

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: [Employer Identification Number | Internal Revenue Service \(irs.gov\)](#)

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: [Who must register a business? : Businesses \(newmexico.gov\)](#)

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: <https://www.dnb.com/duns-number.html>

State of New Mexico eProNM

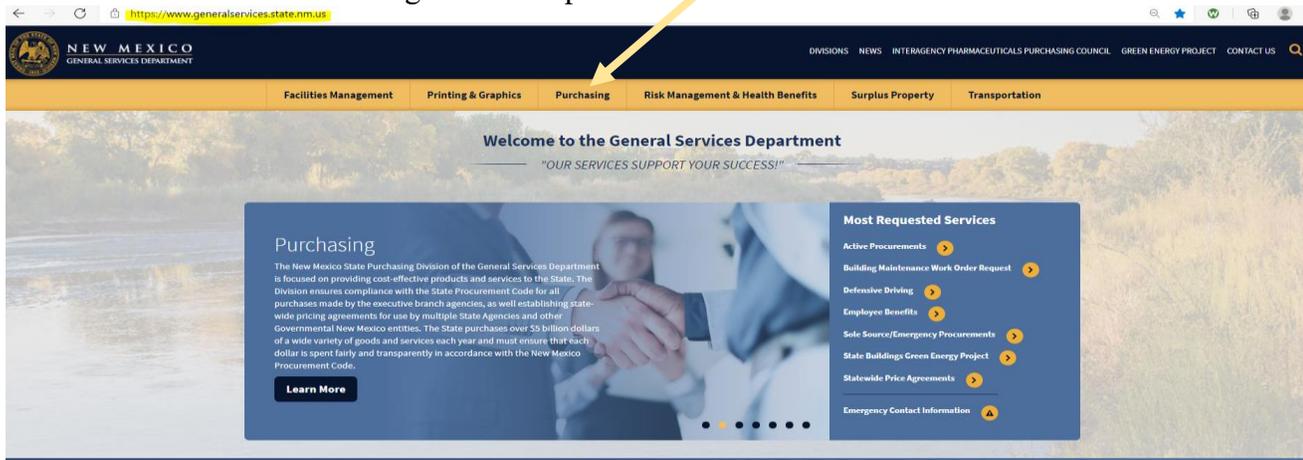
Becoming a State of New Mexico supplier is free, easy and it only takes a few minutes and is required of a supplier in order to respond electronically to the State of New Mexico’s solicitation opportunities. As a registered supplier you will have access to the following:

- 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

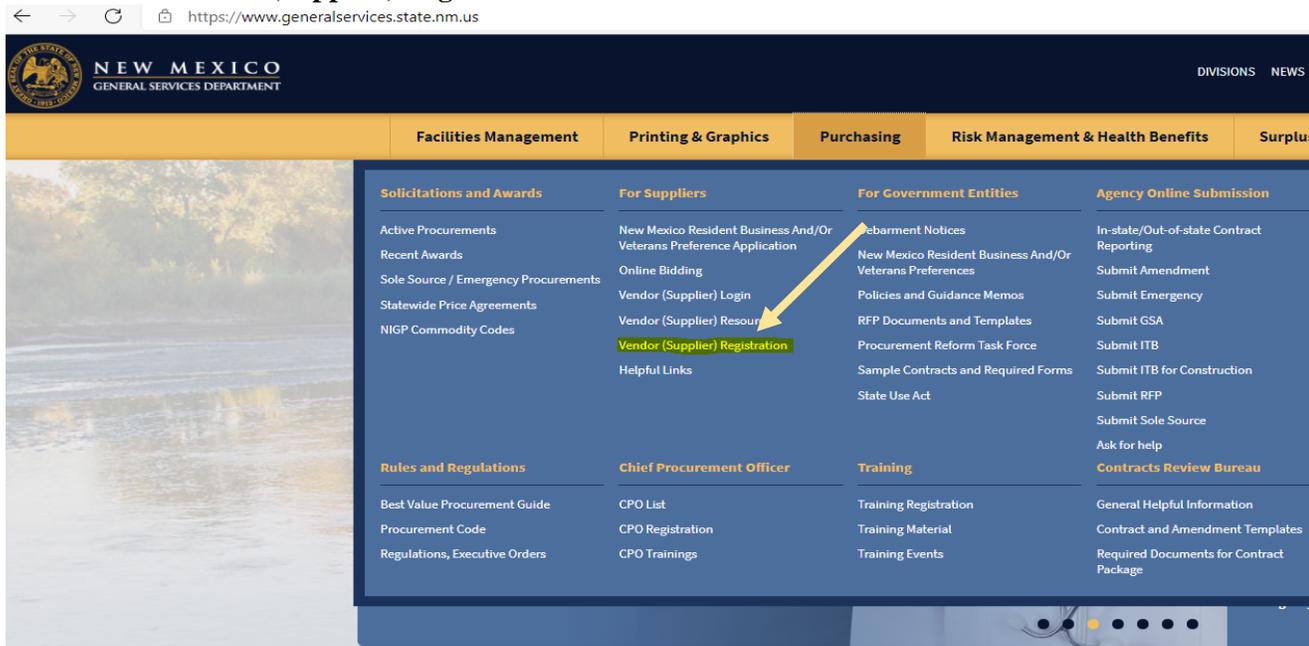
Navigate to the New Mexico General Services Department

