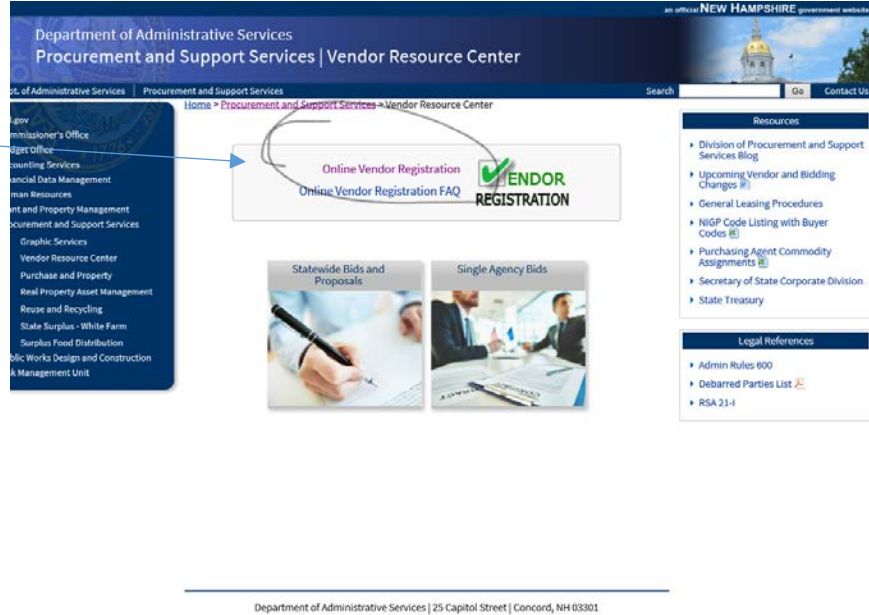


Utilizing the Online Vendor Registry

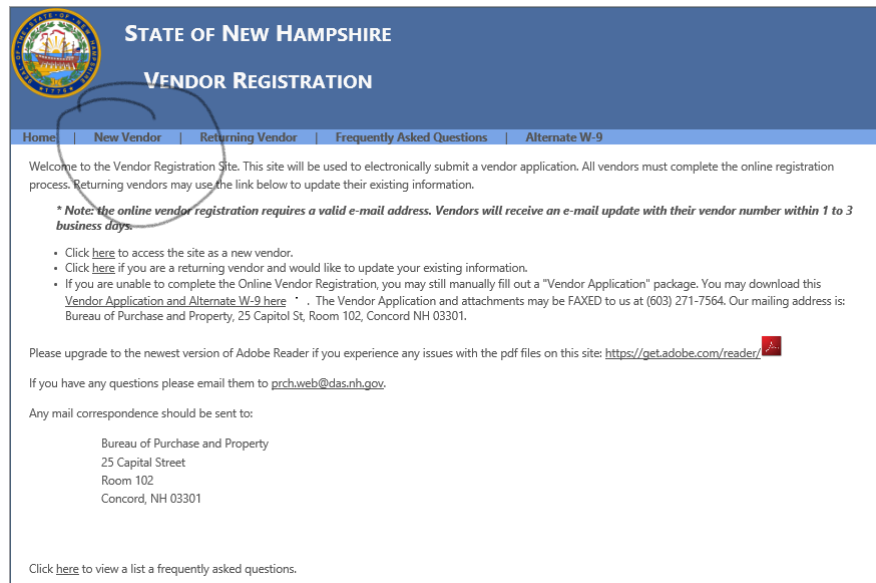
Utilizing the Online Vendor Registry is an easy way to add your information to the State of New Hampshire payables system for a refund or reimbursement from the State of New Hampshire. You will need to acknowledge within the service that this is a [legal document](#).

Visit the [Dept of Administrative Services, Procurement and Support Services, Vendor Resource Center](#).

Click the link entitled **Online Vendor Registration**



Next Click the link for **New Vendor**



These forms were established for vendors and may have language that is not necessarily applicable, however if you follow the workaround instructions below, and you understand that not all fields will be applicable to your particular situation, you should find inputting your data very easy. If you are having persistent troubles navigating the page, please do not hesitate to contact us at PRCH.web@das.nh.gov.

The Link leads to a New Vendor Application form:

All **Red * starred fields** are required. You should complete the first four lines, Name, DBA, Business, and Remit Name as your **Full Legal Name** (Initial for Middle Name).

