

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.

On-Screen Text: [Nevada.ionwave.net](https://nevada.ionwave.net), 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.

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

NGEM Supplier Registration

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Preliminary Company Information

Cancel **Next**

Company Name: ABC123 Corporation

Main Phone: 702.123.4567 Ext: International

SAP.gov Unique Entity ID (UEID):

DUNS:

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.

NGEM Supplier Registration

Preliminary Info Terms Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Terms and Conditions

Next

Nevada Gov eMarketplace Terms and Conditions

The participating governmental agencies of Nevada, herein after referred to as “Cooperative”, Web Site (Online Sourcing) Application Terms and Conditions of Access and Use.
 The Cooperative’s online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the Cooperative and IWT as a designated agent. Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register.

Registering Individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award. The content and solicitations of this system are intended for the sole use of authorized users. Organizations which “resell or republish” the content and solicitations of this system agree to correctly republish all information in a way that steers users to the Cooperative’s website and explain how to access any solicitation in its entirety.

In order to use this site, user’s browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit the “Browser Requirements” link located on the login page for a complete listing of recommended and supported internet browsers. Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software when accessing and using this site.

Use of Spam Filters: User agrees to enable the delivery and acceptance of all email coming from @customer.ionwave.net and the Cooperative.

USING THE COOPERATIVE’S ONLINE SOURCING WEB SITE APPLICATION:
 The following terms and conditions apply to user’s use of any part of this online sourcing system (also referred to as “web site”) each time that you use it. By registering as a user, you accept and agree to be bound by these terms and conditions. The following terms and conditions are not the Cooperative’s Solicitation Terms and Conditions. Solicitation Terms and Conditions will be included within the application and attached to each solicitation opportunity.

I Accept the Nevada Gov eMarketplace Terms and Conditions

[Print Terms](#)

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.

The screenshot shows the 'Company Information' section of the NGEM Supplier Registration form. The 'Organization Type' dropdown menu is open, displaying a list of options: Sole Proprietorship, Single-member LLC, Partnership, C Corporation, S Corporation, Limited Liability Company, Limited Liability Partnership, Non-Profit, Government Entity, Foreign Entity, and Other. A red circle highlights this dropdown menu. A red checkmark is placed over the NGEM logo at the top left of the page.

For the next field, enter your Tax ID number, also known 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.

The screenshot shows the 'Company Information' section of the NGEM Supplier Registration form. The 'Bypass Company Recovery Email' checkbox is checked, and the 'Company Recovery Email' input field is highlighted with a red circle. The 'Verify Company Recovery Email' field is also visible below it.

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.

The screenshot shows a registration form with several sections. At the top right, there are fields for Office Phone, Mobile Phone, and Time Zone. Below these are fields for Website, Company Description, and Keywords. There are also checkboxes for Bypass Company Recovery Email, Company Recovery Email, and Verify Company Recovery Email. A red arrow points to the 'Company Address' section, which includes fields for Address 1, Address 2, Address 3, City, State/Province, Zip/Postal, and Country. Below these are fields for Main Phone, Toll Free, Fax, Contact Name, and Email.

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

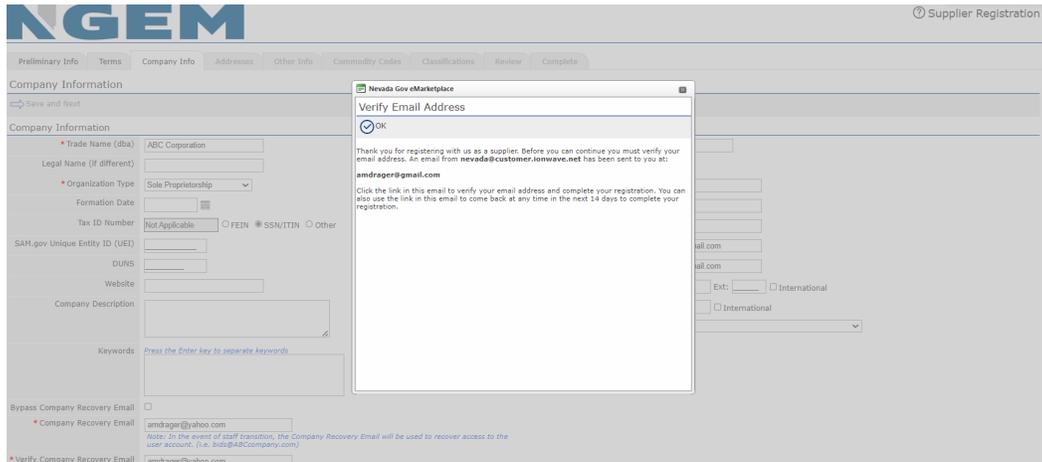
The screenshot shows the same registration form, but now the 'User Information' section is visible. A red arrow points to the 'Username / Login' field. The 'Company Information' section is also visible, with a red circle around the 'Save and Next' button. The 'User Information' section includes fields for Username / Login, Prefix, First Name, Last Name, Title, Email, Verify Email, Office Phone, Mobile Phone, and Time Zone.

