Thank you for watching "How to Register with the Nevada Government e-Marketplace" (or NGEM for short). NGEM allows contractors and suppliers to register in one central location to receive notification of bids or proposals from the Reno-Tahoe International Airport, and all participating government entities, free of charge.

To begin as a new contractor or supplier, navigate to Nevada dot ionwave.net. A Google Search for Nevada Government E-Marketplace will not lead you to the correct website. Please use Nevada dot ionwave dot net. Then, click Supplier Registration.

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1 The Hub - Organiza Adobe Acrobet					
	NGEN Nevada Gov eMarketpi	ace Login			
	Welcome to Nevada Governn eMarketplace!	nent Passord			
	Current Bids	Closed Bids	Awarded Bids		
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	OV	IONWAVE	Ma	rk	e
	Brusser Readwarerby Use of website indicates agree	meet with Terms of Use Version 2024.04.39	Production) © 2024 Jan Wave Technologies, LLC		

On-Screen Text: <u>Nevada.ionwave.net</u>, then click Register

Next, type in your company name, or, if you're an individual, sole proprietor or single-member LLC, your name. Then your phone number. Only the asterisked items are required. If you have a SAM.gov entity ID, or a Data Universal Numbering System identifier, you can also enter it, but it isn't required.

NGEM	③ Supplier Registration
Preliminary lafe Terms Company Infe Addresses Other Info Commodity Codes Classifications Review Complete	
Preliminary Company Information	
Cancel Chinese	
Company Name 'Stain Phone 'Stain Phone Company Same	
SAM.gov Unique Einthy 3D (UES)	
DUNS	

On-Screen Text: Type in company or individual's name, and phone number. Then click Next.



After you hit "next", you may see a status bar or indicator while the next page loads. Then you'll see the NGEM Terms and Conditions page. Read through this and if you agree, click the "I Accept" button. You can also print this page to keep for your records if you choose.

On-Screen Text: Type in company or individual's name, and phone number. Then click Next.



You may notice that we're moving along the tabs at the top of the screen.

In the Company Info tab, complete the asterisked fields and any additional information you'd like to include.

NGEM will prepopulate the Trade Name you input.

Next choose your company's Organization Type. It may be a Sole Proprietorship, an LLC, nonprofit, or something different.

NG			⑦ Supplier Registration
Preliminary Info Terms	Company Info Addresses Other Info Commodity Codes Classifications Revie	w Complete	
Company Information			
Save and Next			
Company Information		User Information	
• Trade Name (dba)	ABC Corporation	• Username / Login	
Legal Name (if different)		Prefix	
* Organization Type	- Select V	* First Name	
Formation Date	- Salart -	Last Name	
Tax ID Number	Sole Proprietorship	Title	
	Sinds-member II C	inde	
SAM.gov Unique Entity ID (UEI)	Partnarshin	• Email	
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	Government Entry		
	Poreign Entity		
Bypass Company Recovery Email	ther		
 Company Recovery Email 	Note: In the event of staff transition, the Company Recovery Email will be used to recover access to the uncerevent (i.e. bid/df/df/Company com)		
Verify Company Recovery Email	user accounts (i.e. unasperaccompany-comp		

For the next field, enter your Tax ID number, also knows as your EIN or FEIN, or your social security number. Note that based on the organization type you select, you may not need to populate this field. The box may pop up as Not Applicable.

Then, insert your Company Recovery Email twice here. This is used to recover your account if needed.

If you're a solopreneur, you can check the Bypass box and not be required to enter anything here.

Remember, only the asterisked fields are required.