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

- Click on the “Purchasing” tab to drop down the menu



- Click “Vendor” (Supplier) Registration



- Click “Proceed”

You Are Now Leaving Our Website

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Any link from our site to an external website does not imply that we endorse or accept any responsibility for its use. It is important for users to take necessary precautions, especially to ensure appropriate safety from viruses, worms, trojans and other potentially destructive items. Users should review the privacy policies of external websites and other terms of use to learn more about what, why and how they collect and use any personally identifiable information.

Thank you for visiting and please come again.

Proceed
Cancel

Getting Started – Registering

- Click “Continue with Registration” at the bottom of page:

https://solutions.sciquest.com/apps/Router/RegistrationChecklist?CustOrg=StateOfNewMexico

NEW MEXICO
GENERAL SERVICES DEPARTMENT

Registration Checklist

[Registration FAQ](#)

[Registration Tutorial](#)

English ▾

Welcome to Supplier Registration

The registration process

1. Complete the registration, click **Create Account**.
2. You will receive your **Login ID** and **Password** via email.
3. Login through the link provided.
4. Complete your registration by providing all required information in your company's profile.

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.

Before you begin registering

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.

The following information will be requested during the registration process:

- 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.

Continue With Registration

Please contact the Support Desk at +1 505-795-1894 for assistance.

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

Create an Account

- If you receive the message: “Looks like you don’t have an account yet.” Click “Creat Account” to register.

- Click “Continue with Registration”



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

Welcome to Supplier Registration English ▾

The registration process

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[Continue With Registration](#)

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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”



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Create Account

[Registration Tutorial](#)

English ▼

To begin your eProNM registration, please complete this page and click "**Create Account.**"

If you are unable to create an account because the primary contact is no longer an employee of your company or because you forgot your password, please call [1-800-233-1121](tel:1-800-233-1121).

What company are you with?

Legal Company Name *

Tax ID Number Type ●

Tax Id

DUNS Number

Your Contact Info

First Name *

Last Name *

Title

Phone Number *

International phone numbers must begin with +

Preferred Time Zone *

Your Login

Email *

Confirm Email *

Required field cannot be empty.

Password *

Re-Enter Password *

Account Recovery Question *

Answer *

Confirm Answer *

Terms and Conditions

I have read and accepted JAGGAER's [Terms and Conditions](#)

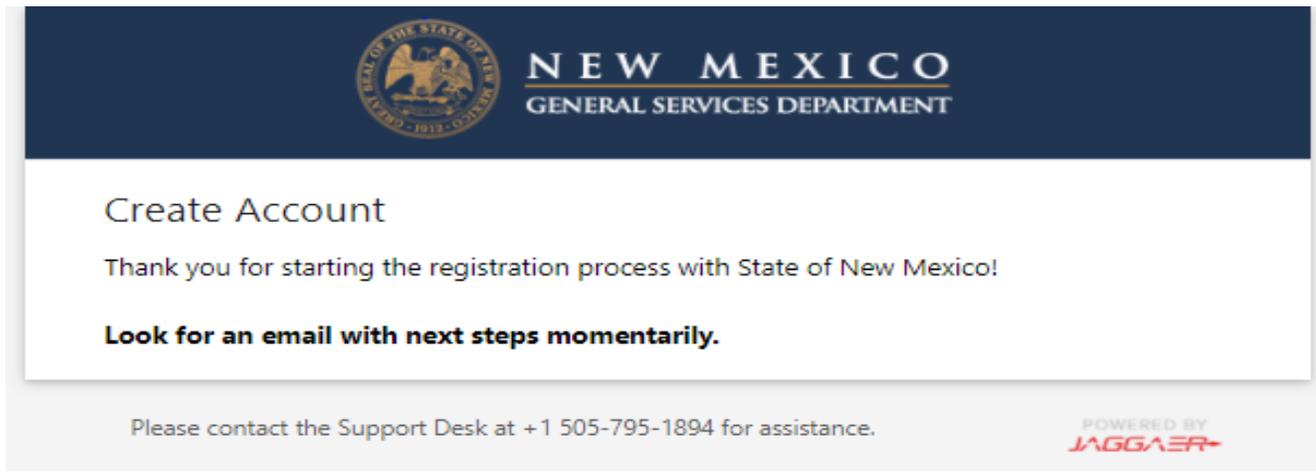
Select the Security Check shown below.

