STATE OF NEW MEXICO

General Services Department State Purchasing Division



Supplier Registration Guide

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Employer Identification Number (EIN)

Every organization must have an employer identification number (EIN), even if it will not have employees.

- What is an EIN Number? It is the Employer Identification Number that is a unique number that identifies the organization to the IRS.
- You can find more information and how to obtain an EIN at: <u>Employer Identification Number | Internal Revenue</u> <u>Service (irs.gov)</u>

CRS Number

Anyone who engages in business in New Mexico must register with the Taxation and Revenue Department (TRD).

- What is a CRS Number? It is the number used to report and pay state and local option gross receipts tax, New Mexico withholding tax and compensation tax under the Combined Reporting System (CRS). Known as a CRS Identification Number, it is used to report and pay tax collected on gross receipts from business conducted in New Mexico.
- You can find more information and how to obtain a CRS Number at: <u>Who must register a business?</u> : <u>Businesses</u> (newmexico.gov)

Dun & Bradstreet - D-U-N-S Number

- What is a DUNS Number? The Dun & Bradstreet D-U-N-S Number is a unique identifier for business assigned once DUNS identifies a company as being unique from any other in the Dun & Bradstreet Cloud.
- A D-U-N-S Number is used around the world to identify and access information on businesses and identifies a company's Dun & Bradstreet business credit file that may include the company's name, address, phone number/s, etc.; corporate family relationships and scores and ratings that assess different financial health indicators.
- You can find more information and how to register for a D-U-N-S Number at: <u>https://wwwdnb.com/duns-number.html</u>

State of New Mexico eProNM

Becoming a State of New Mexico supplier is free, easy and it only takes a few minutes and is required of a supplier in order to respond electronically to the State of New Mexico's solicitation opportunities. As a registered supplier you will have access to the following:

- •Receive electronic notifications of New Mexico's solicitation opportunities
- •View and download all pertinent information
- •Receive electronic notifications of solicitation changes
- •Ability to respond electronically

Navigate to the New Mexico General Services Department https://www.generalservices.state.nm.us

• Click on the "Purchasing" tab to drop down the menu



- Click "Vendor" (Supplier) Registration
- \leftarrow \rightarrow C o https://www.generalservices.state.nm.us

	Facilities Management	Printing & Graphics Pu	rchasing Risk Mana	agement & Health Benefits
•	Solicitations and Awards	For Suppliers	For Government Entities	Agency Online Submiss
A F	Active Procurements Recent Awards Sole Source / Emergency Procurements Statewide Price Agreements NIGP Commodity Codes	New Mexico Resident Business And/Or Veterans Preference Application Online Bidding Vendor (Supplier) Login Vendor (Supplier) Resour Vendor (Supplier) Resour Vendor (Supplier) Registration Helpful Links	ebarment Notices New Mexico Resident Busines Veterans Preferences Policies and Guidance Memos RFP Documents and Templat Procurement Reform Task For Sample Contracts and Requir	s And/Or In-state/Out-of-state Contra Reporting Submit Amendment s Submit Amendment es Submit Emergency es Submit GSA rce Submit ITB ed Forms Submit ITB for Construction
	Rules and Regulations	Chief Procurement Officer	State Use Act Training	Submit RFP Submit Sole Source Ask for help Contracts Review Bure:
E	Best Value Procurement Guide Procurement Code	CPO List CPO Registration	Training Registration Training Material	General Helpful Information Contract and Amendment T
· · · · · · · · · · · · · · · · · · ·	Regulations, Executive Orders	CPO Trainings	Training Events	Required Documents for Co Package

• Click "Proceed"



Getting Started – Registering

• Click "Continue with Registration" at the bottom of page:



- Enter a valid email address (this email address will be your User Name when logging into eProNM)
- Click "Next"

Please logi procureme	n to access your company's profile. As a registered supplier you will have access to the following ent related activities:	
 Receive View an Receive Ability to 	electronic notifications of New Mexico's solicitation opportunities d download all pertinent information electronic notifications of solicitation changes o respond electronically	
Enter you	ur email address below, select next, then enter your password.	
		/
Enter you	ur email to Login/Create Account English -	
	Next	
Email		