Brolinipany Info	Company Info	Complete	
Premimilary 1110 Terms	Company and Addresses Other and Commonly Codes Classifications Review		
Company Information			
Save and Next			
Company Information		User Information	
 Trade Name (dba) 	ABC Corporation	* Username / Login	
Legal Name (if different)		Prefix	
* Organization Type	Select 🗸 🗸	* First Name	
Formation Date		* Last Name	
* Tax ID Number	® FEIN O SSN/ITIN O Other	Title	
SAM.gov Unique Entity ID (UEI)		• Email	
DUNS		Verify Email	
Website		Office Phone	(Ext: 🗆 International
Company Description		Mobile Phone	C
	A	* Time Zone	Select 🗸
Keywords	Press the Enter key to separate keywords		
Bypass Company Recovery Email			
Company Recovery Email			
	Note: In the event of staff transition, the Company Repovery Email will be used to recover access to the		

After entering your recovery email, scroll down to bottom of the page to enter your company address.

It isn't asterisked, but if you have a person other than yourself you'd like to enter in the "Contact Name" and phone number, you certainly can do so. This is designed so if you're the office manger, you can create the account and assign yourself as a user, but assign someone else later as the main contact person.

	Web	site	Office Phone	Ext: O International	*
	Company Descript	ion	Mobile Phone	International	
			* Time Zone	Select	~
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	Keywo	TTISS UNE CITER MAY ID SUBJECTION MAY HOUSE			
	Bypass Company Recovery Er	nail 🛛			
	Company Recovery Er	nail			
		Note: In the event of staff transition, the Company Recovery Email will be used to recover access to the user account. (i.e. bids@ABCcompany.com)			
	 Verify Company Recovery Er 	nail			
N	Company Address				
	*Address 1				
<u> </u>	Address 2				
	Address 3				
	• City				
	* State/Province	- Select 🗸 🗸			
	* Zip/Postal				
	Country	United States 🗸			
	• Main Phone	775) 690-1446 Ext: International			
	Toll Free	Ext: 🗆 International			
	Fax	□ International			
	Contact Name				
	Email				
	L				

Once you've entered your company information, scroll back to the top to finish the items on the right of the screen.

			U Supplier Registration
Preliminary Info Terms	Company Info Addresses Other Info Commodity Codes Classifications Review	Complete	/7
Company Information			
⇒Save and Next			
Company Information		User Information	
* Trade Name (dba)	ABC Corporation	* Username / Login	
Legal Name (if different)		Prefix	
Organization Type	Select 🗸	+ First Name	
Formation Date	1 III	• Last Name	
* Tax ID Number		Title	
SAM.gov Unique Entity ID (UEI)		* Email	
DUNS		* Verify Email	
Website		Office Phone	Ext: D International
Company Description		Mobile Phone	
		* Time Zone	Select V
Kaunada			
Keywords	Press the Enter key to separate keywords		
Burnace Company Receivery Email			
Company Recovery Email			
company necovery cirial	Note: In the event of staff transition, the Company Recovery Email will be used to recover access to the user account. (i.e. bids@ABCcompany.com)		
* Verify Company Recovery Email			

Under User Information, please create a unique username that will become your NGEM login. _at which you'd like to receive correspondence. This password, along with your unique username, will become your login information to NGEM.

The Time Zone is assigned by your location within the U-S. If you're a company based outside the United States, though, select the Coordinated Universal Time, which is the same as Greenwich (gren-itch) Mean Time.

Once you've filled out all the required fields, go back to the upper left and hit Save and Next.

After hitting Save and Next, you will be prompted to verify your email address. We highly recommend opening a new browser tab, and verifying the email address on your desktop or laptop. If you're on a laptop or desktop and choose to verify on your phone, the remaining steps must then be completed on your phone. Some of the next screens may have small text, so it will be easier to verify on your laptop or desktop.

NG	EM		⑦ Supplier Registration
Preliminary Info Terms	Company Info Addresses Other Info Com		
Company Information		📰 Nevada Gov eMarketplace 🛛 📾	1
		Verify Email Address	
Company Information		Ок	
* Trade Name (dba)	ABC Corporation	Thank you for registering with us as a supplier. Before you can continue you must verify your email address. An email from nevada@customer.ionwave.net has been sent to you at:	
Legal Name (if different)		amdrager@gmail.com	
* Organization Type Formation Date	Sole Proprietorship V	Click the link in this email to verify your email address and complete your registration. You can also use the link in this email to come back at any time in the next 14 days to complete your registration.	
Tax ID Number	Not Applicable O FEIN ® SSN/ITIN O Other		
SAM.gov Unique Entity ID (UEI)			ail.com
DUNS			ail.com
Website			Ext: 🗆 International
Company Description			International
			~ ~
Keywords	Press the Enter key to separate keywords		
Bypass Company Recovery Email			
Company Recovery Email	amdrager@yahoo.com		
	Note: In the event of staff transition, the Company Recov user account. (i.e. bids@ABCcompany.com)	ery Email will be used to recover access to the	

