

Doing Business with the City of Las Vegas

iSupplier Registration

What is iSupplier and who needs to be registered?

- The iSupplier portal provides access to the City's electronic procurement system, which is used to process purchase orders, invoices and payments.
- **Anyone preparing to do business with the City must be registered in iSupplier, and business information should be kept up-to-date.**
- To register, go to <https://www.lasvegasnevada.gov/>. Hover over the "Business" tab, Click on "Purchasing", then scroll down and click on "Resources". The Supplier Registration tab is the first tab in this section. Click on it to begin.
- The first form you will see is to ensure that there are no conflicts of interest should you do business with city. Fill it out and click "I Agree".
- Complete the required fields using ALL CAPS format and submit registration for approval. Detailed registration tips appear on the following pages.
- Once the registration has been approved, a temporary password will be emailed to the address provided. Complete the registration process, including permanent password set up, as soon as possible.
- Upload your W-9 to <https://clv.files.com/u/isupplier>. No payments can be made until this step is complete.
- To complete or update your existing iSupplier profile, click <https://www.lasvegasnevada.gov/isupplier> and login with your email address and password.
- Please contact the Purchasing & Contracts Division at 702-229-6231 for assistance or questions about iSupplier registration.

Website: lasvegasnevada.gov
Hover over: "Business"

The screenshot shows the homepage of the City of Las Vegas website. The browser's address bar at the top contains the URL "lasvegasnevada.gov", which is circled in green. Below the address bar, the "CITY OF LAS VEGAS" logo is on the left. To the right of the logo is a navigation menu with links for "Residents", "Visitors", "Business", "Government", "Pay", "News", and "Contact". The "Business" link is circled in green, and a green arrow points from the text above to it. Further right, there is a weather widget showing "80°", a "Translate" button, and a "Search" button. Below the navigation menu, there are two main content areas. On the left is a purple banner for "Brewery Row" with the text "Check out the 18b Las Vegas Arts District and all the options for food and drink." and an image of yellow duck-shaped beer taps. On the right is a "LATEST UPDATES" section with a "Sign up for Newsletters" button and a "FEATURED VIDEO" section. The "Business" link in the navigation menu is circled in green, and a green arrow points from the text above to it.

Click on "Purchasing"

The screenshot shows the City of Las Vegas website interface. At the top left, the text "CITY OF LAS VEGAS" is displayed in purple. To the right, there is a weather widget showing "80°", a "Translate" button, and a "Search" button. Below the header, a navigation menu includes "Residents", "Visitors", "Business" (which is underlined), "Government", "Pay", "News", and "Contact". On the left side, there is a "Business" section with a photograph of the Las Vegas skyline at night. The main content area features a grid of menu items: "Economic Development", "Business License", "Planning & Zoning", and "Permits & Licenses". The "Purchasing" link is highlighted with a green rectangular box, and a green arrow points from the top-left text towards it.

Pass by “Purchasing overview” and “Bid and Contract Opportunities” to “Resources” and click on “learn more”

Do you want to do business with the city of Las Vegas? Learn about what opportunities are available to you.

[Learn more](#)



PURCHASING

Resources

Search our resources for important registration, management, finance and reporting documents and forms

[Learn more](#)



Your inquiry is very important to us and will be routed to a city operator who will direct you to the department that can answer your question.



Click on "Create a Supplier Profile"

Resources

[Supplier Registration, Management & Reporting](#) [Finance Forms](#)

Supplier Registration, Management & Reporting

[Create a Supplier Profile](#)

[How to Setup a Supplier Profile](#)

[Update your Supplier Profile](#)



[How to Setup a Supplier Profile](#)



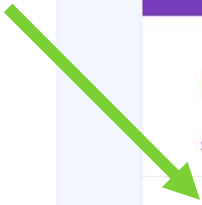
[Submit Payroll Reports Via LCP Tracker](#)



[Enroll In Electronic Funds Transfer \(EFT\) program](#)



[Tips for Success](#)



LASVEGASNEVADA.GOV

Overview Bid Opportunities Resources Sup

Contact

I certify that I (or my company and its principals) am not an employee of the City of Las Vegas and do not have a conflict of interest that would prevent me (us) from becoming a supplier to the City or entering into agreements with the City. I (our company) will duly notify the City of any changes that affect this self-certification.

Company Name *

Representative Name *

Tax ID *

Resources

Supplier Registration, Management & Reporting, Finance Forms

Supplier

Reporting

→ Create
→ How
→ Upda
→ W-9
→ Submit Payroll Reports Via LCP Tracker
→ Enroll In Electronic Funds Transfer (EFT) program

This is the form that will pop up before you gain access to the registration process. Please fill it out completely and click "I Agree".