Create an Account

• If you receive the message: "Looks like you don't have an account yet." Click "Creat Account" to register.

lease login to access y	our company's	profile. As a regist	ered supplier you will	have access to	the following
rocurement related a	tivities:				
Receive electronic ne View and download Receive electronic ne Ability to respond el	otifications of Ne all pertinent info otifications of so ectronically	ew Mexico's solicit: ormation licitation changes	ation opportunities		
nter your email a	ddress below,	select next, the	en enter your pas	sword.	
nter vour email to	Login/Creat	e Account			En alliah 💌
xx@gmail.com					English
Looks like you don't h	ave an account ye	t. Click 'Create Acco	unt' to register.		
mail					

• Click "Continue with Registration"



Complete the Registration

- Complete the registration form by entering all required supplier information
- Create a password and complete the "Account Recovery Question" (this will be the password you will be logging into eProNM with)
- Check the Terms and Conditions box
- Check the "I'm not a robot" box
- Click on "Create Account"

	GENERAL SERVICES DEPARTMENT	
Create Account	Registration Tutorial	English 💌
To begin your eProNM registrati Create Account."	on, please complete this page and clic	:k "
If you are unable to create an accoun employee of your company or becaus 233-1121.	t because the primary contact is no longer a se you forgot your password, please call 1-80	in 00-
What company are you with?		
Legal Company Name *		
Employer Identification Number		•
Tax ID Number Type 🐠		
Tax Id		
DUNS Number		
Your Contact Infe		
TOUR CONTACT INTO		

Title	
	ovt
Phone Number *	ext.
International phone numbers must beg	gin with +
EDT/EST - Eastern Standard Tin	me (US/Eastern)
Preferred Time Zone 📩	
Your Login	
Tmendibles	
Email *	
Confirm Email *	
Required field cannot be empty.	
	۲
Password *	Re-Enter Password *
What was the name of your ele	ementary school?
Account Recovery Question *	
*	
Answei	Continn Answer
Terms and Conditions	
I have read and accepted J	AGGAER's Terms and Conditions
Select the Security Check sho	own below.
	23
l'm not a robot	reCAPTCHA Privesy Terma
Create Account	

Registration is Complete

- Once you click "Create Account" and your registration is complete
- Look for the email with the instructions on next steps



- Once you've successfully logged in to eProNM, you will see this window.
- Click on "Manage Registration Profile"

State of New Mexico State Purchasing Division - Supplier Guide

State of N Procureme Supplier P	co erronini - The ew Mexico's Electronic ent ortal.	Manage Registration F					1
		Sourcing Events					:
Customer	Contact	? Show	Opening or Clos	ing Soon 🗸 🗸		🕒 Go	to Public Opportunitie
Title Phone	Support Desk +1 505-795-1894	No Results					
		Events	Released	Open	Closed	Awarded	All
		My Events	0	0	1	0	1
		Public Events	0	19	1132	15	1166
							View All Even

Welcome to Supplier Registration

- Click on each link under "Welcome" and complete each section until there is a green $\sqrt{}$ next to each link.
- Required fields are indicated with an asterisk (*). Complete the information required in each

Section, click on	"Save Changes."
	Welcome to Supplier Registration

Registration In Progress for: State of New Mexico	The registration process
1 of 4 Steps Complete	Complete the registration, click Create Account. Z. You will receive your Login ID and Password via email. J. Join: through the link provided
Welcome	4. Complete your registration by providing all required information in your company's profile.
Company Overview	Be advised your company will not receive any electronic notification of New Mexico's solicitation until your company's registration is complete, including the Certification section at the end of the registration process.
Business Details 🛛 🗸	Before you begin registering
Addresses 🛷	With the necessary data collected, the registration process should not take more than 5 minutes. Compiling the necessary information prior to beginning the registration process will ensure a smooth and trouble-free registration process.
Contacts 🗸	The following information will be requested during the registration process:
Certify & Submit Registration FAQ View History	 Legal company name Tax ID number Address, phone and email information List of commodities you supply Diversity information and certifications (if applicable) Additional contacts
	Note: If you are unable to log in because the primary contact is no longer an employee of your company or because you forgot your password, please call 1-800- 233-1121.
	Required to Start Registration
	Legal Company Name *
	★ Required to Complete Registration Next > Save Changes

?