Once you click the email link to continue registration, you'll be led to a screen to create a password.

Company Info Addresses Other Company Information	Info Commodity Codes C	Classifications Review Complete		
- Nevada Gov eMarketplace			User Information	
Create Password Save Password New Password Excellent Confirm New Password	© 60	Password must: ✓ be at least 12 characters long ✓ contain all the following: • Uppercase character • Lowercase character • Special character ✓ not contain commo sequences ex (1111, 1234, abc, gwerty)	Username / Login Prefix First Name Last Name Title Email Office Phone	123410QQQ April convay amdrager@gmail.com
Bypass Company Recovery Email amdra *Company Recovery Email amdra Atobe:	per@yahoo.com in the event of staff transition, the Coit (dbisBeRECompany.com)	✓ not contain personal information æc (name, email, etc.) ✓ not be a common passvord @c (Rossvord1) ✓ not be a previously used passvord ✓ not begin or end with spaces or other whitespace characters	Mobile Phone * Time Zone	Pacific Time

Your password must be at least 12 characters long and fulfill the listed specifications. After you hit Save Password, it will lead you back to your Company Information screen. Just hit Save and Next here.

Company Info Addresses	Other Info Commodity Codes Classifications Review Complete		
ompany Information			
Save and Next			
ompany Information		User Information	
* Trade Name (dba)	ABC Corporation	* Username / Login	1234!!QQQQ
Legal Name (if different)		Prefix	
* Organization Type	Sole Proprietorship 🗸	* First Name	April
Formation Date		* Last Name	conway
Tax ID Number	Not Applicable O FEIN SSN/ITIN O Other	Title	
SAM.gov Unique Entity ID (UEI)		* Email	amdrager@gmail.com
DUNS		Office Phone	() Ext: 🗆 International
Website		Mobile Phone	() DInternational
Company Description		* Time Zone	Pacific Time 🗸
Keywords	Press the Enter key to separate keywords		
ypass Company Recovery Email			
* Company Recovery Email	amdrager@yahoo.com Note: In the event of staff transition, the Company Recovery Email will be used to recover access to the user account. (i.e. bids@ABCcompany.com)		
Verify Company Recovery Email	amdrager@vahoo.com		

In this next screen, the Address tab, you can add an additional address if you'd like. If you're okay with the one you already entered, hit Next.



In this next screen, the Other Info tab, you'll have to select a drop down under Federal Exclusion. It's merely a Yes or No to select whether you've ever been disallowed from federal procurement or non-procurement programs. If you aren't sure, the answer is probably no.

NGE	
Company Info Addresses Ot	her Info Commodity Codes Classifications Review Complete
Other Information	
Save and Next	
* Federal Exclusion	Have you been excluded / debarred from Federal Procurement or Non-Procurement programs?
Annual Gross Sales - STANDARD	Select 🗸
Number of Employees	

In the Commodity Codes tab, select the RFQs you'd like to be notified of. You can click the plus sign next to any of these categories and see the subcategories below. For a public art RFQ, you'll want to click Entertainment and Arts, and the system will automatically check the box for all of the subcategories. Select any additional commodity codes that may be relevant to your business.

