SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 E. OSBORN RD. / SCOTTSDALE, ARIZONA 85256

Supplier Registration Reference Guide

Existing Vendors

To register for the Vendor Portal please follow these instructions. You should have received a letter which contained your verification code, you will need this to complete registration.

Step 1

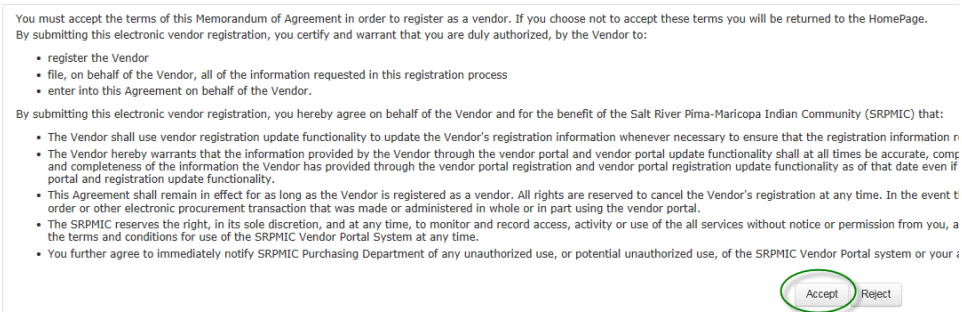
Go to https://secure.srpmic-nsn.gov/VendorPortal

Step 2

Select Register

Step 3

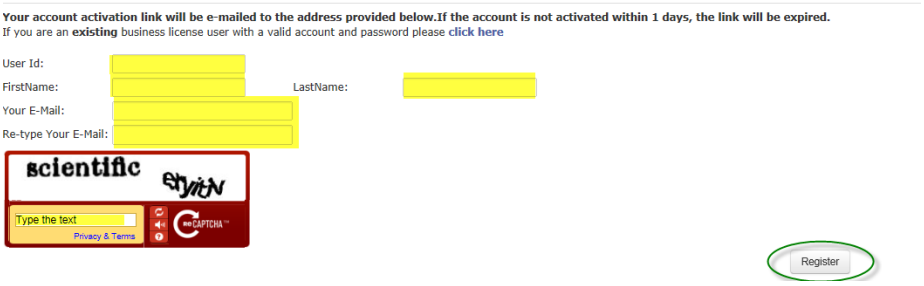
Accept terms



Supplier Registration Reference Guide

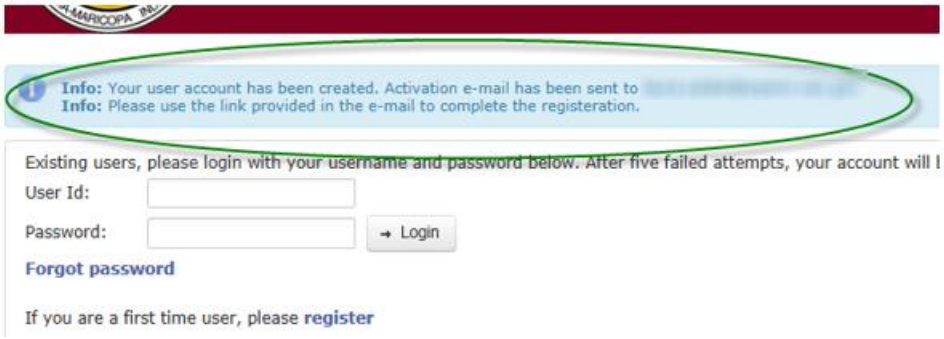
Step 4

Complete highlighted fields and click Register button:



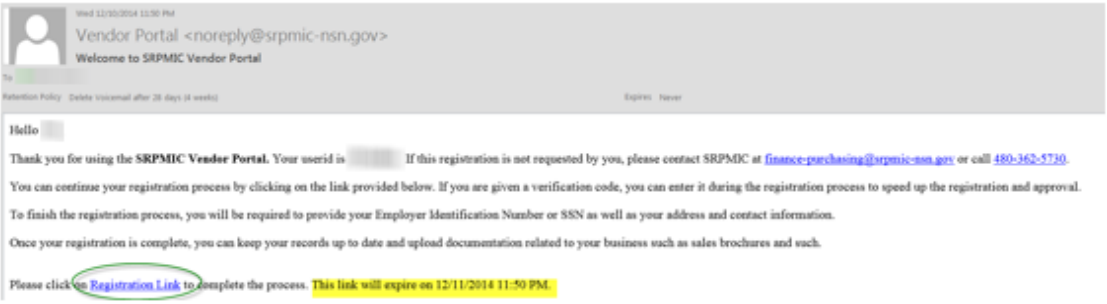
Step 5

You are returned to login screen, this time there is a message, indicating a message has been sent, and to use the link in the email to complete registration.