 I'm not a robot 

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



 **NEW MEXICO**
GENERAL SERVICES DEPARTMENT

Create Account

Thank you for starting the registration process with State of New Mexico!

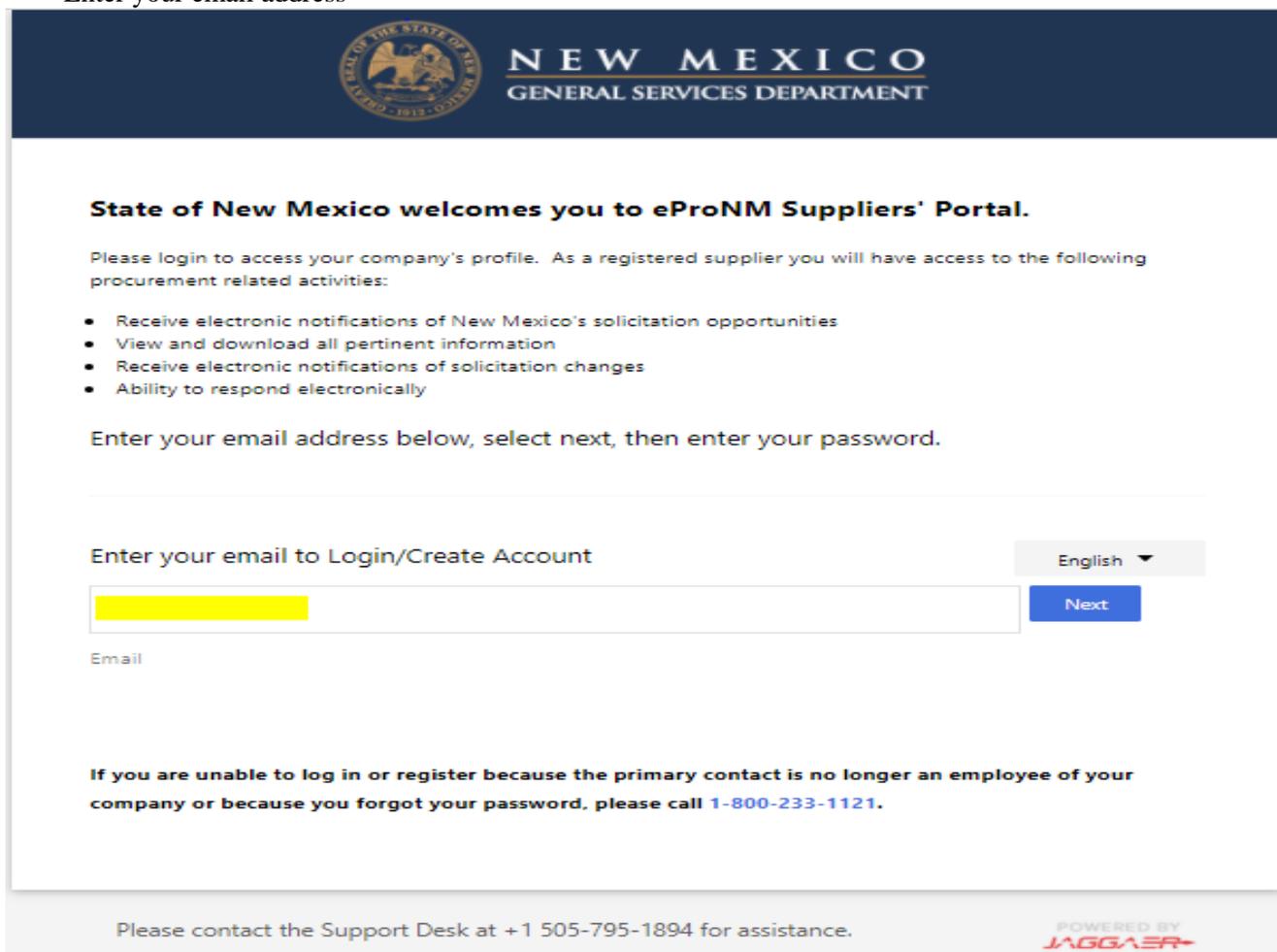
Look for an email with next steps momentarily.