Company Info Addresses Other Info Commodity Codes Classifications Review Complete
Commodity Codes
Save an Next Q. Search
a Commodular ∯ ∏ Audio and Visual
C Entertainment and Arts
···· ✓ Entertainment and Arts
- V Games, Party, Recreation, Toys: Equipment Supplies, and Services
2 Fine Arts, Theater, Event: Equipment, Facilities, Live Entertainment, Supplies, and Services
🗹 Music: Equipment, Instruments, Supplies, and Services
H- Environmental
🛱 🗁 Farming, Forestry, Live Plant and Animal, Marine, Mineral, Mining, Oil and Gas, and Wildlife
- Farming, Forestry, Live Plant and Animal, Marine, Mineral, Mining, Oil and Gas, and Wildlife
🗋 Farming, Forestry, and Wildlife: Equipment, Supplies and Services
Live Plant and Domestic Animal - Equipment, Feed, Supplies, and Services
Marine: Equipment, Supplies, and Services
Inineral, Inedible Plant and Animal Materials: Supplies and Services
Mining, Well Drilling, Oil, and Gas: Equipment, Supplies and Services
🖶 🖸 Food and Beverage
📴 🗇 Furniture and Furnishings
🕀 🗆 Industrial and Manufacturing
🖶 🗋 Instructional and Education
🖶 🗌 Medical and Health
🗟 🗠 Non Professional Services
ii → □ Office and Business
I Professional and Consulting Services
iii- □ Power and Forerro

If you owned a restaurant and wanted to hear about RFQs at the airport for restaurants, you'd open the Food and Beverage dropdown and select the Food and Beverage subcategory. Then hit Save and Next.



On the Classifications tab, you'll have to choose in Category 1 whether you're a Nevada business enterprise, or an out-of-state enterprise. Those are the only boxes required on this screen. For the options in Categories 2 and 3, again not required, you can read through the definitions and decide whether those apply to your business.

If you do choose options in Categories 2 and 3, later in the process you'll have to provide evidence and paperwork to support your assertation that you're a, say, Native American-Owned Business or a Veteran-Owned Business, but you don't need to provide that proof to get the initial NGEM registration completed today.

Also, for a Public Art RFQ, the airport does not designate preference for specialty businesses, so selecting those doesn't earn you any extra advantage in this selection process.

NGEM	() Supplier Registration
Company Info Addresses Other Info Commodity Codes Classifications Review Complete	
Special Classifications	
⇒ Save and Next	
Check some me tal husiness classifications that apply to your husiness. Classifications are subject to approval	
Chickens 1. Clooper Date of the control of the point of the point of the control	
Category 1 - Choose Double One	A human constitution of the state of Macada
Out-of-State Business Enterprise	A business owned/controlled by individuals located autoide of wereada
Category 2 - CHOOSE ONE IF APPLICABLE	
Emerging Small Business Tier 1	A business that is CERTIFIED by the Nevada Governor's Office of Economic Development with the criteria established by statute; has less than 20 full-time employees; has less than \$1.7 million gross receipts for the past three years for construction or; less than \$20,000 goods and services.
Emerging Small Business Tier 2	A business that is CERTIFIED by the Nevada Governor's Office of Economic Development with the criteria established by statute; has less than 30 full-time employees; has less than \$3.5 million gross receipts for the past three years for construction or; less than \$1.3 million for goods and services.
Category 3 - SELECT ALL THAT APPLY	
African American-Owned Business Enterprise	A business at least 51% owned/controlled by one or more persons of African American ethnicity.
Asian-Pacific American-Owned Business Enterprise	A business at least 51% owned/controlled by one or more persons of Asian-Pacific American ethnicity.
Las Vegas Convention Center District	I am interested in bidding on projects related to the Las Vegas Convention Center District
LGBTQ+ Business Enterprise	A business at least 51% owned/controlled by one or more persons who are lesbian, gay, bisexual, transgender, queer or intersex or of any other nonheterosexual or noncisgender orientation or gender identity or expression.
Disadvantaged Business Enterprise	A for-profit small business where socially and economically disducitated individuals own at least a \$11% interest and also control management and daily business operations. African Americans, Hissianes, Raiter Americans, Raiter Mandel and Schoolment Asian Americans, and women are presumed to be socially and economically disductanteed. Other individuals may be able to qualify as socially and economically disductated on a case-by-case basis. To be regarded as economically disductanteed, the qualifying individual's personal envolt combined control and as created on the firm (including affitiated) cannot exceed \$23.98M.
Disabled Veteran-Owned Business Enterprise	A business at least 51% owned/controlled by a disabled veteran.
Hispanic American-Owned Business Enterprise	A business at least 51% owned/controlled by one or more persons of Hispanic American ethnicity.
Local Small Business (Regional Transportation Commission of So. Nevada definition)	A business that holds a business license from any jurisdiction in Clark County for more than five years; lists a physical address (no PO boxes) in Clark County; and have gross revenues that average less than \$22.4 million per year over a three-year period or be a federally certified DBE company with a local physical address in Clark County.
Native American-Owned Business Enterprise	A business at least 51% owned/controlled by one or more persons of Native American ethnicity.
Physically-Challenged Business Enterprise	A business at least 51% owned/controlled by one or more disabled individuals pursuant to the Federal Americans with Disabilities Act.
Small Business Enterprise	A business which is not owned/controlled by individuals designated as minority, women, or physically-challenged, and whose gross annual sales does not exceed \$2,000,000.
Women-Owned Business Enterprise	A business at least 51% owned/controlled by one or more women.
Veteran-Owned Business Enterprise	A business at least 51% owned/controlled by a veteran.