Step 6

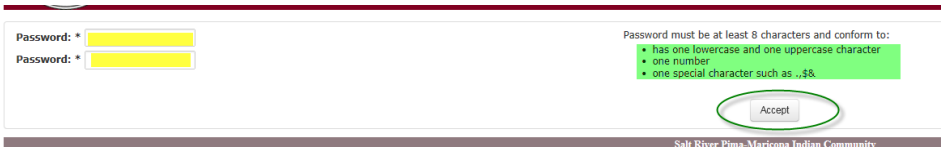
Check email, and click on the link in the email, note the link expires in 24 hours.



Step 7

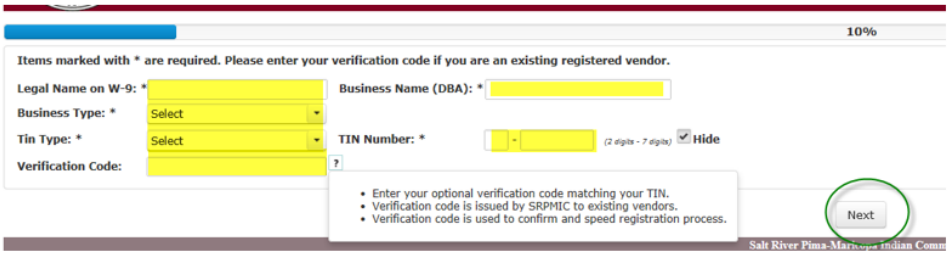
Enter password, not the password creation rules highlighted green, then click accept:

Supplier Registration Reference Guide



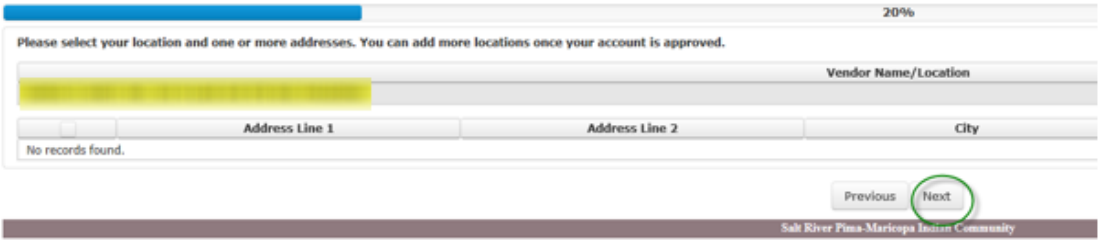
Step 8

Enter information highlighted, and click next. The verification code will be in the letter you received.



