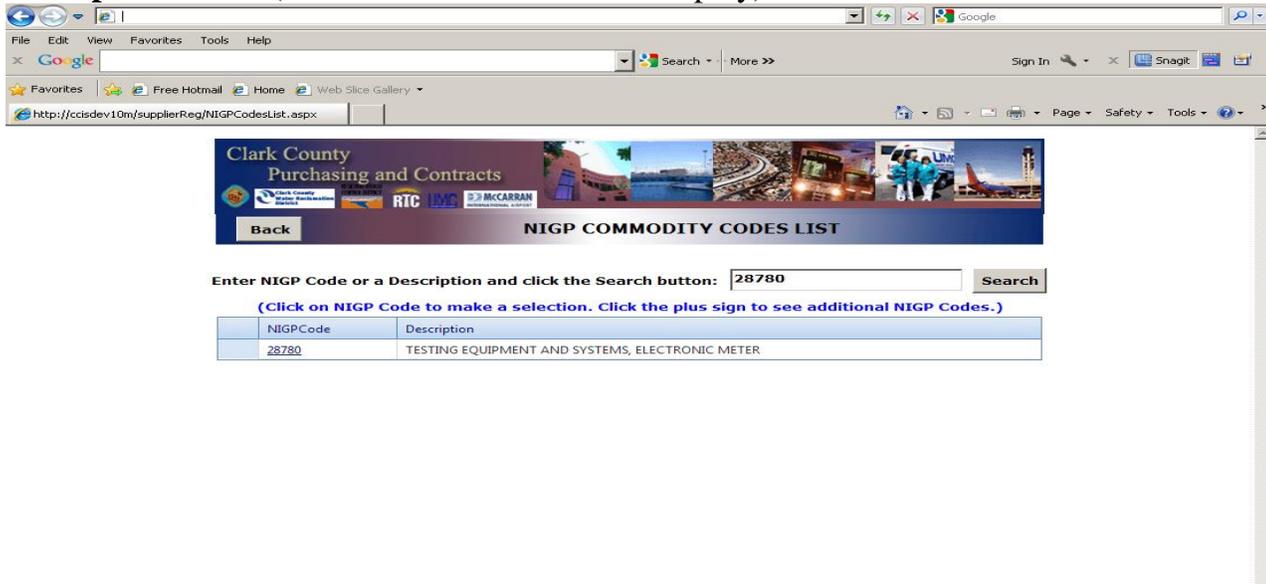
NIGPCode	Description
<a href="#">03565</a>	INSTRUMENTS AND TESTERS, HELICOPTER
<a href="#">03582</a>	TAXIWAY AND RUNWAY TESTING EQUIPMENT AND SUPPLIES
<a href="#">07506</a>	BATTERY CHARGERS AND TESTERS, AUTOMOTIVE (SEE ALSO CLASS 725)
+	<a href="#">19300</a> CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITOR)
	<a href="#">19388</a> TEST FOR EXAMINATION OF OTHER BODY FLUIDS, WASTES, ETC., NOT OTHERWISE ITEMIZED
	<a href="#">20789</a> TESTING EQUIPMENT FOR COMPUTERS AND RELATED EQUIPMENT
	<a href="#">25080</a> TESTS, ANSWER SHEETS, SCORING KEYS, ETC.
+	<a href="#">28700</a> ELECTRONIC EQUIPMENT, COMPONENTS, PARTS, AND ACCESSORIES (SEE CLASS 730 FOR TEST)
	<a href="#">28780</a> TESTING EQUIPMENT AND SYSTEMS, ELECTRONIC METER
	<a href="#">31870</a> TESTING/VERIFYING EQUIPMENT
	<a href="#">68024</a> BREATH ALCOHOL TESTING INSTRUMENTS AND SUPPLIES
+	<a href="#">71000</a> PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING
+	<a href="#">73000</a> RADIO COMMUNICATION AND TELECOMMUNICATIONS TESTING MEASURING AND ANALYZING EQUIPMENT
	<a href="#">73072</a> RADIO, SOUND, AND TELECOMMUNICATIONS TESTING EQUIPMENT
	<a href="#">78590</a> TEST & TEST SCORING DEVICES: ACHIEVEMENT, APTITUDE, INTELLIGENCE, ETC.
+	<a href="#">84500</a> TESTING APPARATUS & INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
	<a href="#">84532</a> LEAD TEST KITS
	<a href="#">84581</a> SOIL TESTING APPARATUS (FOR DETERMINING PERMEABILITY, RESISTIVITY, SOIL)
	<a href="#">84587</a> TEST EQUIPMENT FOR HAZARDOUS MATERIAL (LEAD CONTENT, ETC.
	<a href="#">90783</a> TESTING SERVICES

**Note:** You must click the **“Search”** button to complete the search. Do not click the **“Enter”** key it is inactive.

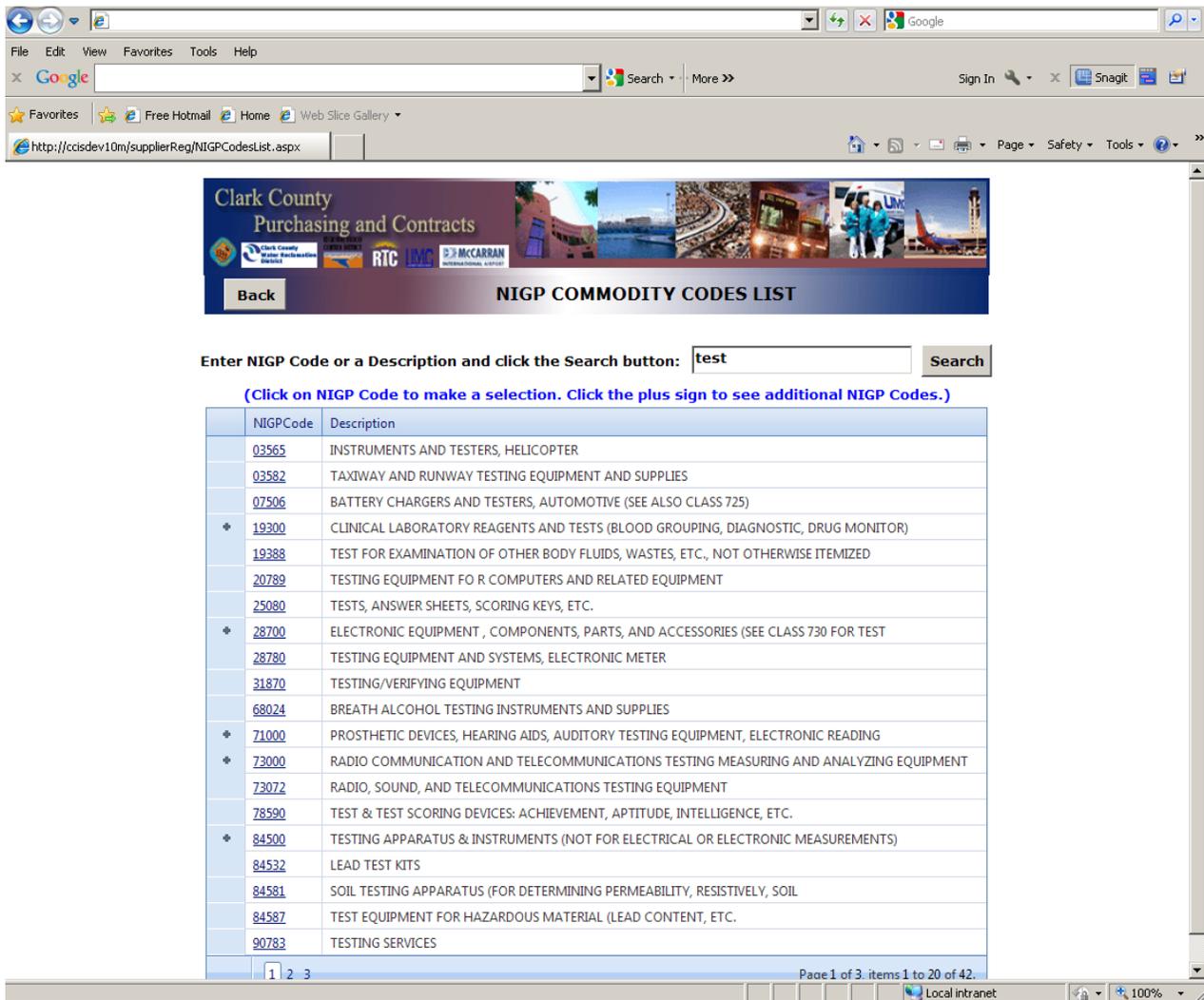
You may use the **Search** feature to find a specific **NIGP Code**.