Complete the form using ALL CAPS. An asterisk (*) means the information is required; tips are included beneath some fields for clarification. Ensure that your Taxpayer ID (TIN or SSN) is in the correct format (XX-XXXXXXX or XXX-XX-XXXX) and matches the name of the company exactly.

City of Las Vegas iSupplier Portal

Close Preferences

Basic Information Company Details

Prospective Supplier Registration

* Indicates required field

Blank label for instruction text

USE ALL CAPS TO FILL IN THIS FORM

Continue

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Taxpayer ID

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

Continue

Close Preferences

Privacy Statement

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An asterisk (*) means the information is required; the more information you provide now, the more complete your registration will be. When this section is complete, click Continue...

City of Las Vegas iSupplier Portal

Close Preferences

Basic Information Company Details

Prospective Supplier Registration

* Indicates required field

Blank label for instruction text

USE ALL CAPS TO FILL IN THIS FORM

Continue

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Taxpayer ID

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

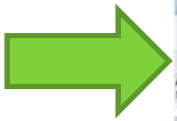
Continue

Close Preferences

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In the Address Book Section, select 'Create'.



Prospective Supplier Registration: Additional Details
NOTE: ALL information must be in CAPS or the registration will be rejected.

Company Name: SAVANNAH
Taxpayer ID: 111-11-1111
Note to Buyer:
Note to Supplier:

Submit Save For Later Back

Address Book

NOTE: Use 2-digit State Code, example - NV
Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

NOTE: Use 2-digit State Code, example - NV
Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
SAVANNAH	DELVALLE	702-229-2487	SDELVALLE@LASVEGASNEVADA.GOV	<input checked="" type="checkbox"/>		

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
MSPR Assisting Agency	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NV Certified ESB	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 22-Aug-2017

Products and Services

NOTE: Use 2-digit State Code, example - NV
Create

Code	Products and Services	Delete
No results found.		

Submit Save For Later Back

Close Preferences

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Provide your business address and contact details. Uncheck 'RFQ Only Address' and select the 'Purchasing Address' box. DON'T FORGET TO USE CAPS! When finished Select 'Apply'.

City of Las Vegas iSupplier Portal Close Preferences

Create Address Cancel Apply

* Indicates required field

* Address Name	495 S. MAIN STREET	Phone Area Code	702
Country	United States	Phone Number	229-2487
* Address Line 1	495 S. MAIN STREET	Fax Area Code	
Address Line 2		Fax Number	
Address Line 3		Email Address	SDELVALLE@LASVEGASNEVADA.GOV
Address Line 4		<input checked="" type="checkbox"/> Purchasing Address	
* City/Town/Locality	LAS VEGAS	<input type="checkbox"/> Payment Address	
County	CLARK	<input type="checkbox"/> RFQ Only Address	
* State/Region	NV		
Province			
* Postal Code	89101		

Unselect RFQ Only Address

Cancel Apply

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Next, go to the “Contact Directory” section and click on “Create”. Be sure to fill out completely and use all CAPS. When finished, select “Apply”.

Prospective Supplier Registration: Additional Details
NOTE: ALL information must be in CAPS or the registration will be rejected.

Company Name: SAVANNAH
Taxpayer ID: 111-11-1111
Note to Buyer:
Note to Supplier:

Submit Save For Later Back

Address Book

NOTE: Use 2-digit State Code, example - NV
Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

NOTE: Use 2-digit State Code, example - NV
Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
SAVANNAH	DELVALLE	702-229-2487	SOELVALLE@LASVEGASNEVADA.GOV	<input checked="" type="checkbox"/>		

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
MIPR Assisting Agency	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NV Certified ESB	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 22-Aug-2017

Products and Services

NOTE: Use 2-digit State Code, example - NV
Create

Code	Products and Services	Delete
No results found.		

Submit Save For Later Back

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The City of Las Vegas encourages diverse businesses to do business with the City. Next, go to the “Business Classifications” section and select all of the groups that are applicable to you. If you are officially certified by an agency, please provide that information in the boxes. If you are a minority business and you don’t see a specific designation in the choices, please use “Minority Owned”.

Prospective Supplier Registration: Additional Details
 NOTE: ALL information must be in CAPS or the registration will be rejected.