Add Social Security Number, Address, Contact: Name, Phone, and Email.

If you would like payments sent to the same address, click the circle before the word YES, if you would like payments sent elsewhere, clicking the circle before the word No, will direct you to type in that additional address.

STATE OF NEW HAMPSHIRE
VENDOR REGISTRATION

Home | New Vendor | Returning Vendor | Frequently Asked Questions | Alternate W-9

Click [here](#) to see a list of commonly asked questions. If you have any questions please email them to PRCHWEB@NH.GOV

Please fill out all required* fields before proceeding.

Business Information Do not use "NA", "Not Applicable", or "Same As Above".

Name of Business/Individual:*
DBA Name:
Business Legal Name:*
Remit/Business Payee Name:*

Tax Information

Tax ID: *
Federal ID Number (EIN/FIN):
or
Social Security Number (SSN):
FOREIGN:

Business/Purchasing Address

Address Line 1: *
Address Line 2:
Address Line 3:
Address Line 4:
City: *
State: *
Zip: *
Select FOREIGN if not in the U.S.

Contact Information

Contact Name: *
Phone: *
Mobile:
Fax:
Email Address: *
Confirm Email Address: *
URL / Web Page:

Remit Information

Is the Business/Purchasing Address the same as the Remit Address?
 Yes No

For this grant award, rebate or reimbursement, you are considered an **Individual**, Principal Activity is **Other**, and **No** you are not registered with the Secretary of State.

Check that you are acknowledging Terms and Conditions.

And press **Continue**.

Additional Information

Type of Business: *
 Individual
 Sole-Proprietor
 C Corporation
 S Corporation
 C LLC
 S LLC
 Partnership
 LLP
 Estate or Trust
 Non-Profit
 Government
 Partnership LLC
 Health Care Provider
 Legal Services

Principal Activity: *
 Service Provider
 Product/Merchandise
 Other Provider

Optional Information

Diversity Code:
 Disabled Veteran Business Enterprise
 Service Disabled Veteran Owned Small Business
 Historically Black Colleges and Universities
 Minority Institutions
 Minority Owned Large Business
 Minority Owned Small Business
 Physically Challenged Business
 Small Business
 SBA Certified Financially Disadvantaged Business
 SBA Certified Historically Underutilized Business
 SBA Certified Small Disadvantaged Business
 Veteran Owned Small Business
 Women Owned Large Business
 Women Owned Small Business

Comments:
If there are any special instructions, international phone numbers, comments, etc. please add them here.

Add in comment box:
"PFAS Rebate Program"


Registered with the N.H. Secretary of State?: * Yes No

* Note: Checking no does not prevent the completion of this form.
You may continue with the registration process.

I acknowledge the following [Legal Document](#) *

Continue

The next page is designed for businesses to receive bid notices, and not applicable to your current vendor request, please click Continue at the lower right portion of the screen.



STATE OF NEW HAMPSHIRE VENDOR REGISTRATION

[Home](#) | [New Vendor](#) | [Returning Vendor](#) | [Frequently Asked Questions](#) | [Alternate W-9](#)

[Click here for more instructions on using this NIGP Selection Page](#)

Please select up to 100 of the N.I.G.P. (National Institute of Government Procurement) codes below. If you need to select more than 100 codes or are unable to use this form, please read the FAQ.

The NIGP Codes listed here are utilized in the Bidding Process for the State of New Hampshire. **The selection of the NIGP Codes is optional, but recommended.** Please select those codes that you feel your company would be able to competitively bid on.

Click [HERE](#) to search all available NIGP Codes.

Click [HERE](#) to Edit Entry Form.

Note: These codes are for submission purposes ONLY. You will not see previously submitted codes as a returning vendor when doing updates.

