VENDOR REGISTRATION FAQs

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STEP-BY-STEP INSTRUCTIONS

Step-by-Step Instructions for Vendor Registration:

1) Click on the link from the Sustainable Energy Web page or from this link
   https://das.nh.gov/purchasing/vendorregistration/(S(mcfwqfjssdz5v545s1vmpmjx))/welcome.aspx

2) After opening the link, click on “New Vendor” in the upper left, light blue area.
   a) Fill in all of the red asterisked * fields as detailed below
   b) In the Business Information section, enter your full name in the first three
      asterisked * fields.
   c) Enter your social security number.
   d) In the Business/Purchasing Address section, enter your mailing address.
   e) Enter your contact information.
   f) Under Remit Information click the Yes button
   g) In the Additional Information section, under Type of Business, check the
      first box (individual).
   h) Under Principal Activity, check the third box (Other Provider)
   i) At the bottom of the form, click No

3) Click the acknowledgement box

4) On the second page click Continue (lower right)

5) On the third page click the Certify box then Finish Registration
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Do I have to own or establish a business in order to register as a vendor with the State of New Hampshire?

No, you do not. Even though the form asks for Business Information, you may fill in the fields with your information as an individual.

Can I leave any fields blank?

Yes, you only need to enter information in the red asterisked * fields.

Under Additional Information, it asks “Type of Business”. What should I check?

You should check the first box, “Individual”.

Under “Principal Activity”, which box should I check?

You should check the third box, “other”.

I am experiencing problems filling out the form. Whom should I contact?

You should contact the Bureau of Purchase and Property at prch.web@das.nh.gov

How long will it take to get my Vendor ID?

It should take no longer than 1 to 3 business days.