Company Name: SAVANNAH
 Taxpayer ID: 111-11-1111
 Note to Buyer:
 Note to Supplier:

Address Book
 NOTE: Use 2-digit State Code, example - NV
 Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory
 NOTE: Use 2-digit State Code, example - NV
 Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
SAVANNAH	DELVALLE	702-229-2487	SOELVALLE@LASVEGASNEVADA.GOV	✓		

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
MIPR Assisting Agency	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NV Certified ESB	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Products and Services
 NOTE: Use 2-digit State Code, example - NV
 Create

Code	Products and Services	Delete
No results found.		

Submit Save For Later Back

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Next, go to the 'Products and Services' section and select 'Create'.

Prospective Supplier Registration: Additional Details
NOTE: ALL information must be in CAPS or the registration will be rejected.

Company Name: SAVANNAH
Taxpayer ID: 111-11-1111
Note to Buyer:
Note to Supplier:

Address Book
NOTE: Use 2-digit State Code, example - NV
[Create](#)

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory
NOTE: Use 2-digit State Code, example - NV
[Create](#)

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
SAVANNAH	DELVALLE	702-229-2487	SOELVALLE@LASVEGASNEVADA.GOV	<input checked="" type="checkbox"/>		

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
MIPR Assisting Agency	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NV Certified ESB	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 22-Aug-2017

Products and Services
NOTE: Use 2-digit State Code, example - NV
[Create](#)

Code	Products and Services	Delete
No results found.		

Submit Save For Later Back

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Select 'Browse All Products & Services' to view a list, or do a keyword search by choosing 'Search for Specific Code or Product'. Select 'Applicable' next to one or more categories that best describe your business, then click 'Apply.'

City of Las Vegas iSupplier Portal Close Preferences

Add Products and Services: (SAVANNAH) Cancel Apply

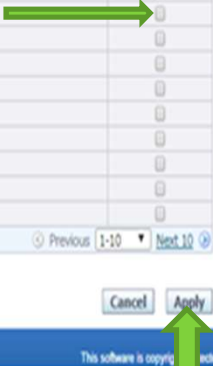
Browse All Products & Services
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
ABRASIVES	ABRASIVES		<input type="checkbox"/>
ADVERTISING	ADVERTISING SERVICES		<input type="checkbox"/>
AGGREGATE, SAND,SILT	AGGREGATE, SAND, SILT		<input type="checkbox"/>
ANIMAL CONTROL SUPP	ANIMAL CONTROL SUPPLIES AND EQUIP		<input type="checkbox"/>
ANIMAL CONTROL SVCS	Animal Control services		<input type="checkbox"/>
APPLIANCES	APPLIANCES		<input type="checkbox"/>
APPRAISAL SERVICES	APPRAISAL SERVICES, REAL ESTATE		<input type="checkbox"/>
ARCHITECT SUPPLIES	ARCHITECTURAL SUPPLIES		<input type="checkbox"/>
ARCHITECT/ENG SUPPLY	ARCHITECTURAL & ENGINEERING SUPPLIES, SURVEYING, TESTING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES		<input type="checkbox"/>
ARCHITECTURAL SVCS	ARCHITECTURAL SERVICES, DESIGN, LANDSCAPE ARCHITECTS		<input type="checkbox"/>

Previous 1-10 Next 10

Cancel Apply

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After completing all information select 'Submit'. A confirmation screen will appear if you have registered successfully.

Prospective Supplier Registration: Additional Details
NOTE: ALL information must be in CAPS or the registration will be rejected.

Company Name: SAVANNAH
Taxpayer ID: 111-11-1111
Note to Buyer:
Note to Supplier:

Address Book
NOTE: Use 2-digit State Code, example - NV
[Create](#)

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory
NOTE: Use 2-digit State Code, example - NV
[Create](#)

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
SAVANNAH	DELVALLE	702-229-2487	SOELVALLE@USAVEGASNEVADA.GOV	<input checked="" type="checkbox"/>		

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
MIPR Assisting Agency	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NV Certified ESB	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 22-Aug-2017

Products and Services
NOTE: Use 2-digit State Code, example - NV
[Create](#)