Type a **NIGP Code** in the blank field next to the search button, then click the **“Search”** button.

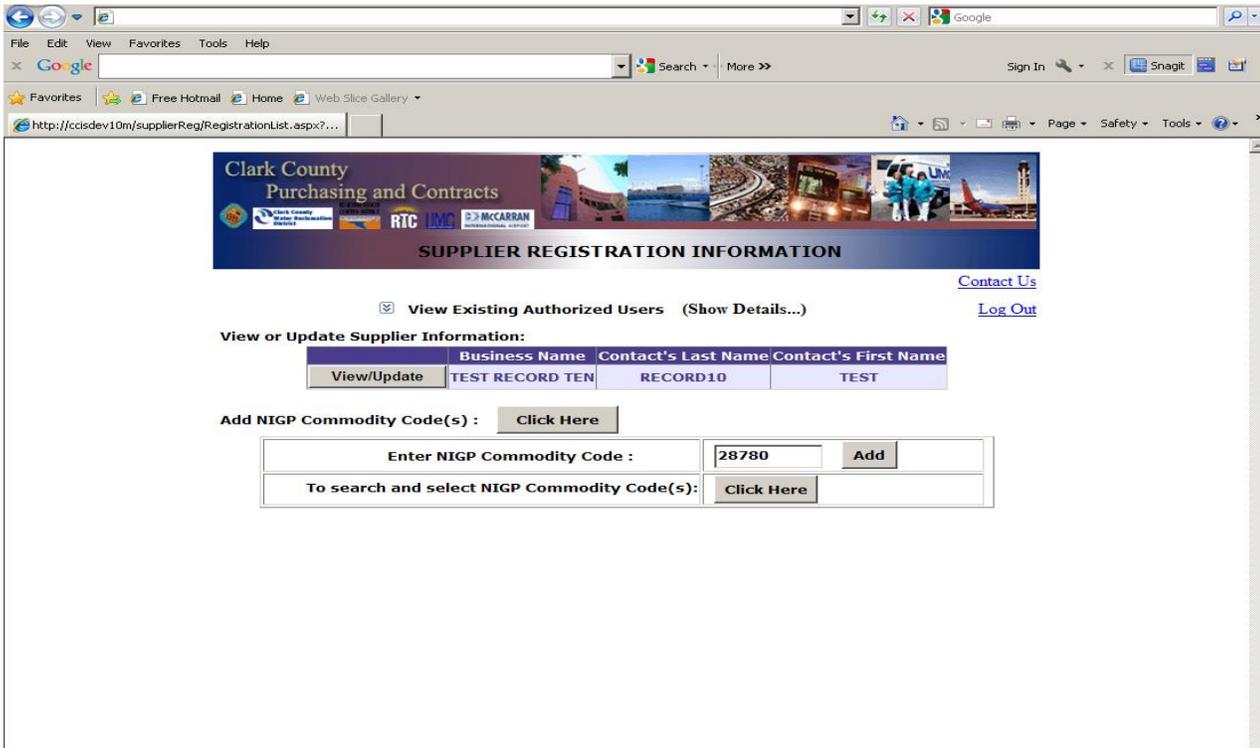
**Example: 28780 - (NIGP Code “28780” will display).**



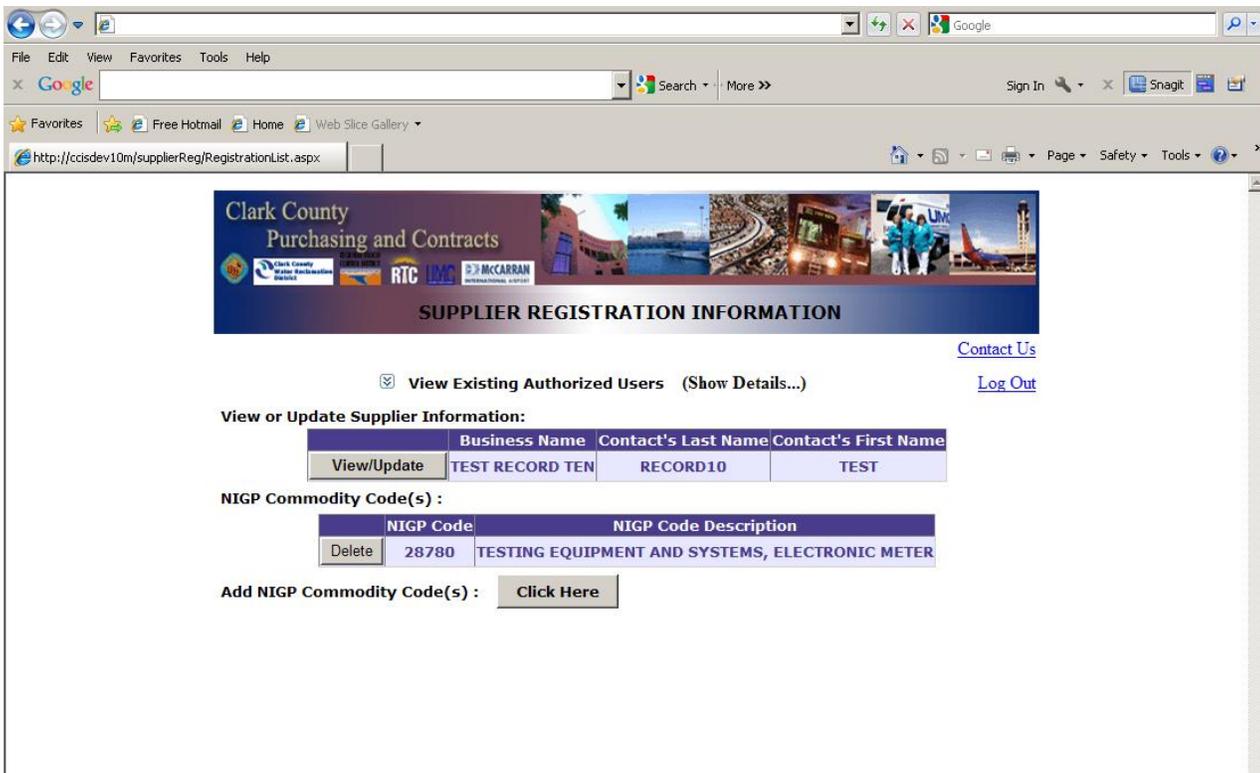
To select a **(NIGP Code)** entry, click the desired code in the **(NIGP Code)** column.



