



E-SUPPLIER NAVIGATION

For Bidder Converted Procurement Suppliers

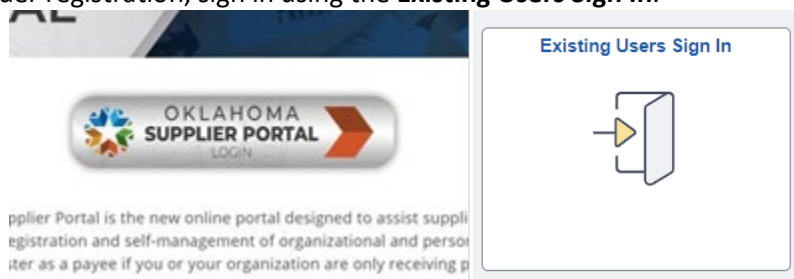
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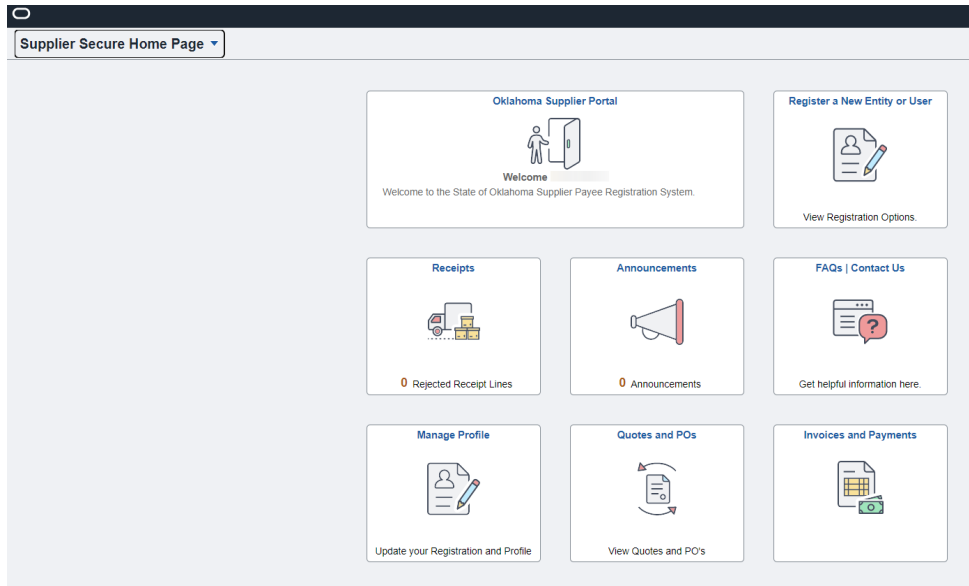
Review and Update Information for Supplier File

Bidder registrations that are converted need additional information entered to complete the supplier registration. To complete the information on file, use **Supplier Change Request**. Please review the information on file on a yearly basis to ensure all information is accurate and up to date.

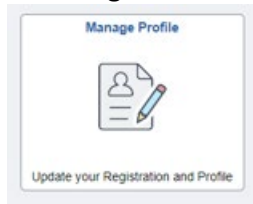
- Log in to the registration portal at Supplierportal.ok.gov. With the user ID created with the bidder registration, sign in using the **Existing Users Sign In**.



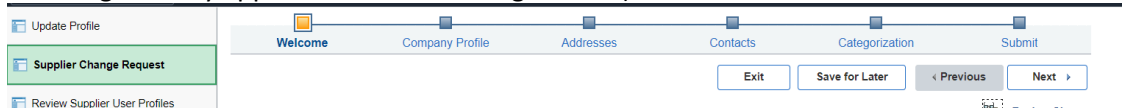
- Once signed in, the Supplier Secure Home Page becomes available.



- Select **Manage Profile**.



- Select **Supplier Change Request** to view, add or update the information within the supplier file. (The banking tab only appears with the banking user ID.)



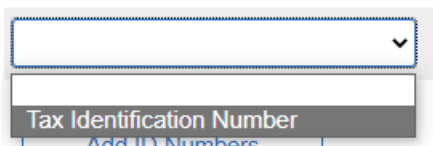
Completing the supplier registration

Converted suppliers accessing the e-supplier registration for the first time will have additional questions and uploads that are now required. If the updates cannot be completed, you must save your progress to return later. (**Note:** Registrations with error messages cannot be saved.)

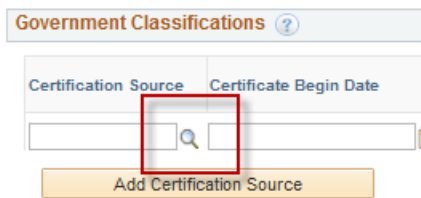
You are required to upload a W-9 and a copy of a current Certificate of Insurance or Letter of Exemption.

1) Company profile.

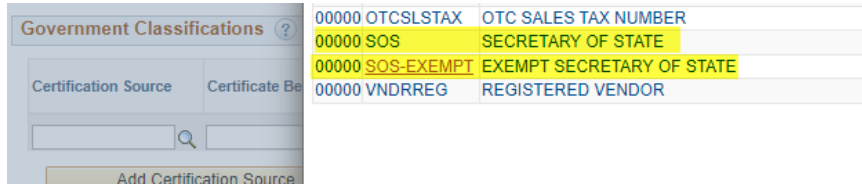
- Please leave the **Additional Name** field as is. Disregarded Entities and DBAs should be entered in the address step.
- Expand **Add ID Numbers** to complete.
 - Select **Tax Identification Number** under Standard ID Qualifier.