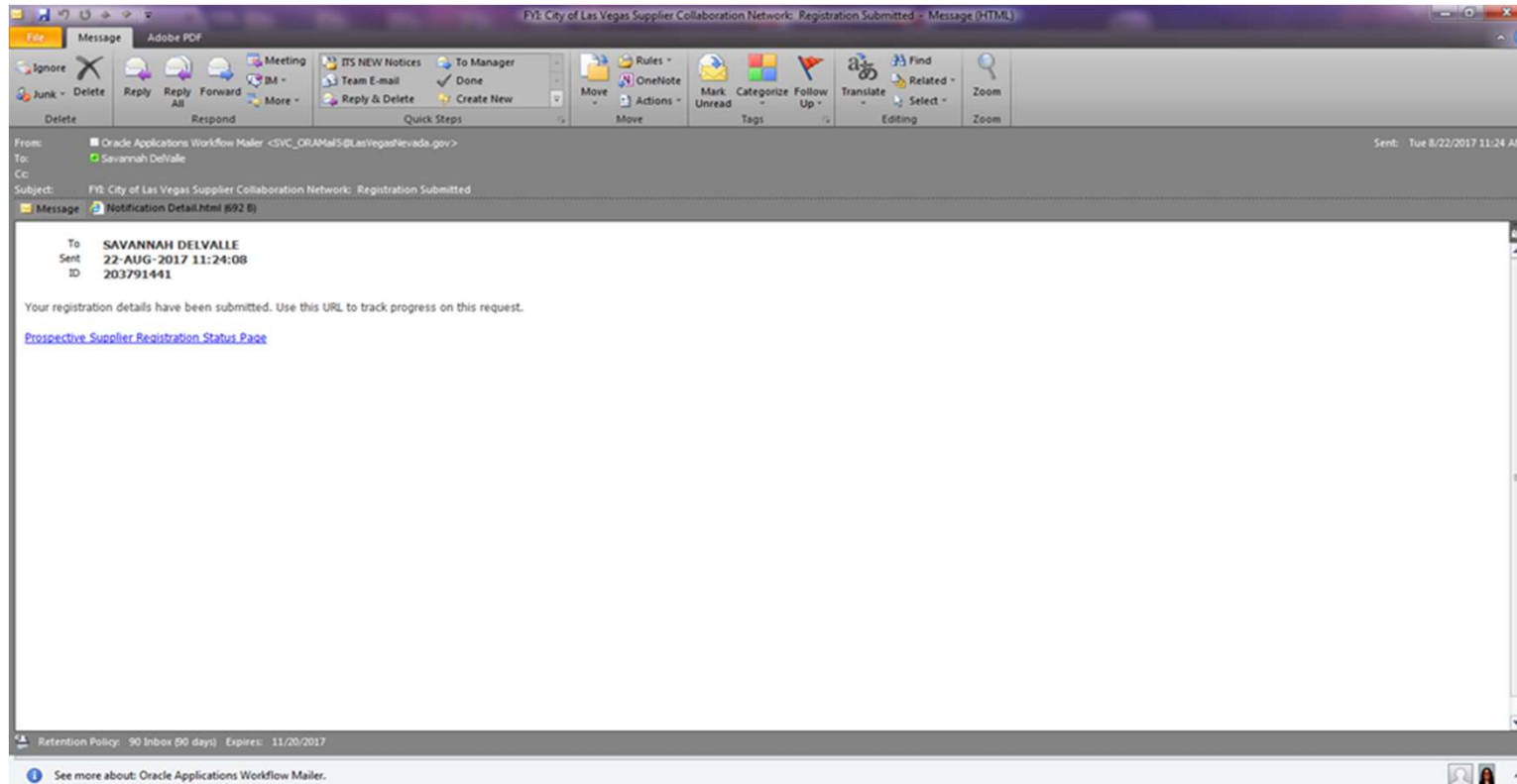
Code	Products and Services	Delete
No results found.		

[Submit](#) [Save For Later](#) [Back](#)

Privacy Statement [Close](#) [Preferences](#) This software is copyright protected



You'll receive an email from Oracle confirming that your registration has been submitted and is awaiting approval by the City of Las Vegas.