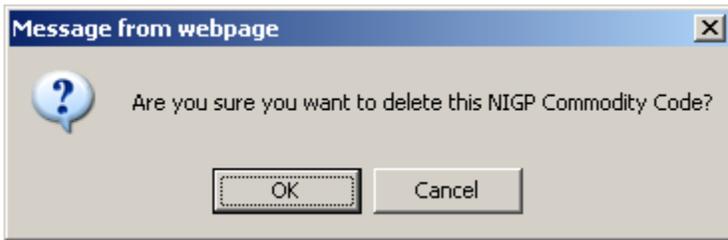
The following screen will appear showing the selected (NIGP Code) next to the “Enter NIGP Commodity Code:” label.



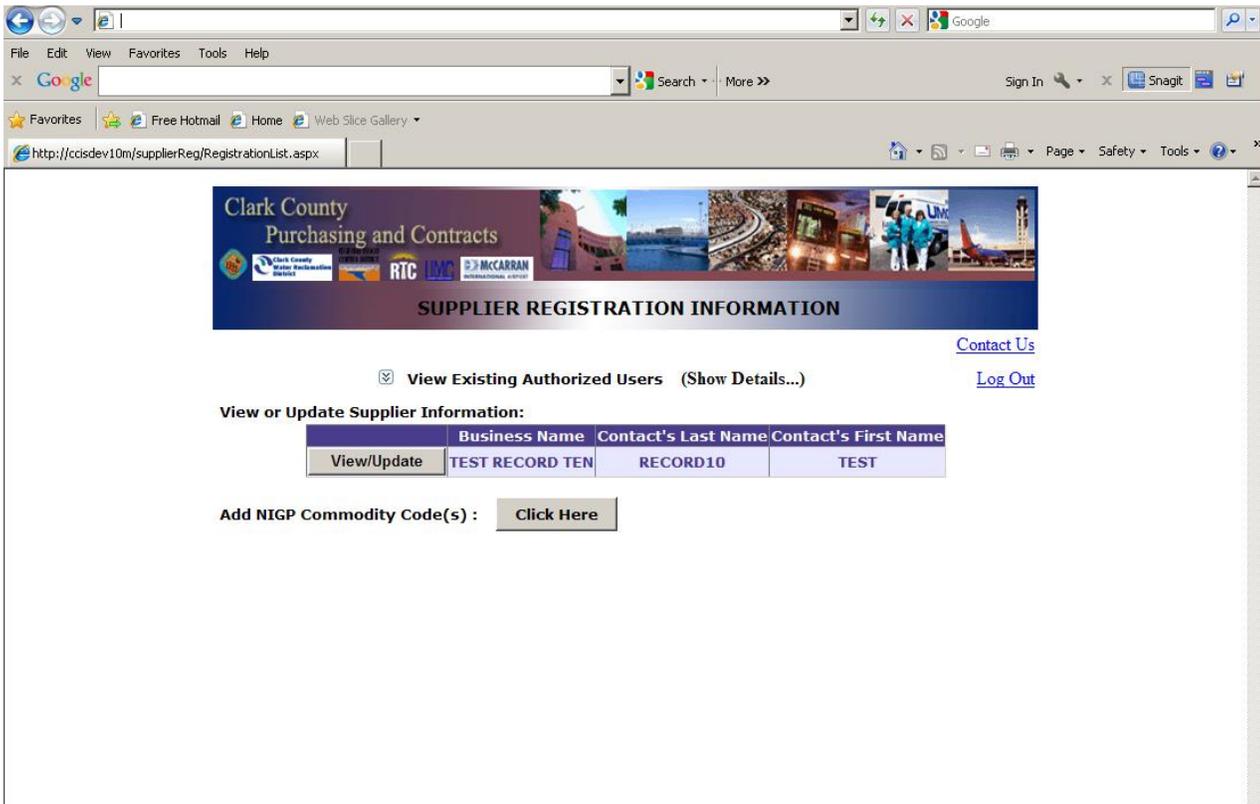
Click the “Add” button. The SUPPLIER REGISTRATION INFORMATION page will appear displaying the newly added (NIGP Code and Description) with the option to “Delete” the (NIGP Code).



To “Delete” a NIGP Code: Click the “Delete” button next to the desired (NIGP Code).  
Click the “OK” button.



The following screen will appear after you successfully delete a (NIGP Code). The (NIGP Code) entry has been removed.



**To add (Authorized Users) to an existing Supplier (Business/Company):** The authorized user must register by creating an account using the (same Tax Id or SSN) of a (Business/Company) that already exists in the Supplier Registration application.

Click the **“Register Here!”** link on the **SUPPLIER REGISTRATION LOGIN** page.

Clark County  
Purchasing and Contracts

**SUPPLIER REGISTRATION LOGIN**

**INSTRUCTIONS**

*The Online Supplier Registration website is a resource being provided to all contractors, consultants, and suppliers interested in doing business with Clark County. By registering your business on the website, you will receive business opportunity solicitation notices based on the NIGP Commodity Code(s) you select that best represent your business.*

*If the contact information you provided at the time of registration becomes invalid, i.e., mailing address, telephone number, etc., Clark County is not responsible for your company missing a business opportunity solicitation notice.*

*If you have any questions regarding the website you may contact the Finance-Purchasing Department at [CountyPurchasing@ClarkCountyNV.gov](mailto:CountyPurchasing@ClarkCountyNV.gov)*

First Time User? [Register Here!](#)

Login Id:

Password:

[Forgot Password?](#)

[Forgot Login Id?](#)

[Contact Us](#)

[Finance-Purchasing Home Page](#)

[Current Contracting Opportunities](#)

**Note:** Each person wishing to access the supplier information for an (existing Business/Company), must register and create a login account to access the existing information.

The **CREATE USER ACCOUNT** page will appear.

Clark County  
Purchasing and Contracts

[Back](#) **CREATE USER ACCOUNT** [Contact Us](#)

Sign Up for Your New Account

Login Id:

First Name:

Last Name:

Sole Proprietor:  Yes  No

Tax Id:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

(Tax ID should be in the following format: 00-0000000)

(Password must be at least 6 characters: must include at least one numeric digit, one capital letter and one special character(@#%\$^&+=!))

Fill in all the fields with unique information. This information must be different from any existing associated account information.

**Note:** The (same Tax Id or SSN), of the (Business/Company) that has already been registered, **must be used** in order to associate the new user account with the existing account.

**Example:** Tax Id (10-1010101) was used in the original account referenced in this document.

Clark County  
Purchasing and Contracts

[Back](#) **CREATE USER ACCOUNT** [Contact Us](#)

Sign Up for Your New Account

Login Id:

First Name:

Last Name:

Sole Proprietor:  Yes  No

Tax Id:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

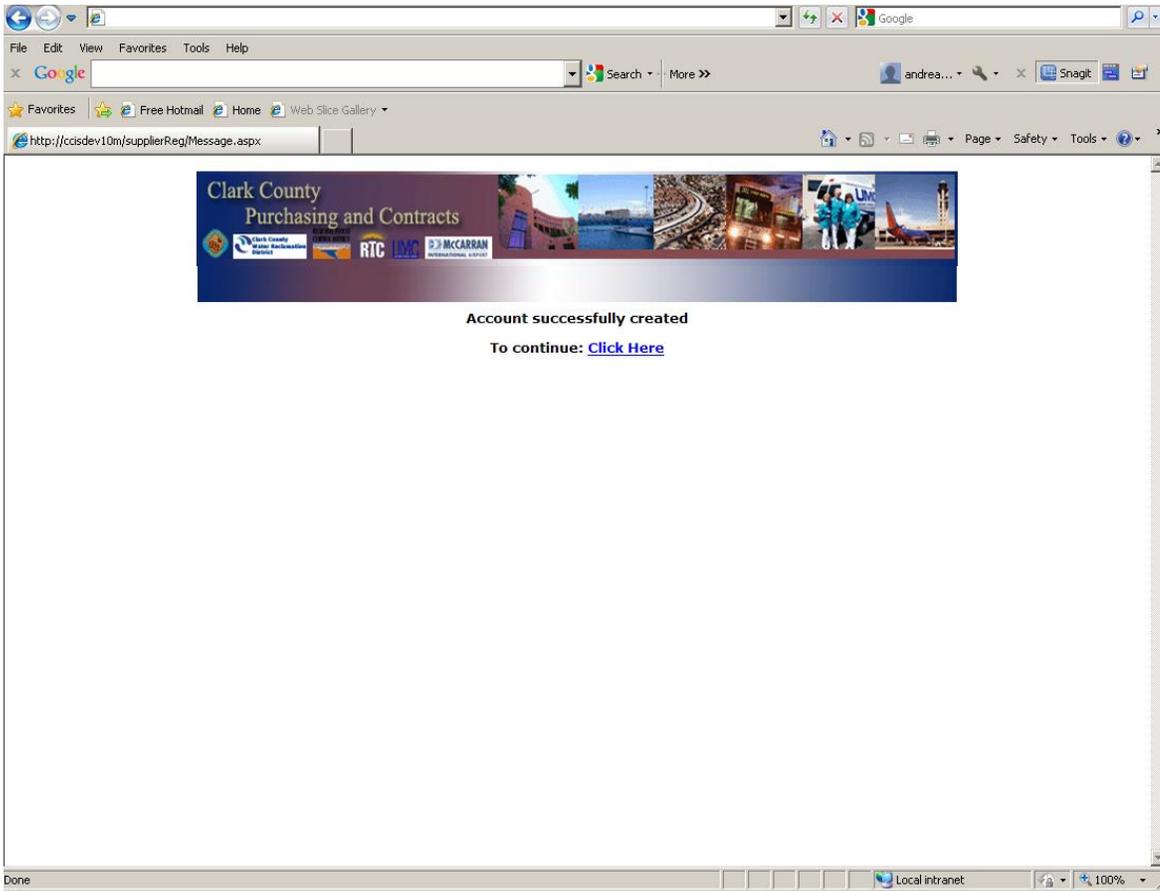
(Tax ID should be in the following format: 00-0000000)

(Password must be at least 6 characters: must include at least one numeric digit, one capital letter and one special character(@#%\$^&+=!))

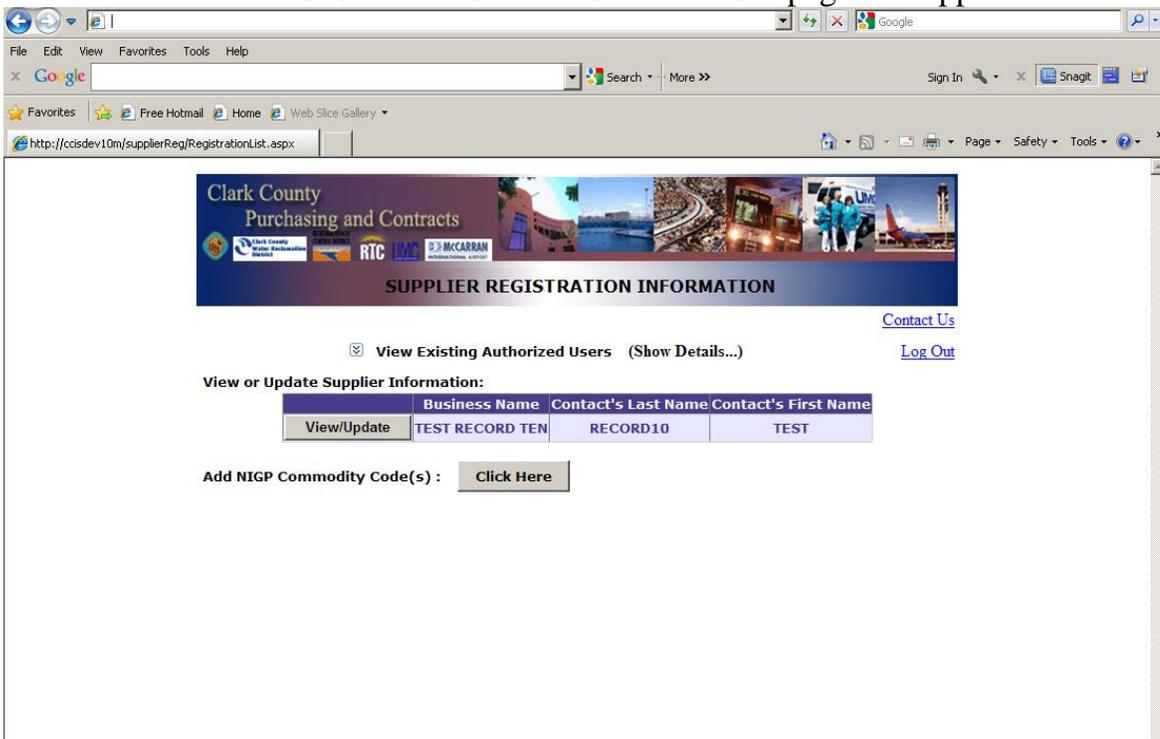
Click the “Create” button.

The message “Account successfully created” will appear.

To continue to **View or Update** the “Supplier” information, click the “**Click Here**” link.



The **SUPPLIER REGISTRATION INFORMATION** page will appear.

