



Procurement Services
MSC 3890
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-2916, fax: 575-646-1351

Dear Valued Supplier:

New Mexico State University Procurement Services encourages you to register on our online bidding system. In an effort to improve procurement processes and better communicate with suppliers, we now issue all our bids and requests for proposals and announce awards online. You are able to submit your bids/proposals to us through the same system.

Please visit the system web page at <https://nmsu.ionwave.net> to register; as part of that process, you will choose a username and password. Protect your company's interests by keeping your information current (so we can reach you about relevant opportunities) and your system access information secure.

Should you have difficulty registering, contact Procurement Services at (575) 646-2916 or by email at purchasing@nmsu.edu.

We look forward to working with you.

Sincerely

A handwritten signature in blue ink that reads "Bill Harty". The signature is written in a cursive, flowing style.

Bill Harty
Director of Procurement Services