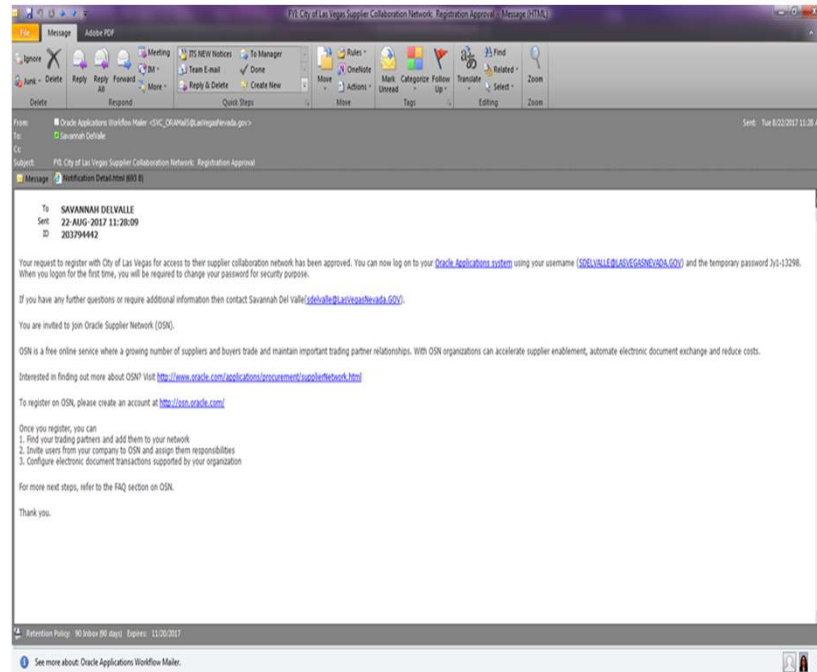
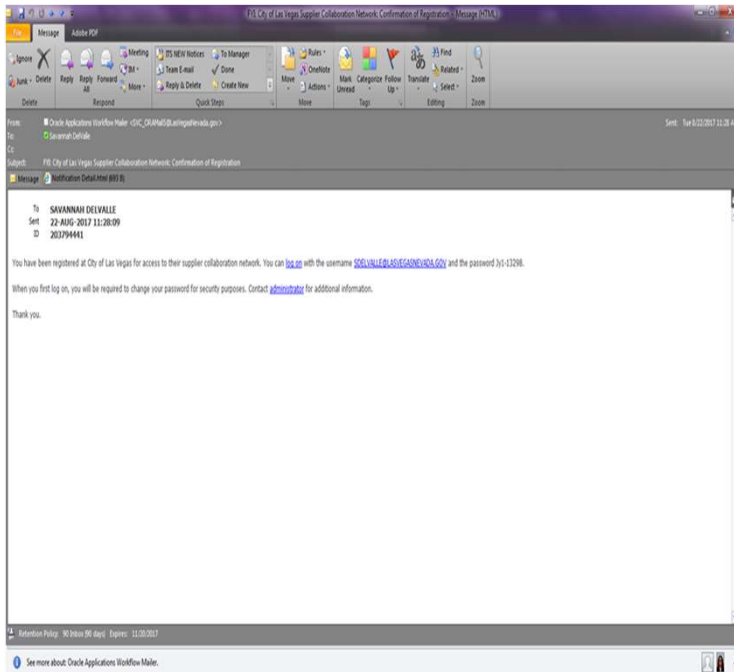
One more step... Your W-9

An accurate W-9 is required for all CLV suppliers. Please attach your W-9 at the portal address below:

<https://clv.files.com/u/isupplier>

When the W-9 has been verified with the IRS database, your profile will be approved and you will be eligible to receive payment for your invoices. Directions follow.

Once approved, you'll receive two additional emails from Oracle containing login instructions and temporary password information.



FAQs

Why haven't I received an email containing login information?

- Because these messages are automatically generated, they can be perceived as 'spam' by some email filters. If you have known issues with receiving automated email, you might consider adding svc_oramail5@lasvegasnevada.gov to your Approved Senders list when you register, or look for a message from this address in your 'Junk Mail' folder after registration.

What if I forget my username or password?

- Please email a 'Supplier password reset' request to ngomoluh@lasvegasnevada.gov or hmclain@lasvegasnevada.gov. Include the Company Name so we can locate your Profile. You'll receive a new temporary password via email within 2-3 business days.

What if my company is already registered, but I don't have the login information?

- While multiple Contacts can be added to each Profile, only one active username/password is assigned to each Supplier. Please note that anyone with access to these codes is able to view and modify all information associated with your Profile.
- If your business doesn't currently have a password holder for your CLV Supplier Profile, you can email a request to ngomoluh@lasvegasnevada.gov or hmclain@lasvegasnevada.gov. Include the following information for verification: company name, your full name, business address, phone number and email address.

How do I know if I'm already registered?

- Registration requests will be rejected if the Taxpayer ID or Company Name entered are already in our system. If you believe your company has already been registered, we can verify for you. Please contact us via email if you'd like to request access to an existing Profile, or call 702-229-6231 if you have additional questions.

I'm an independent contractor and don't have a 'Taxpayer ID' number. What do I enter in the required field?

- Your TIN can be either a Social Security number or Federal Employer Identification Number, please refer to Part 1 instructions on the W-9 form for additional information.

We appreciate your interest in working with the City of Las Vegas