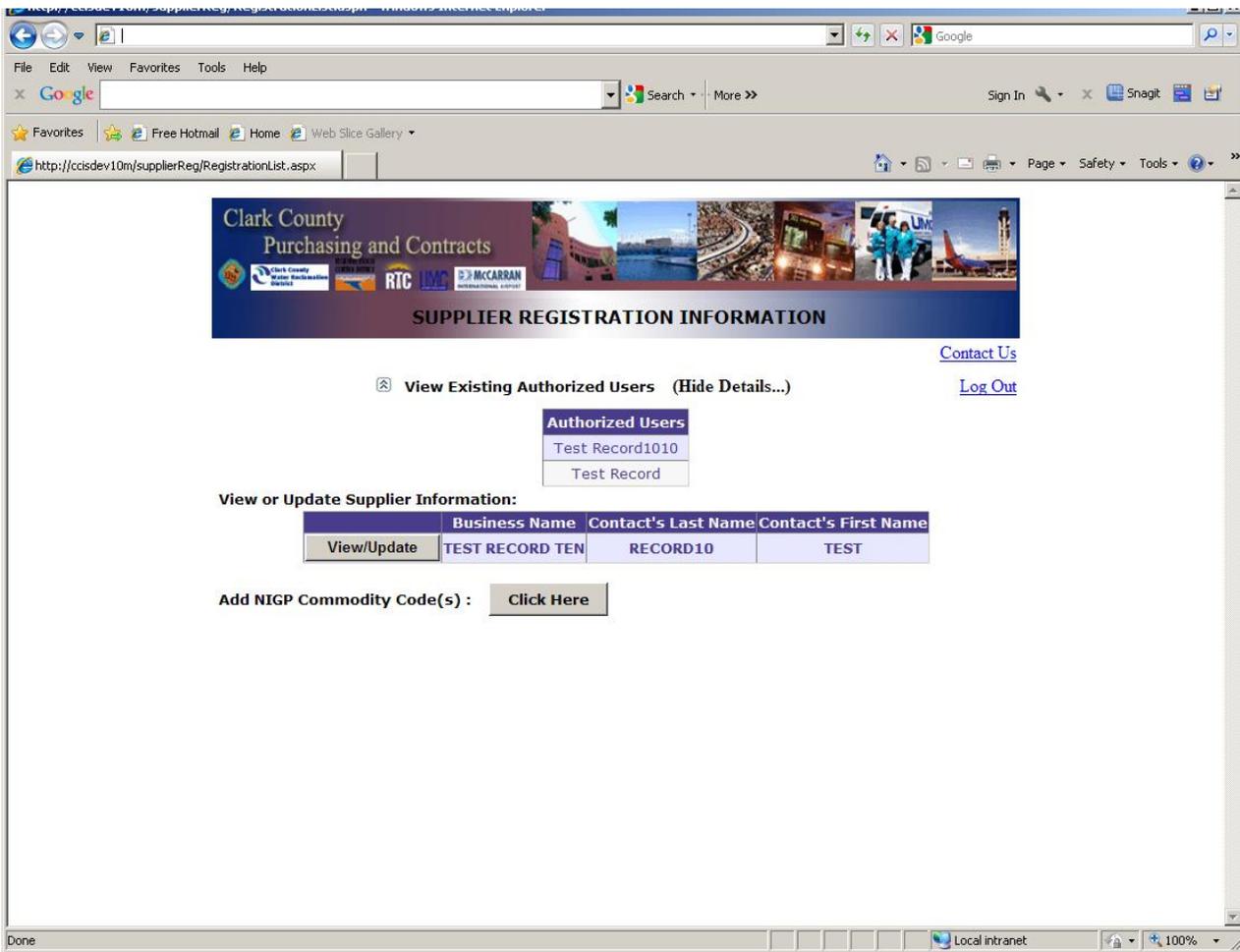


To verify that the new (Authorized User) has been added to the list: Click the  button next to the **View Existing Authorized Users** label.

The “**Authorized Users**” list will expand displaying all authorized users for your (Business/Company). Click the  button to collapse the list.

Review the list and verify it for accuracy. If the list is **not** accurate, you may request to have an authorized user removed from the list as described previously.

All **Authorized Users** may login and **View or Update** the existing supplier information for the (Business/Company).



## If you “Forgot your Password”?

Click the “**Forgot Password?**” link on the **SUPPLIER REGISTRATION LOGIN** page to begin the process of resetting your password.

Clark County  
Purchasing and Contracts

**SUPPLIER REGISTRATION LOGIN**

**INSTRUCTIONS**

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First Time User? [Register Here!](#)

Login Id:

Password:  Please enter the password

[Forgot Password?](#)

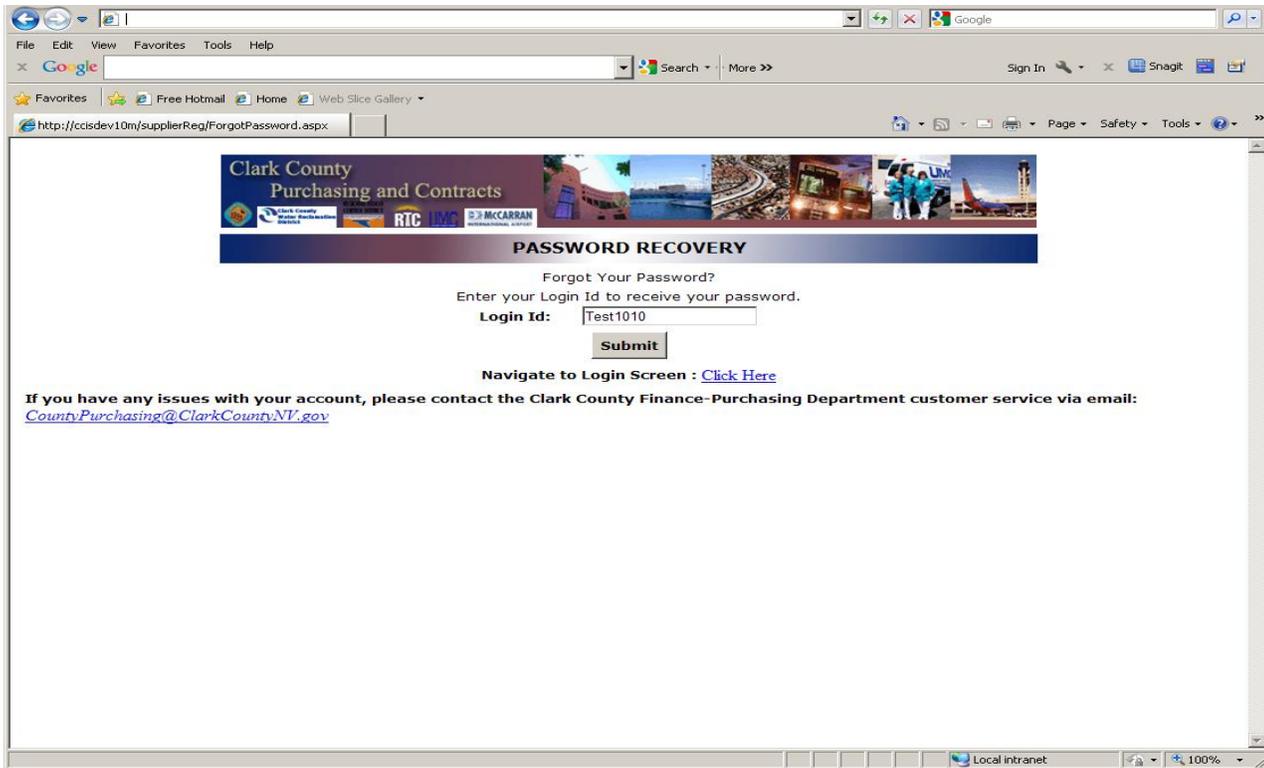
[Forgot Login Id?](#)

[Contact Us](#)

[Finance-Purchasing Home Page](#)

[Current Contracting Opportunities](#)