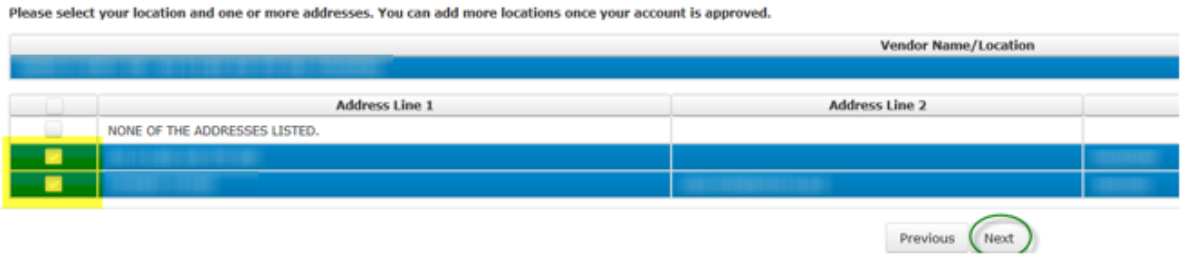
Step 9

Select location



Step 10

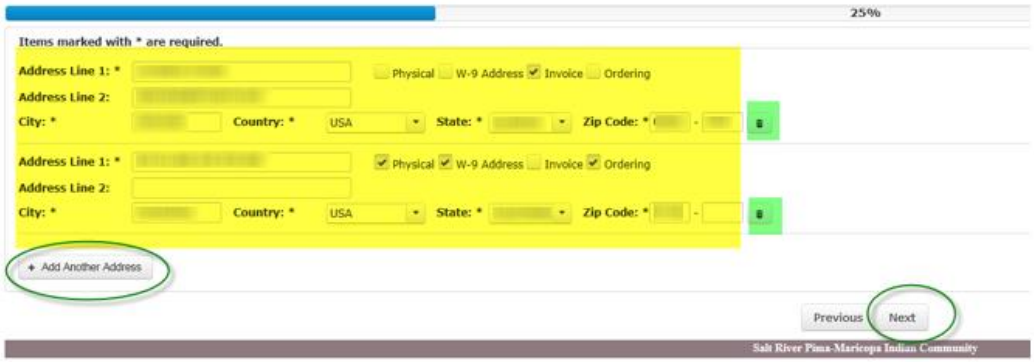
Addresses for that location are displayed, select one or more, or select none to add a new address. Click Next.



Supplier Registration Reference Guide

Step 11

Update any of the information to change it, delete using trash can highlighted green, or add another address. If you change the address you are required to upload a document such as invoice or letter to support the change. There must always by a W9 address that matches your tax documents. The W9 check mark cannot be moved, if you need to edit the W9 address, you must edit the address containing the W9 checkmark. Once complete click next.

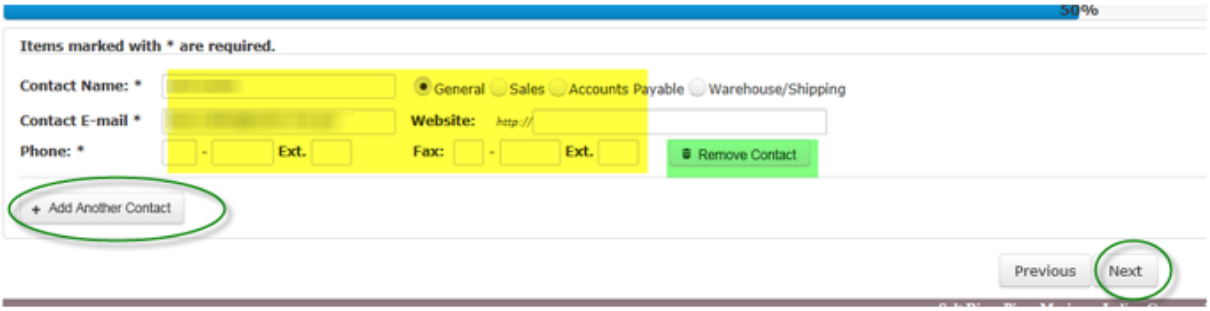


Step 12

UPS validates the address, in this case city was incorrect; the supplier has an opportunity to correct, then click next

Step 13

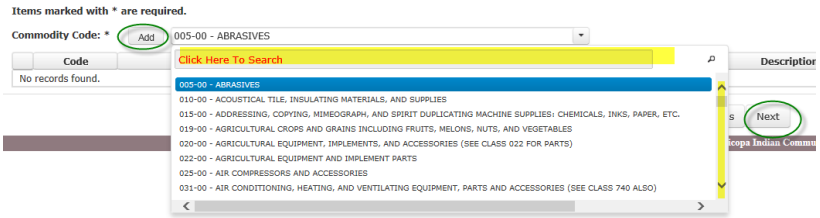
On Contacts page you can also change, delete, or add then click next



Supplier Registration Reference Guide

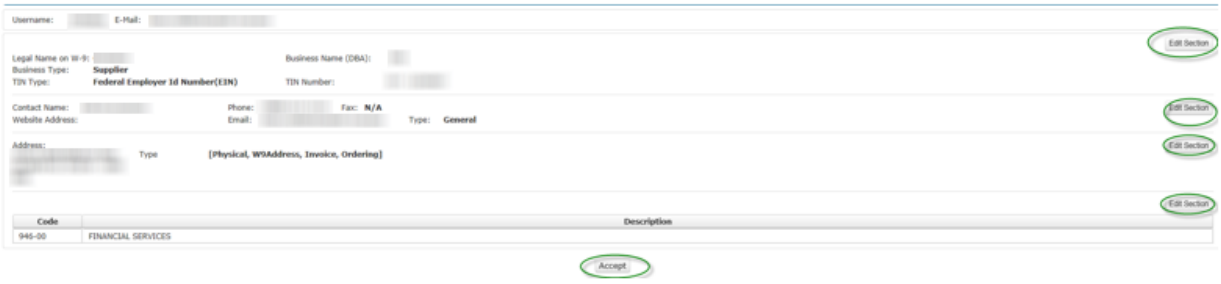
Step 14

Add Commodity Code, use drop down and/or search, then add, and click next:



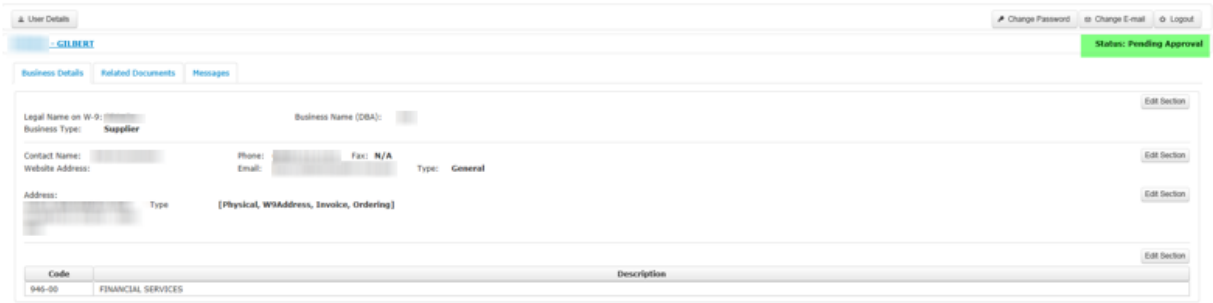
Step 15

Final review and edit, once satisfied, click accept:



Step 16

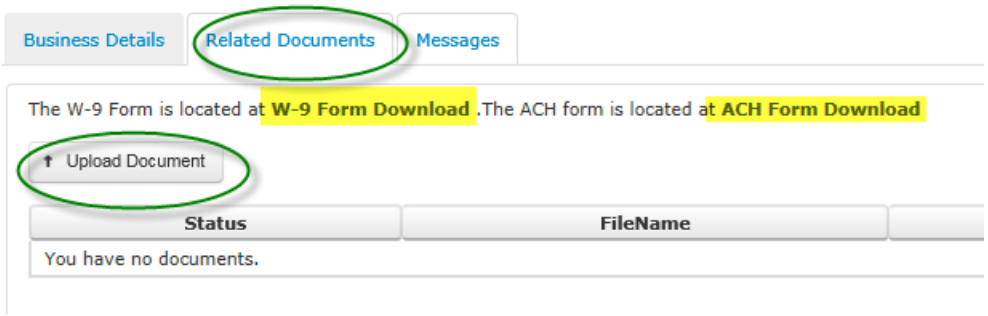
Note status Pending Approval until Purchasing has approved.



Step 17

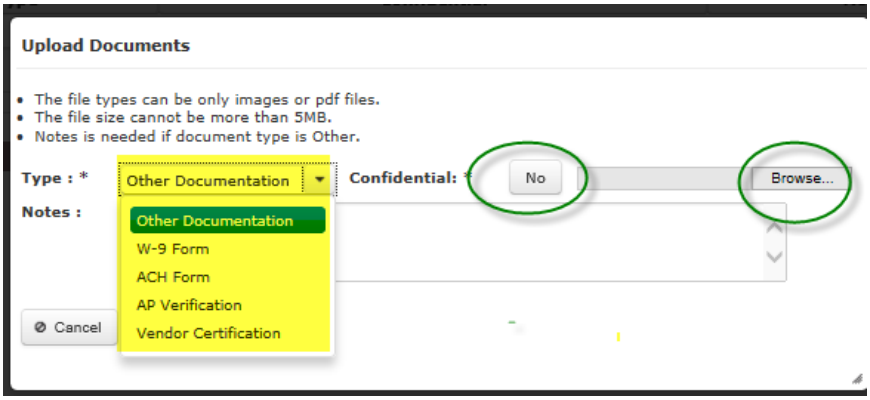
Click on the Related Documents tab and Upload Document to attach any required/pertinent documents, links are available to the highlighted forms from this page:

Supplier Registration Reference Guide



Step 18

Select the type of document and change the NO to YES by clicking it if you are uploading a confidential. Confidential should be set to YES for completed ACH forms. Then use the browse feature to locate and upload the document. Complete by selecting the Upload Document button.



Step 19

Change password/email or logout from home screen:

Any questions, or issues, please contact us at finance-purchasing@srpmic-nsn.gov or by calling 480-362-5730.