Directions for Creating an iSupplier Registration Account

Registration Home Page

To get to the supplier registration page navigate to www.sandia.gov. From the Sandia home page, click on “Partnerships.” Once there, click “Prospective Suppliers.”

When the dropdown list opens, click on the “Supplier Registration” link. Once the page opens, click “Register Here.”

Disclaimers:

• The registration will not be approved unless all required documentation is submitted.

• Registration does not guarantee an award.

• Registration will be required to subscribe and respond to postings in the Business Opportunity Website (BOW).
Company Name and Contact

- **Legal Company Name**
  - Include Doing Business As Name (if applicable).
  - Taxpayer ID (TIN) and Legal Company Name must match IRS records for tax reporting purposes.

- **Tax Country**
  - “United States” will automatically populate.
  - To change tax country, clear the field, type in your country and click on the magnifying glass. Once the next screen pops up, click on the icon under “Quick Select.”

- **Non US-Tax Registration Number**
  - If you are a foreign entity, enter your tax registration number.
  - If you are a US company, leave this field blank.

- **Federal Taxpayer ID**
  - Enter your 9-digit federal taxpayer ID with no dashes.

- **DUNS Number**
  - Enter your 9-digit DUNS number with no dashes.

- **Contact Information**
  - Enter the contact information of the individual who will be permitted to update information for your company.
Create Address Book

To complete your company's registration, you must create an address. To do this, click on “Create”. You will be redirected to the screen below.

**NOTE:** Each address will require a different DUNS number.

- **Address Name**
  - Create the address name using the two-digit state name, first seven digits of your city's name, then a number (ex: NM-ALBUQUE-1). Each location should have a different name.

- **City**
- **State**
- **Zip Code + 4 digits**
- **County**
- **Phone Area Code**
- **Phone Number**
- **Email Address**
• Once all necessary information has been entered, select “Apply.”

• This will take you back to the “Company Details” screen where you can select all applicable business classifications. After you have finished selecting, click “Next.”
Add Attachments

You may upload your W-8 or W-9 to the add attachment box shown or for quicker approval, you may email your W-9 to supreg@sandia.gov.

Complete - Confirmation

At this point, your registration has been submitted and is awaiting approval for your iSupplier account. If approved, you will receive a workflow email informing you of approval and an email containing your username and password. If rejected, you will receive an email with further instructions.

**NOTE:** Rejections are often to correct errors or missing information.
Requirements if Awarded the Contract


Resources Available

- Small Business Administration – [https://www.sba.gov/](https://www.sba.gov/)
- Small Business Administration Albuquerque – [https://www.sba.gov/offices/district/nm/albuquerque](https://www.sba.gov/offices/district/nm/albuquerque)
- Procurement Technical Assistance Program New Mexico – [https://www.nmptac.org/](https://www.nmptac.org/)
- Sandia National Laboratories Supplier Registration Help – supreg@sandia.gov