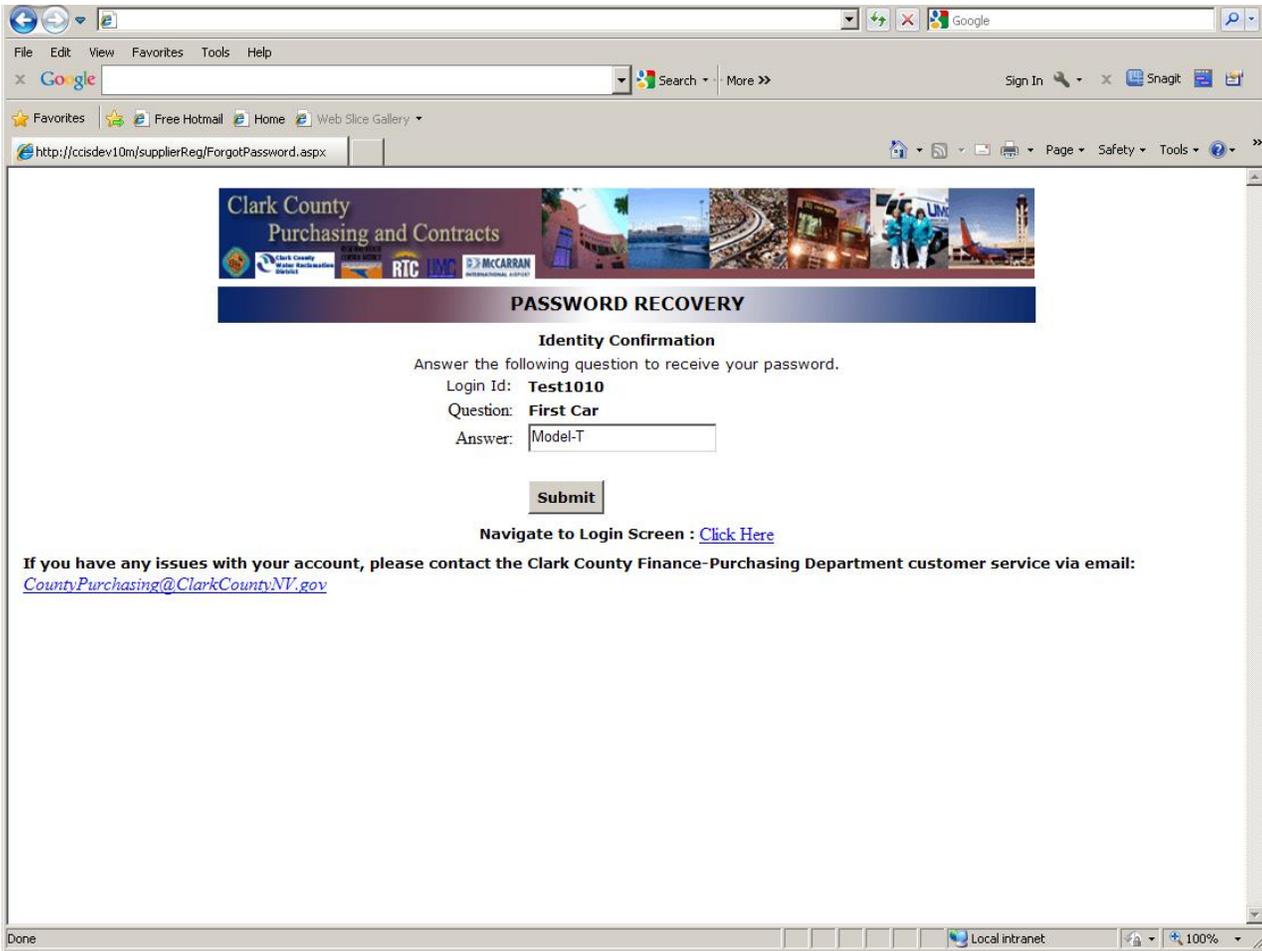
The **PASSWORD RECOVERY** page will appear. Enter your **“Login Id.”**



Click the **“Submit”** button.

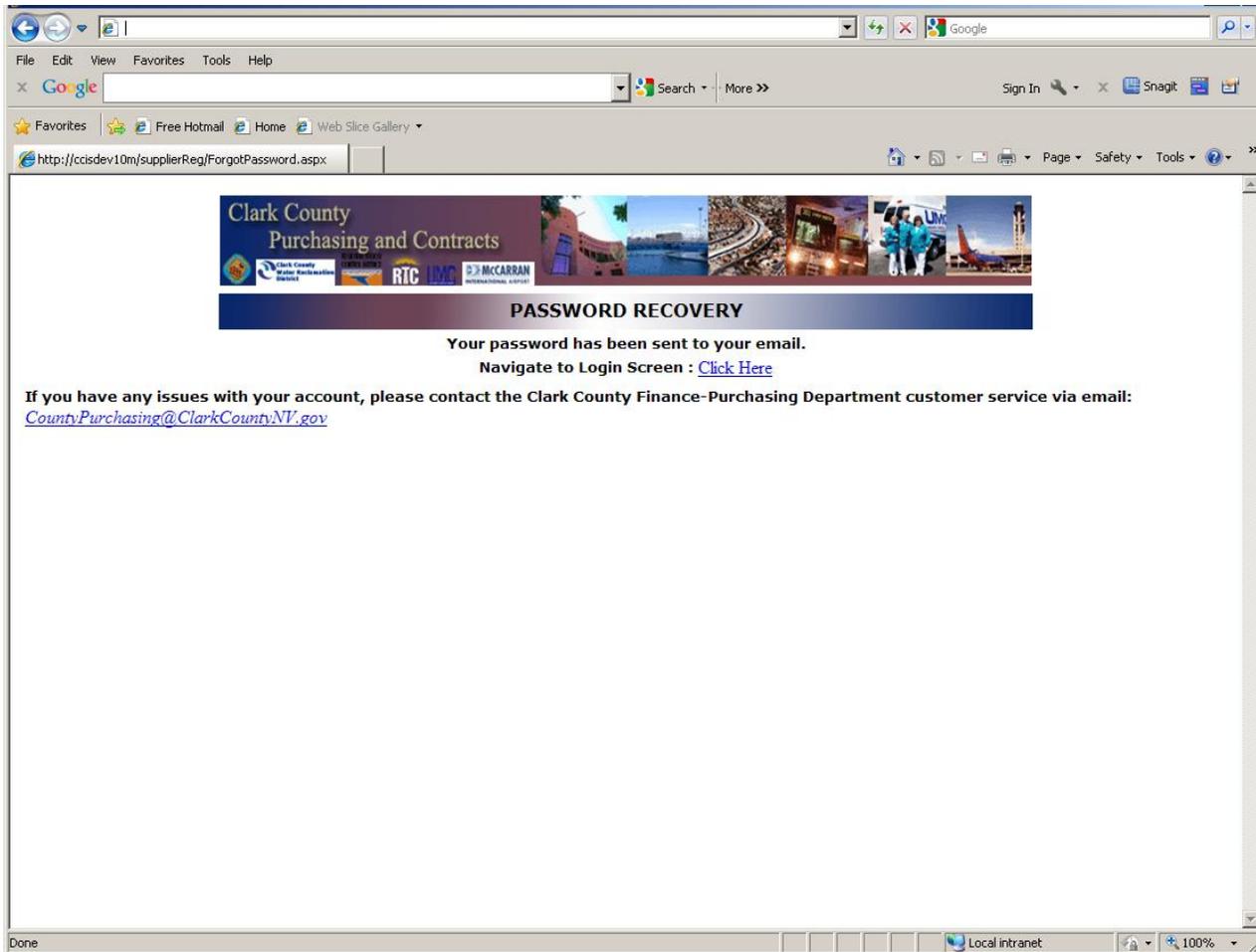
**Note:** If you do not provide the correct **Login Id**, your password **cannot** be reset. You must **re-register** (with unique information), using the **(same Tax ID or SSN)** associated with your existing supplier registration information.

The following page will display: Enter your security answer and click the “**Submit**” button.



Click the **Submit** button.

“Your password has been sent to your email” message will appear.