You're almost done!

C	M

Register Now					
You're almost done. Please re	view your information below. To make con	rections, click 🖉 on the s	ection, or click the appropriate tab above. To complete your registration, click "Register Now" above.		
🖉 Company Info					
Company Information		User Information	1		
Company Name	ABC Corporation	Username / Login	123411QQQQ		
Company Description		First Name	April		
Organization Type	Sole Proprietorship	Last Name	conway		
Legal Name		Title			
Tax ID Number		Email	amdrager@gmail.com		
SAM.gov Unique Entity ID (UEI)		Office Phone			
DUNS		Mobile Phone			
Formation Date		Time Zone	Pacific Time		
Website					
Keywords					
Addresses					
Addresses					
General/Corporate Address					
Address 2770 Vassar Street Reno, NV 89510	Contact Name				
Main Phone (775) 690-1446 Emain					
Toll Free					
Fax					
Ø Other Information					
	islan Have you been evoluded / debarred from	n Federal Procurement or No	n-Procurement programs?		

On the next screen, the Review tab, just confirm that everything you've input thus far is correct. If you see something amiss, hit the pencil icon to edit the information. Be sure to scroll all the way to the bottom of the screen to check everything. If you're confident that you have all the correct information, hit Register Now.

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Register No Company Information below. To make corrections, click on the section, or click the appropriate tab above. To complete your registration, click "Register Now" above. Company Information Company		Review			
Volve almost done. Please review your information below. To make corrections, click ¹ on the section, or click the appropriate tab above. To complete your registration, click "Register Now" above. Company Information User Information Company Nume AC Corporation Company Nume AC Corporation Company Description Sele Proprietorship Company Description First Name Company Description Sele Proprietorship Company Description First Name Company Dubits Company Company Dubits Company <th>Volve almost done. Please review your information below. To make corrections, click ² on the section, or click the appropriate tab above. To complete your registration, click ² Register Now⁴ above. Company Information User Information Company Information User Information Company Information User Information Company Description Sole Proprietorship Company Description User Information Company Description Sole Proprietorship Company Dots Enail andcaser@genail.com Powende Enail andcaser@genail.com Dots Promation Date Formation Date Time Zone Vedate Time Zone Portal To Date Enail andcaser@genail.com Moder Socie Time Zone Concravic Date from the More Socie Time Zone Address 2770 Vasar Street Mores Enail Main Revo Final America Final Revo Enail Final Revo Enail Formation Date from the Revorted Final Revo Enail Formation Date from the Revorted Final Revorted Final</th> <th>Register Now</th> <th></th> <th></th> <th></th>	Volve almost done. Please review your information below. To make corrections, click ² on the section, or click the appropriate tab above. To complete your registration, click ² Register Now ⁴ above. Company Information User Information Company Information User Information Company Information User Information Company Description Sole Proprietorship Company Description User Information Company Description Sole Proprietorship Company Dots Enail andcaser@genail.com Powende Enail andcaser@genail.com Dots Promation Date Formation Date Time Zone Vedate Time Zone Portal To Date Enail andcaser@genail.com Moder Socie Time Zone Concravic Date from the More Socie Time Zone Address 2770 Vasar Street Mores Enail Main Revo Final America Final Revo Enail Final Revo Enail Formation Date from the Revorted Final Revo Enail Formation Date from the Revorted Final	Register Now			