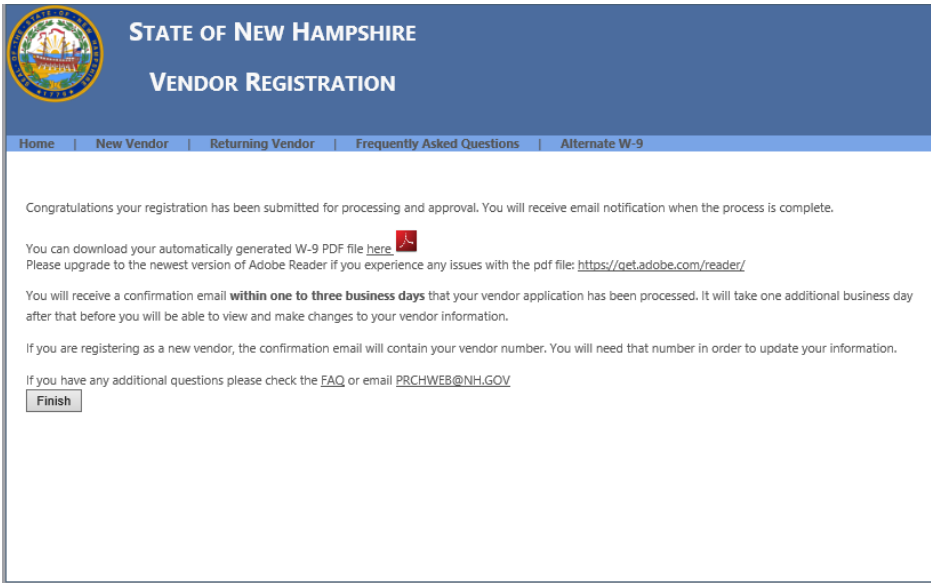
General Commodity Category	Specific Commodity Category	Currently Selected Commodity Codes
<input type="text" value="Search"/>	<input type="text" value="Search"/>	0 Items Selected
<ul style="list-style-type: none">005-0000-ABRASIVES010-0000-ACOUSTICAL TILE, IN015-0000-ADDRESSING, COPYI019-0000-AGRICULTURAL CROI020-0000-AGRICULTURAL Equip022-0000-AGRICULTURAL Equip025-0000-AIR COMPRESSORS &031-0000-AIR CONDITIONING, F035-0000-AIRCRAFT & AIRPORT037-0000-AMUSEMENT, DECOR040-0000-ANIMALS, BIRDS, MAF045-0000-APPLIANCES & Equip,050-0000-ART Equip & Supp052-0000-ART OBJECTS055-0000-AUTOMOTIVE ACCES060-0000-AUTOMOTIVE & TRAIL065-0000-AUTOMOTIVE & TRAIL070-0000-AUTOMOTIVE VEHICL071-0000-AUTOMOBILES, SCHC072-0000-AUTOMOBILES, INCL	<div style="text-align: center; margin-bottom: 5px;"><input type="button" value="Load Sub-Categories"/></div> <ul style="list-style-type: none">005-0500-Abrasive Equip And Too005-1400-Abrasives, Coated: Clot005-1404-Abrasive, Plastone005-1408-Belts, Abrasive, AluMinu005-1410-Abrasives, Silicon Carbi005-1411-Belts, Cloth, Abrasive, R005-1412-Cloths, Abrasive, Resin005-1413-Cloths, Abrasive, AluMir005-1416-Cloths, Abrasive, Crocus005-1417-Cloths, Abrasive, Emery005-1418-Cloths, Abrasive, Emery005-1422-Cloths, Abrasive, Mesh005-1423-Cloths, Abrasive, Metal005-1426-Cloths, Abrasive, Silicon005-1430-Discs, Abrasive, Fiber C005-1431-Discs, Abrasive, Paper F005-1432-Discs, Abrasive, (Includi005-1433-Discs, Abrasive, AluMinu005-1434-Discs, Cloth, AluMinum005-1435-Discs, Cloth, AluMinu	<div style="display: flex; justify-content: center; gap: 10px;"><input type="button" value="Add"/><input type="button" value="Remove"/></div> <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 10px;"></div>

On the following page, verify all your info is correct, and click the box certifying that all your information is correct and press **Finish Registration**

Click [here](#) to make a change.

*I certify that this information is correct to the best of my knowledge. This will be utilized as my electronic signature and I acknowledge this by checking this box.

If you have completed the process, you will see the next screen....



Press Finish and return to Dept of Admin Services Procurement and Support Services.

The server collects data from the day's submissions and transfers to Data Control at **5 am EST next business day**; from there the data is downloaded, decrypted and uploaded to the payables system. The system is designed to produce and autogenerated email to notify you of your vendor code. It is sent to the email that you provided in your application.

This process may take 1-2 business to complete a vendor code.

If you have further questions regarding creating a vendor number please do not hesitate to contact us at PRCH.web@das.nh.gov