Company Overview

- Complete this section.
 - If entering a DUNS Number, do not use dashes when entering the number.
 - \circ $\;$ When entering the Tax ID Number, do not use dashes when entering the number.
- Click "Save Changes", then "Next" to progress to the next Section.

1 Of 4 oteps complete					
Welcome	(DBA)				
Company Overview 🗸	Country of Origin *	United States			
Business Details 🛛 🗸	Does your business have a DUNS number?	🔾 Yes 🛞 No			
Addresses 🛷	* 0				
Contacts 🗸	Legal Structure * 🛛	Individual/Sole Proprietor)		
Certify & Submit	Tax ID Number Type 💿	Employer Identification Number			
	Tax ID Number *				
	Website		0		
	★ Required to Complete Re	gistration		< Previous	Next > Save Changes

- **Business Details Link**: You will select Commodity Codes in the Products and Services Section by selecting, "Edit" and choosing commodity codes associated with your company.
- Search Commodity Codes with one key word at a time
- Select each Commodity Code associated with your company.
- Click "Done" to progress to close the Commodity Codes selection window.
- Click "Save Changes", then "Next" to progress to the next Section.

Registration In Progress for: State of New Mexico 1 of 4 Steps Complete	The information on this pag provide. Additionally, this da Administration. The SBA sta	e allows us to track imp ata is used to determine andards are based on yo	ortant details whether or no our NAICS cod	about you ot your bus le and ann	ur company, s siness meets nual revenue, c	Commodity Co	ite and the products and services that you		×
Welcome Company Overview	Year Established		11			Use Search or browse the list t	o yrect applicable Commodity Codes. You can select multi	ple before clicki	ng Done.
Business Details	Number of Employees *	2				Search			
Addresses	Business Description					1 Selected Codes			
Contacts						Showing 1 - 20 of 9204 Result:	5		
Certify & Submit		2500 characters remain				Results Per Page 20 🗙	Sort by: Commodity Code 🗸	📧 Page 1	✔ of 461 🕨 ?
ocrary a submit						Commodity Code	Description		
	Annual Revenue/Receip	ots				00505	Abrasive Equipment and Tools		
Pagistration 54.0 1 View History	2020 Annual					00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.		
Registration PAQ View History	Revenue/Receipts *					00521	Abrasives, Sandblasting, Metal		
						00528	Abrasives, Sandblasting (Other than Metal)		
	Revenue/Receipts *	450,000.00				00542	Abrasives, Solid: Wheels, Stones, etc.		
						00556	Abrasives, Tumbling (Wheel)		
	Revenue/Receipts *					00563	Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075)		
	Sales Territories					00570	Pumice Stone		
	Is Your Business a Local Su	pplier?	Yes	O No		00575	Recycled Abrasives Products and Supplies		
	Is Your Business a National	Supplier?	O Yes	No		00584	Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool		
	U.S. Service Area		-			00862	Photo Identification Software		
	International Service Area		-			01005	Acoustical Tile, All Types (Including Recycled Types)		
	Products and Services					01008	Acoustical Tile Accessories: Channels, Grids, Mounting Hardware, Rods, Runners, Suspension Brackets, Tees, Wall Angles, and Wires		
	Commodity Codes *					01009	Acoustical Tile Insulation		
						01011	Adhesives and Cements, Acoustical Tile		
	Diversity Classification	s				01014	Adhesives and Cements, Insulation		
	Diversity Classifications		-			01017	Aluminum Foil, etc.		
						01030	Bands, Clips, and Wires (For Pipe Insulation)		
	* Required to Complete Re	egistration				01038	Clips, Pins, etc. (For Duct Insulation)		
						01041	Cork: Blocks, Boards, Sheets, etc.		
						Results Per Page 20 🗸		📧 Page 1	♥ of 461
								D	Close

- Addresses
 - Enter an address label, i.e. Physical, Fulfillment, etc.
 - Click "Next" to close this window.
 - Click "Next" to progress to the next section.

