



New Vendors Doing Business with the New Mexico Commission for Deaf & Hard of Hearing

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If you are doing business with the New Mexico Commission for Deaf and Hard of Hearing, you must obtain a CRS Number (Combined Reporting Systems Identification number) from New Mexico Taxation and Revenue Department.

How do I get a CRS number for my business?

Persons engaging in business in New Mexico must register with the New Mexico Taxation and Revenue Department. With few exceptions, a business must hold a Combined Reporting System (CRS) identification number, also known as your State Tax identification number. CRS is the Department's method for reporting the State's major business taxes: gross receipts tax, all local option gross receipts taxes, compensating tax, and withholding tax. For more information, go to: www.tax.newmexico.gov.

What do I do when I get my CRS Number?

Once you have received your CRS Number, contact your NMCDHH point of contact and request a New Vendor Registration Form. Fill out the form and submit to your NMCDHH point of contact. The NMCDHH financial staff will submit the form to the Department of Finance and Administration (DFA). The DFA will create a SHARE vendor file for your business.

What is SHARE?

SHARE is a Statewide Human Resource, Accounting and Management Reporting System. The State of NM uses SHARE for all State Procurement.

What is a Vendor File?

A Vendor File is a file that is put into the SHARE system with all your business information you submitted on the New Vendor Registration Form.

What happens next?

Once the NMCDHH Financial Staff has determined that a SHARE vendor file has been created for your business, then you can begin approved procurement with NMCDHH.