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Company Name Company Decisition Organization Organization Set Proprietoralip Lada Name Tax D Number Soft gov Unique Entity 1D (UE) Formation Date Website Revenue Website Revenue Revenue Company Lada Name Email Set Set Set Set Set Set Set Set Set Set	Company Name BC Corporation Username / Login 1234/100QQ Company Company Name First Avril Company Name First Avril Company Name First Avril Laga Name First Avril Tax D Number First First Formation Data Mobile Home First Formation Data First First Company Name First First	Company Information		User Information	1
Compary Description First Name Acil Organization Tops Exponentiation First Name Acil Logal Name Exponentiation Convay Convay Tax D Number Tax D Number Titte Acil SAMoor Unique Erity Duttes First Name Acil Convay Formation Date Titme Zone Pacific Time Vebalar Vebalar Time Zone Address Zone Zon Sone Sone Sametar/Converter Einal Contact Name Sametar/Converter Einal Einal	Company Description First Name Aufl Organization Type Sele Poprietorship Lask Name Tax ID Number Email andrager@gmail.com Tax ID Number Office Phone Tax ID Number Office Phone Formation Date Office Phone Vebails Time Zone Points Contact Name # 2000 Contact Name Email	Company Name	ABC Corporation	Username / Login	1234IIQQQQ
Organization Tipe Sele Proprietorship Lat Name convar Lat Name Time Time andrager@gmail.com SAM_ov Unique Entity UNIS Office Phone 6068 Phone SAM_ov Time Zone Padite Time	Organization Tope Sele Progrietion Table Table Tax: ID humber Time SAM.gov Unique Entity ID (UEI) Office Phone Office Phone Office Phone Pormation Date Modele Phone Pormation Date Time Zone	Company Description		First Name	April
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Addres 2770 Yasar Street Reno, NV 98510 Email Hain Hone (775) 690-1446 Toll Free	Address 2770 Usses Street Rean, 0X 95510 Email Toll Free Fac Cother Information	General/Corporate Address			
Main Phone (775) 690-1446 Email Toll Tree Fax	Main Phone (775) 690-1446 Email Tail Free Fax	Address 2770 Vassar Street Reno, NV 89510	Contact Name		
Toll Free Fax	Tol Free Fax P Other Information	Main Phone (775) 690-1446	Email		
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Enderal Exclusion Have you been excluded / debarred from Enderal Procurement or Non-Procurement programs?	Ederal Exclusion Have you been excluded / debarred from Eederal Procurement or Non-Procurement programs?	* Federal Excl	ision Have you been excluded / debarred fro	om Federal Procurement or Nor	n-Procurement programs?
		Address 2770 Vassar Street Reno, NV 89510 (775) 690-1446 Toll Free Fax Other Information	Contact Name Email		
Annual Gross Sales - STANDARDSelectV		Annual Gross Sales - STAN	ARD Select V		

From there you'll receive the "congratulations" message. Now you wait until your registration has been reviewed by an NGEM Administrator. Registrations are typically reviewed once daily Monday through Friday, but could take longer.



You should receive an email once your registration is approved. Then, login at any time to view open solicitations and download the documents related to RFQs you are interested in. These bid documents will contain all of the instructions for submitting your application.

If you have any questions, please reach out to Katelyn Malone, the senior buyer at Reno-Tahoe Airport Authority, (775) 328-6673 kmalone@renoairport.com.