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.

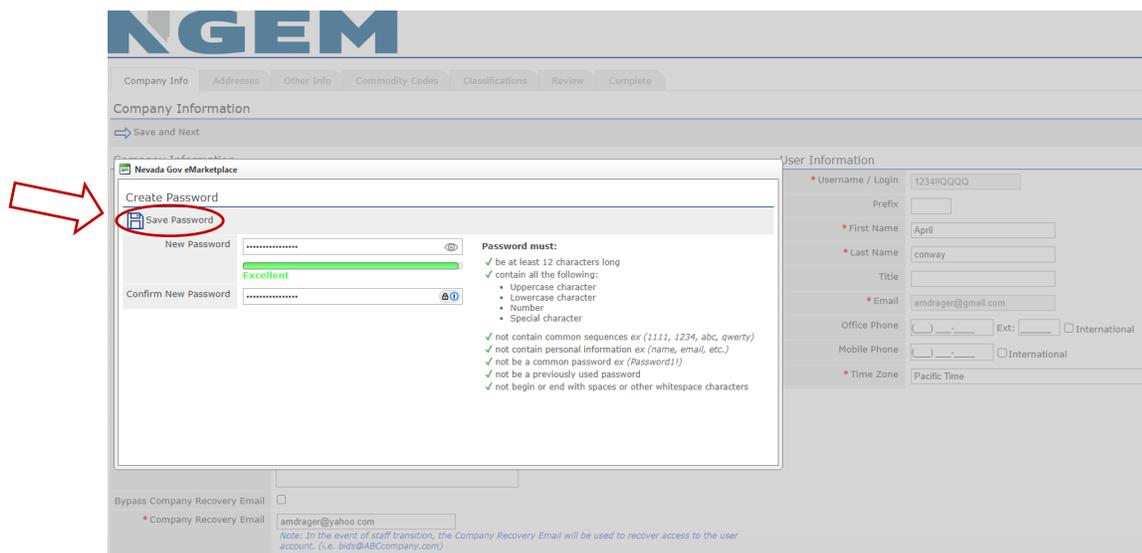
The Time Zone is assigned by your location within the U-S. If you're a company based outside the United States, though, select the Coordinated Universal Time, which is the same as Greenwich (gren-itch) Mean Time.

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

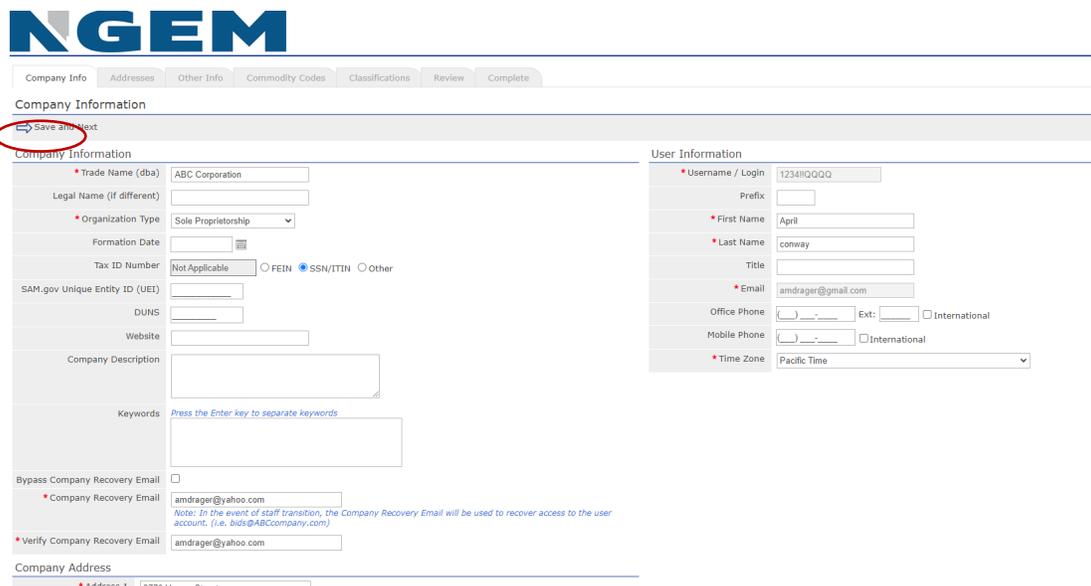
After hitting Save and Next, you will be prompted to verify your email address. We highly recommend opening a new browser tab, and verifying the email address on your desktop or laptop. If you're on a laptop or desktop and choose to verify on your phone, the remaining steps must then be completed on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



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



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.