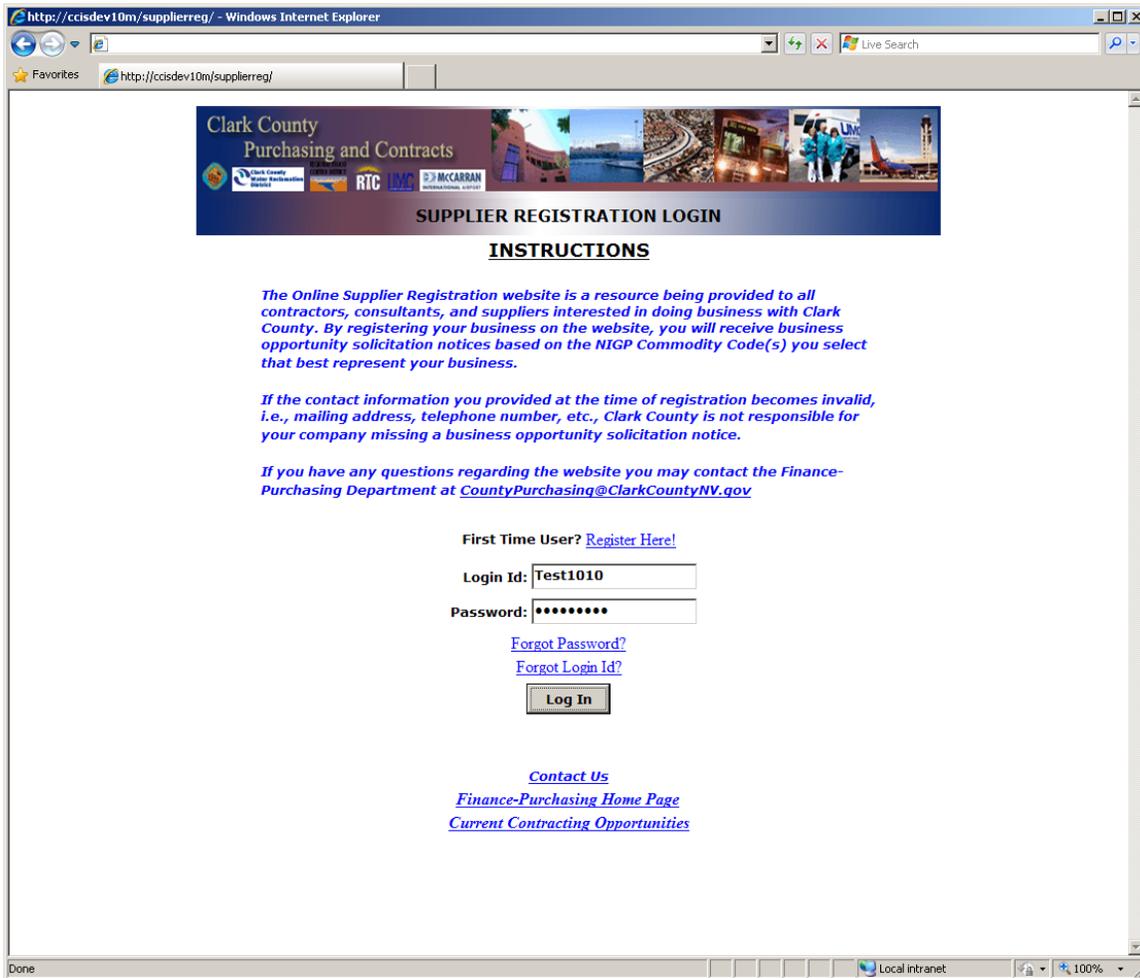


Go to the **e-mail account** you inputted when you created your user account to recover the temporary password.

Click the “**Click Here**” link.

The **SUPPLIER REGISTRATION LOGIN** page will appear.

Enter your “**Login Id**” and the (**Temporary Password**).



The screenshot shows a web browser window with the address bar displaying <http://ccisdev10m/supplierreg/>. The page header features the Clark County Purchasing and Contracts logo and a banner with the text "SUPPLIER REGISTRATION LOGIN". Below the banner, the word "INSTRUCTIONS" is centered. The main content area contains three paragraphs of text, followed by a registration form. The form includes a "First Time User? Register Here!" link, a "Login Id:" field with the value "Test1010", a "Password:" field with masked characters, and links for "Forgot Password?" and "Forgot Login Id?". A "Log In" button is positioned below the form. At the bottom of the page, there are links for "Contact Us", "Finance-Purchasing Home Page", and "Current Contracting Opportunities". The browser's status bar at the bottom shows "Done" and "Local intranet".

Clark County  
Purchasing and Contracts

**SUPPLIER REGISTRATION LOGIN**

**INSTRUCTIONS**

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First Time User? [Register Here!](#)

Login Id:

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[Forgot Password?](#)

[Forgot Login Id?](#)

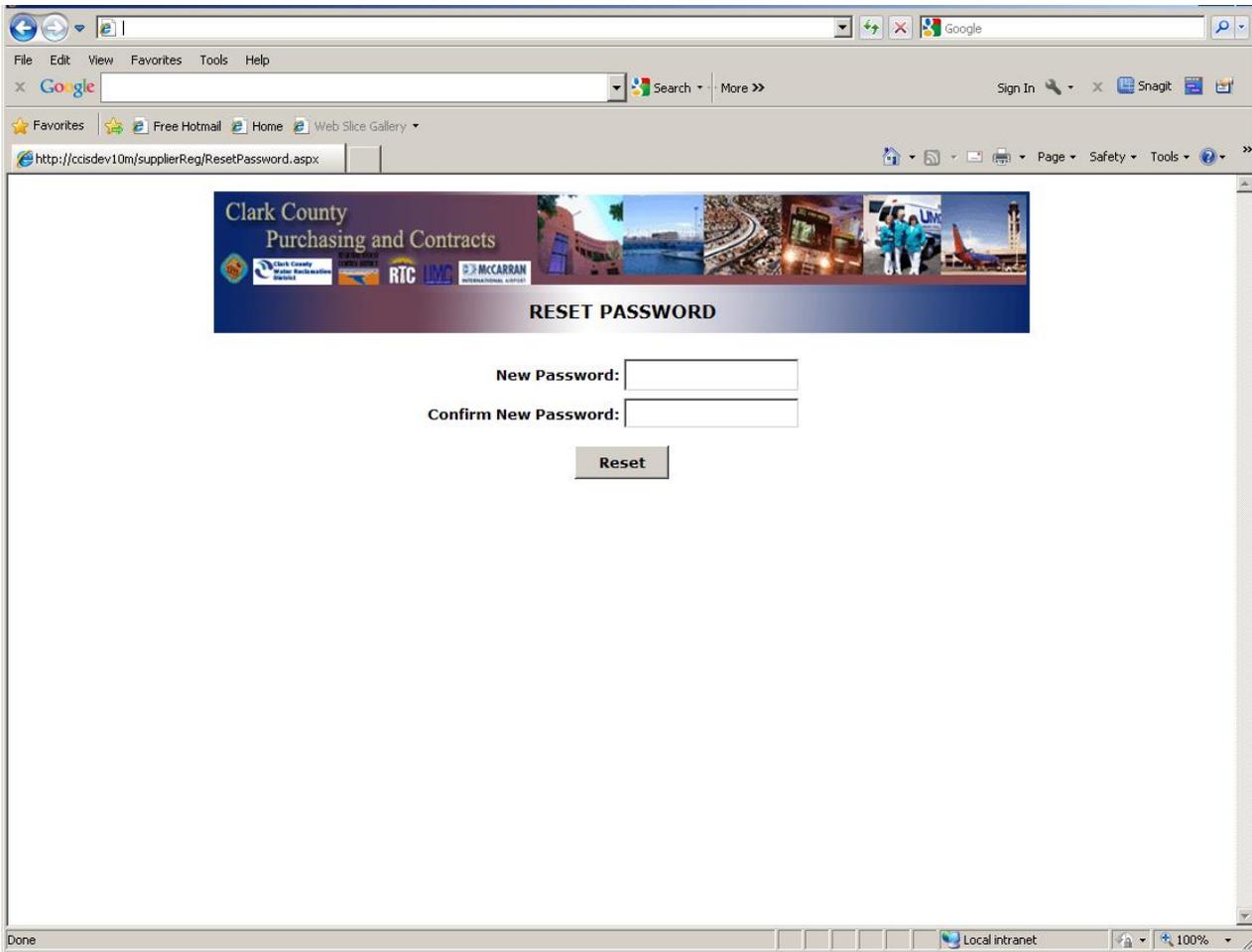
[Contact Us](#)

[Finance-Purchasing Home Page](#)

[Current Contracting Opportunities](#)