Please contact the Support Desk at +1 505-795-1894 for assistance.

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Completing Your Profile in eProNM

- Look for an email with the link to log into your eProNM account.
- Click on the link to navigate to the Vendor (Supplier) Login site
- Enter your email address



 **NEW MEXICO**
GENERAL SERVICES DEPARTMENT

State of New Mexico welcomes you to eProNM Suppliers' Portal.

Please login to access your company's profile. As a registered supplier you will have access to the following procurement related activities:

- 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

Enter your email address below, select next, then enter your password.

Enter your email to Login/Create Account English ▾

Email Next

If you are unable to log in or register because the primary contact is no longer an employee of your company or because you forgot your password, please call 1-800-233-1121.

Please contact the Support Desk at +1 505-795-1894 for assistance.

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

Welcome to eProNM - The State of New Mexico's Electronic Procurement Supplier Portal.

Customer Contact

Title: Support Desk
Phone: +1 505-795-1894

Quick Links to Common Tasks

[Manage Registration Profile](#)

Sourcing Events

Show: Opening or Closing Soon Go to Public Opportunities

No Results

| Events | Released | Open | Closed | Awarded | All |
|---------------|----------|------|--------|---------|------|
| My Events | 0 | 0 | 1 | 0 | 1 |
| Public Events | 0 | 19 | 1132 | 15 | 1166 |

[View All Events](#)

Welcome to Supplier Registration

- Click on each link under “Welcome” and complete each section until there is a green ✓ next to each link.
- Required fields are indicated with an asterisk (*). Complete the information required in each Section, click on “Save Changes.”

Registration In Progress for:
State of New Mexico

1 of 4 Steps Complete

Welcome

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

[Registration FAQ](#) | [View History](#)

Welcome to Supplier Registration

The registration process

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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.

Before you begin registering

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.

The following information will be requested during the registration process:

- 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

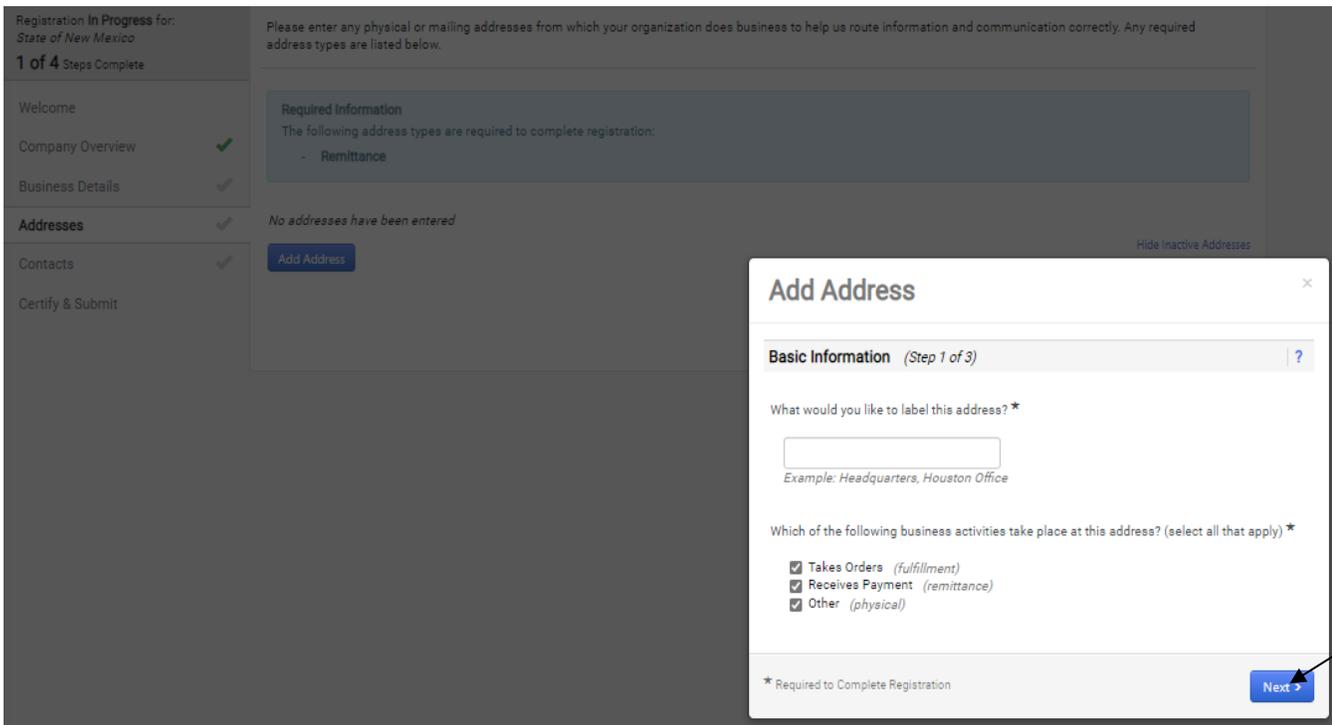
Company Overview

- **Complete this section.**
 - **If entering a DUNS Number, do not use dashes when entering the number.**
 - **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.**

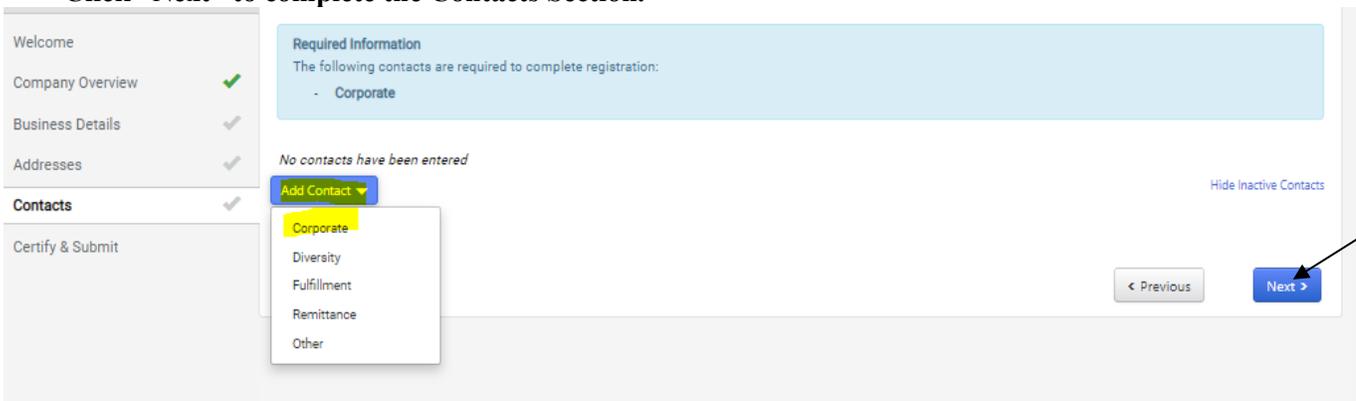
- **Business Details Link:** You will select Commodity Codes in the Products and Services Section by selecting, “Edit” and choosing commodity codes associated with your company.
- **Search Commodity Codes with one key word at a time**
- **Select each Commodity Code associated with your company.**
- **Click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

| Commodity Code | Description |
|----------------|---|
| 00505 | Abrasive Equipment and Tools |
| 00514 | Abrasives, Coated: Cloth, Fiber, Sandpaper, etc. |
| 00521 | Abrasives, Sandblasting, Metal |
| 00528 | Abrasives, Sandblasting (Other than Metal) |
| 00542 | Abrasives, Solid: Wheels, Stones, etc. |
| 00556 | Abrasives, Tumbling (Wheel) |
| 00563 | Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075) |
| 00570 | Pumice Stone |
| 00575 | Recycled Abrasives Products and Supplies |
| 00584 | Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool |
| 00862 | Photo Identification Software |
| 01005 | Acoustical Tile, All Types (Including Recycled Types) |
| 01008 | Acoustical Tile Accessories: Channels, Grids, Mounting Hardware, Rods, Runners, Suspension Brackets, Tees, Wall Angles, and Wires |
| 01009 | Acoustical Tile Insulation |
| 01011 | Adhesives and Cements, Acoustical Tile |
| 01014 | Adhesives and Cements, Insulation |
| 01017 | Aluminum Foil, etc. |
| 01030 | Bands, Clips, and Wires (For Pipe Insulation) |
| 01038 | Clips, Pins, etc. (For Duct Insulation) |
| 01041 | Coric Blocks, Boards, Sheets, etc. |

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



- **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.**



- **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”