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.

NGEM

Company Info | **Addresses** | Other Info | Commodity Codes | Classifications | Review | Complete

Addresses

[+ Add Address](#) [Next](#)

By default the "General/Corporate" address will be stored in your Company Profile. If you have additional addresses for Payment, Purchase Order, etc. please click Add Address to create.

General/Corporate Address

Address	2770 Vassar Street Reno, NV 89510	Contact Name	Email
Phone	(775) 690-1446		
Toll Free			
Fax			

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.

NGEM

Company Info | **Addresses** | **Other 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?
-- Select --

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.

NGEM

Company Info | **Addresses** | Other Info | **Commodity Codes** | Classifications | Review | Complete

Commodity Codes

[Save and Next](#) Search

Commodities

- Audio and Visual
- Building Maintenance
- Construction and Contracting
- Domestic
- Entertainment and Arts**
 - Entertainment and Arts
 - Games, Party, Recreation, Toys: Equipment, Supplies, and Services
 - Fine Arts, Theater, Event: Equipment, Facilities, Live Entertainment, Supplies, and Services
 - Music: Equipment, Instruments, Supplies, and Services
- 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
 - Mineral, 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
- Office and Business
- Professional and Consulting Services
- Power and Energy

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.

The screenshot shows the 'Commodity Codes' section of the NGEM registration process. The 'Save and Next' button is highlighted with a red circle. The 'Food and Beverage' category is expanded, and 'Food and Beverage Services' is selected with a blue checkmark. Other categories like 'Furniture and Furnishings' and 'Industrial and Manufacturing' are also visible but not selected.

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 assertion 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.

The screenshot shows the 'Special Classifications' section of the NGEM registration process. The 'Save and Next' button is highlighted with a red circle. The page lists various business categories with checkboxes and definitions. The categories are:

- Category 1 - CHOOSE ONLY ONE
 - Nevada Business Enterprise
 - Out-of-State Business Enterprise
- Category 2 - CHOOSE ONE IF APPLICABLE
 - Emerging Small Business Tier 1
 - Emerging Small Business Tier 2
- Category 3 - SELECT ALL THAT APPLY
 - African American-Owned Business Enterprise
 - Asian-Pacific American-Owned Business Enterprise
 - Las Vegas Convention Center District
 - LGBTQ+ Business Enterprise
 - Disadvantaged Business Enterprise
 - Disabled Veteran-Owned Business Enterprise
 - Hispanic American-Owned Business Enterprise
 - Local Small Business (Regional Transportation Commission of So. Nevada definition)
 - Native American-Owned Business Enterprise
 - Physically-Challenged Business Enterprise
 - Small Business Enterprise
 - Women-Owned Business Enterprise
 - Veteran-Owned Business Enterprise

You're almost done!

Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Review

[Register Now](#)

You're almost done. Please review your information below. To make corrections, click [✎](#) on the section, or click the appropriate tab above. To complete your registration, click "Register Now" above.

[✎](#) Company Info

Company Information		User Information	
Company Name	ABC Corporation	Username / Login	12341 QQQQ
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

General/Corporate Address

Address	2770 Vassar Street Reno, NV 89510	Contact Name	
Main Phone	(775) 690-1446	Email	
Toll Free			
Fax			

[✎](#) Other Information

Federal Exclusion Have you been excluded / debarred from Federal Procurement or Non-Procurement programs?

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Number of Employees



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.

Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Review

[Register Now](#)

You're almost done. Please review your information below. To make corrections, click [✎](#) on the section, or click the appropriate tab above. To complete your registration, click "Register Now" above.

[✎](#) Company Info

Company Information		User Information	
Company Name	ABC Corporation	Username / Login	12341 QQQQ
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

General/Corporate Address

Address	2770 Vassar Street Reno, NV 89510	Contact Name	
Main Phone	(775) 690-1446	Email	
Toll Free			
Fax			

[✎](#) Other Information

Federal Exclusion Have you been excluded / debarred from Federal Procurement or Non-Procurement programs?

Annual Gross Sales - STANDARD

Number of Employees

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.

Company Info Addresses Other Info Commodity Codes Classifications Review Complete

Congratulations, you have successfully submitted your registration.
You will be notified via email once your registration has been reviewed.

[Go to Login](#)

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.