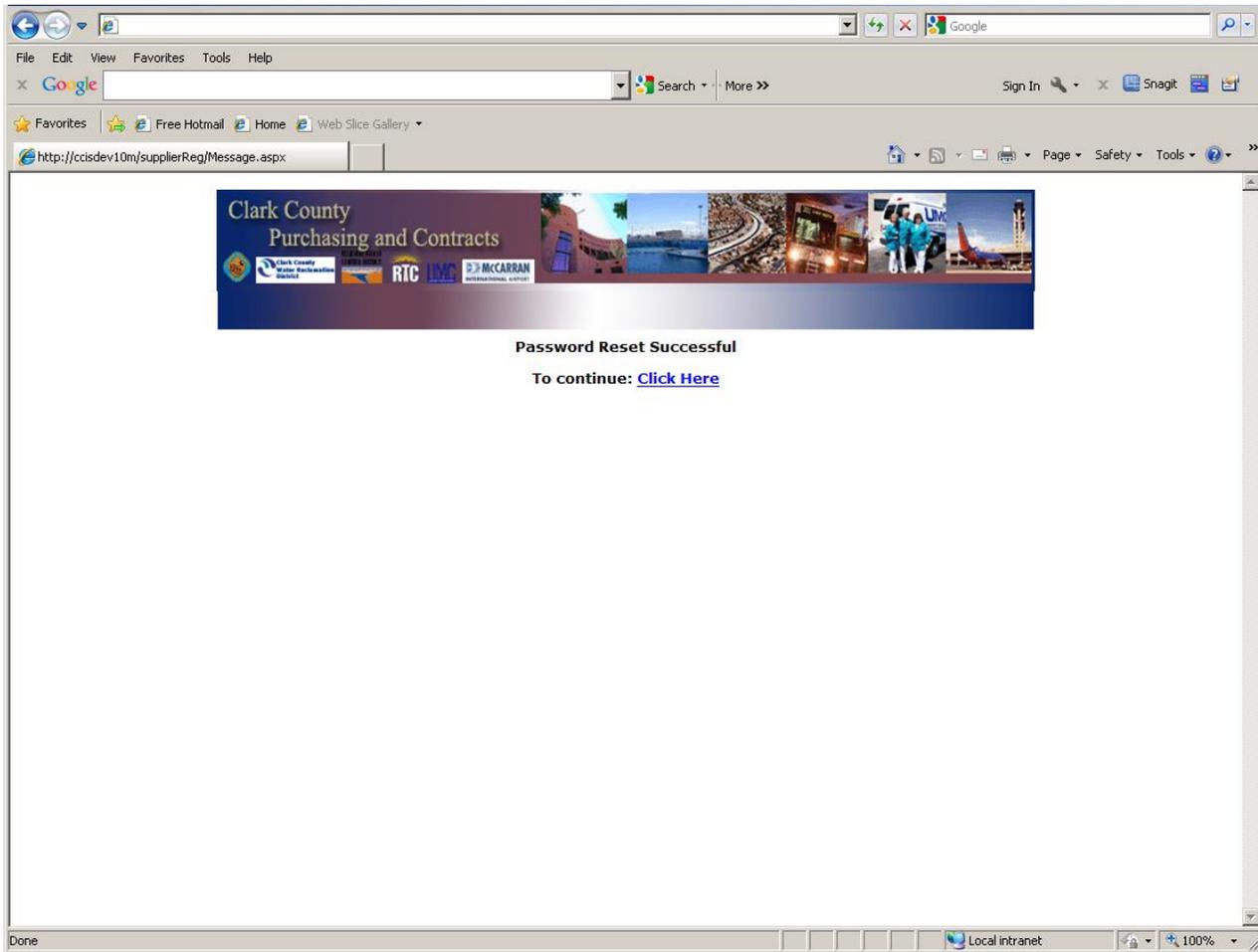
Click the “**Log In**” button.

The **RESET PASSWORD** page will appear.



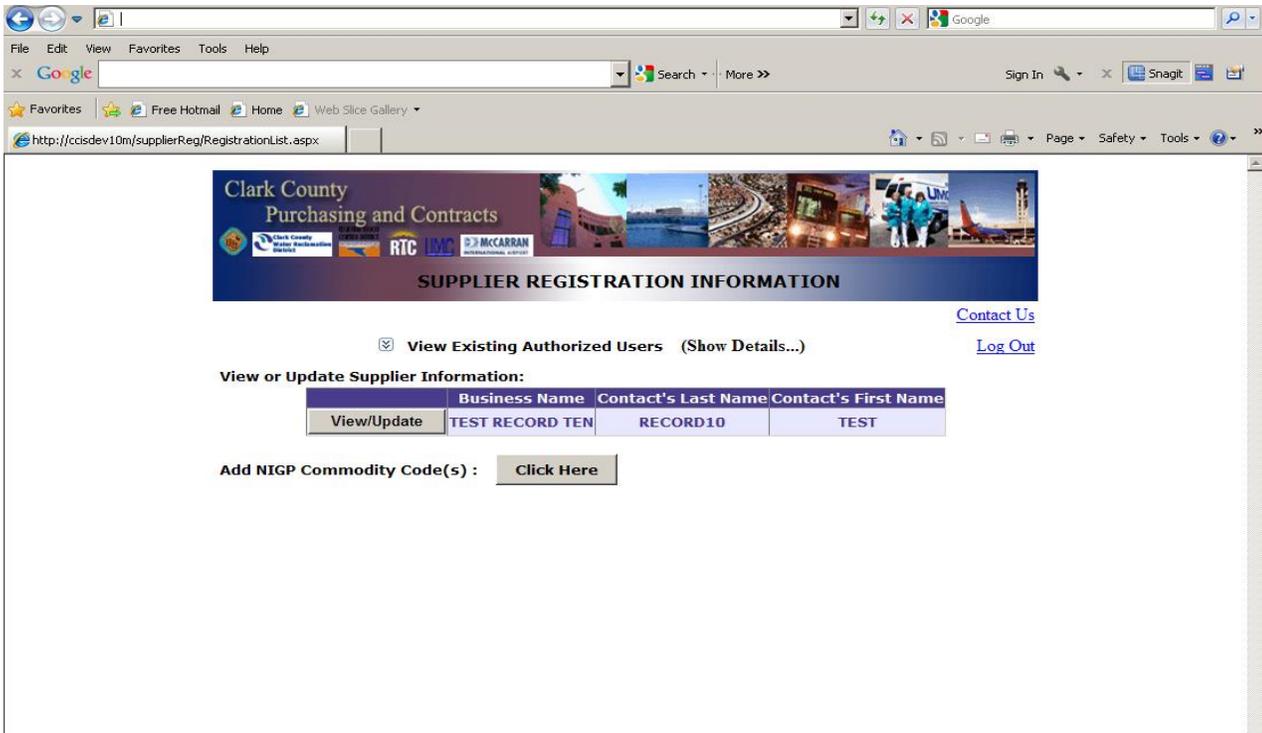
You must fill in the “**New Password and Confirm New Password**” boxes and click the “**Reset**” button.

The message **“Password Reset Successful”** will appear.



Click the **“Click Here”** link.

The **SUPPLIER REGISTRATION INFORMATION** page will appear.



To continue and **View/Update** the “**Supplier**” information, click the “**Click Here**” button.

You may click the “**Log Out**” link to get back to the **SUPPLIER REGISTRATION LOGIN** Home Page.

**If you need assistance with resetting your password:** You may contact the **Clark County Purchasing Department** by clicking the “**Contact Us**” link.

You must provide the following information in your **e-mail** correspondence:

1. **Login Id** - (associated with existing supplier information)
2. **Last (4) Digits of Tax ID or SSN** - (associated with existing supplier information)
3. **Business Name** - (associated with existing supplier information)
4. **Contact’s First and Last Name** - (associated with existing supplier information)

If the following page appears, your session may have expired. Attempt to login again to the **Supplier Registration (On-Line) Application**.

If the message persists, contact the **Clark County Purchasing Department** by clicking on the following link: [Contact Us](#)