Registration In Progress for: State of New Mexico 1 of 4 Steps Complete		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.	
Welcome Company Overview Business Details Addresses	\$ \$	Required Information The following address types are required to complete registration: - Remittance No addresses have been entered Hide inactive Addresses	****
Contacts Certify & Submit		Add Address Add Address Basic Information (Step 1 of 3)	× ?
		What would you like to label this address? * <i>Example: Headquarters, Houston Office</i>	
		Which of the following business activities take place at this address? (select all t ☑ Takes Orders <i>(fulfillment)</i> ☑ Receives Payment <i>(remittance)</i> ☑ Other <i>(physical)</i>	hat apply) *
		* Required to Complete Registration	Next >

- Contacts
 - Click on "Add Contact"
 - Select Corporate
- Please note that the "Corporate" label needs to be selected from this drop-down list in order for it to be listed first, or you will not be able to certify and submit to complete your profile.
- Multiple contacts can be added by clicking on "Add Contact" and selecting a label type.
- Click "Next" to complete the Contacts Section.

Welcome Company Overview	~	Required Information The following contacts are required to complete registration: - Corporate
Business Details		
Addresses	1	No contacts have been entered Hide Inactive Contacts Hide Inactive Contacts
Contacts	× .	
Certify & Submit		Diversity Fulfilment Remittance Other

- Click "Certify & Submit" to complete your profile.
- Click "Submit"
- A notification will be sent to your email stating that your profile has been completed.

Editing Your Profile

- A profile can be edited at any time by logging into your profile.
- Click "Manage Registration Profile" and edit information as appropriate.

Where to go for more help...

If you are having issues with managing your profile you may contact our Support Desk at (505) 795-1894 or (505) 795-1076 for further assistance.

Accessing Solicitations via the eProNM Procurement Portal

To view all current and previously awarded solicitations issued by the NM State Purchasing Division on behalf of Executive Branch agencies for various goods and services, navigate through the GSD Website:

https://www.generalservices.state.nm.us

- Click the "Purchasing" tab to drop down the menu
- Click on "Online Bidding"
- \leftarrow \rightarrow C file https://www.generalservices.state.nm.us



• Click "Proceed"



- Search for Open for Bid, Upcoming, Closed or Awarded solicitations using:
 - Work Group Filter field
 - Keyword field



Welcome to eProNM – The State of New Mexico's electronic procurement website

Listed below are <u>current and previously awarded</u> solicitations issued by the NM State Purchasing Division on behalf of Executive Branch agencies for various goods and services.

To submit an electronic bid/response to an open solicitation, your business must be registered with eProNM. There is no fee to register.

Contact our Support Desk at (505) 795-1894 or (505) 795-1076 for further assistance.

NOTE: Bids on the website must be received by the due date and time listed on the front page of this ITB or as amended. Electronic submissions via eProNM submitted within 2 hours before the close time cannot be guaranteed to upload successfully.

Business Opport	tunities
< Back to State of New	Mexico Purchasing Website
Open for Bid	cominal Closed Awarded All
Work Group Filter	Filter Results by work group Q
Keyword	Search by event title, number, contact, short description, or commodity code description
	Clear Search
Sort by	Close date descending 🗸
1-20 of 20 Results	20 Per Page 🔫
Status	Details
Open	Audit Services The purpose of this Request for Proposals (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of an Independent Public Accountant (IPA) to
	Open 3/22/2021 10:30 AM MDT Type null
	Close 5/28/2021 2:00 PM MDT Number 21-350-0050-01
	Contact Natalie Martinez Natalie.Martinez1@state.nm.us
	Details 🔃 View as PDF