- ii) Enter the **IRS tax ID** in the ID Number field.
- c) Expand **Government Classifications** to complete.
 - i) Under Certification Source, select the **magnifying glass**.



- ii) Select **SOS** or **SOS-Exempt** based on the company's Oklahoma Secretary of State filing.



- (1) The dates will automatically fill and can be disregarded.
- (2) If SOS is selected, select **SEC** for the Government Classification; then enter the **SEC OF STATE FILING NUMBER** in the Certification Numbers.



- (3) The system will validate the filing number against the Oklahoma Secretary of State's database. **NOTE:** Return results that are not in good standing will prohibit the registration from continuing.

- d) Profile Questions.
 - i) You are required to answer all questions that contain an asterisk.
 - ii) You are required to upload a W-9 and a Certificate of Insurance or Letter of Exemption.
 - iii) Enter text in the provided fields.

If answered 'yes' above, please provide OEI number.

- iv) LLCs need to complete and upload the Disregarded Entity Verification form.
 - (1) A link to the form is located in the profile question.
 - (2) Forms should be completed by tax personnel only.

2) Addresses.

- a) The first address listing should be the 1099 or primary address.
- b) The email listed with the address is the primary email used for remittance notifications.
- c) When editing or adding addresses, the address will be validated by the USPS. Select **Accept address**.

USPS Address Validation

Address Validation

Primary

<p><u>Address entered by you:</u></p> <p>Address 1 5005 N LINCOLN BLVD Address 2 City OKC State OK County Postal Country USA</p>	<p><u>Address returned by USPS:</u></p> <p>Address 1 5005 N LINCOLN BLVD Address 2 City OKLAHOMA CITY State OK County Postal 73105-3324 Country USA</p>
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Check this box to skip the USPS address and use the address you have entered.

- d) Add a Disregarded Entity (DE) or DBA.
- i) Select **Add New Address**.
 - ii) Under Address Information in the **Description** and **Address 1** fields, enter the **DE or DBA name**.
 - iii) Enter the address in the **Address 2** field.

Address Information

Description

Country United States

Address 1

Address 2

3) **Contacts.**

- a) Review contacts for accuracy.
- b) Each contact should have a type and should be attached to an address.
 - i) The Accounts Payable type will be a CC email for remittance notifications.

4) **Categorization.**

- a) All suppliers must pick at least one category code for registration.
 - i) The State of Oklahoma uses the UNSPSC codes for procurement registration. To search for the code listings for the codes most applicable, visit the [UNSPSC website](#).
- b) Suppliers with codes registered with the bidder registration need to have a checked box shown for the codes to list under My Categories.
- c) To view and select category codes, select the **Sell Categories folder icon**.

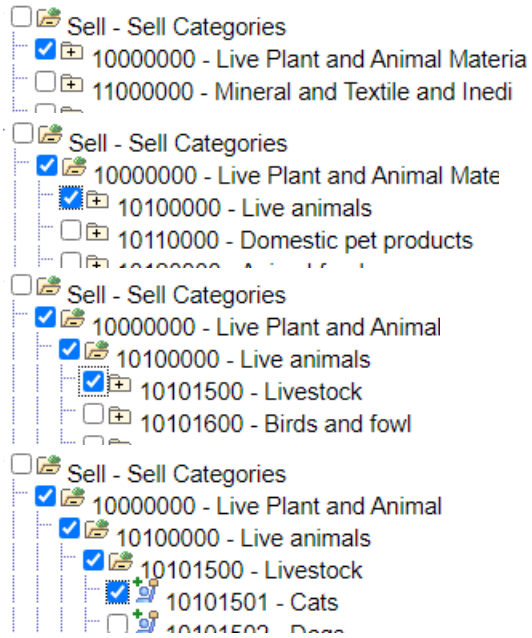
Categorization - Step 5 of 6

Select to add or de-select to remove categories applicable to your business

Sourcing Procurement Categories

- Sourcing - Sourcing Categories
- Buy Categories
- Sell Categories

- d) Locate the category that best describes the goods or services provided, and check the box. Then, select the folder to drill down. If you are using an UNSPSC code to make your selection, drill down using 2-digit increments. See the below example to drill down to 10101501 – Cats.



5) **Submit.**

- a) As the final step, check the **box** to agree to the Terms of Agreement and select **Submit**.

Submit - Step 6 of 6

Select the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing.

Email communication regarding this registration will be sent to:

SUPPLIER.REGISTRATION@OMES.OK.GOV

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

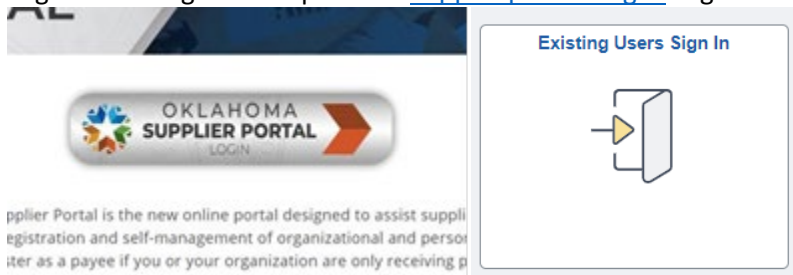
Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

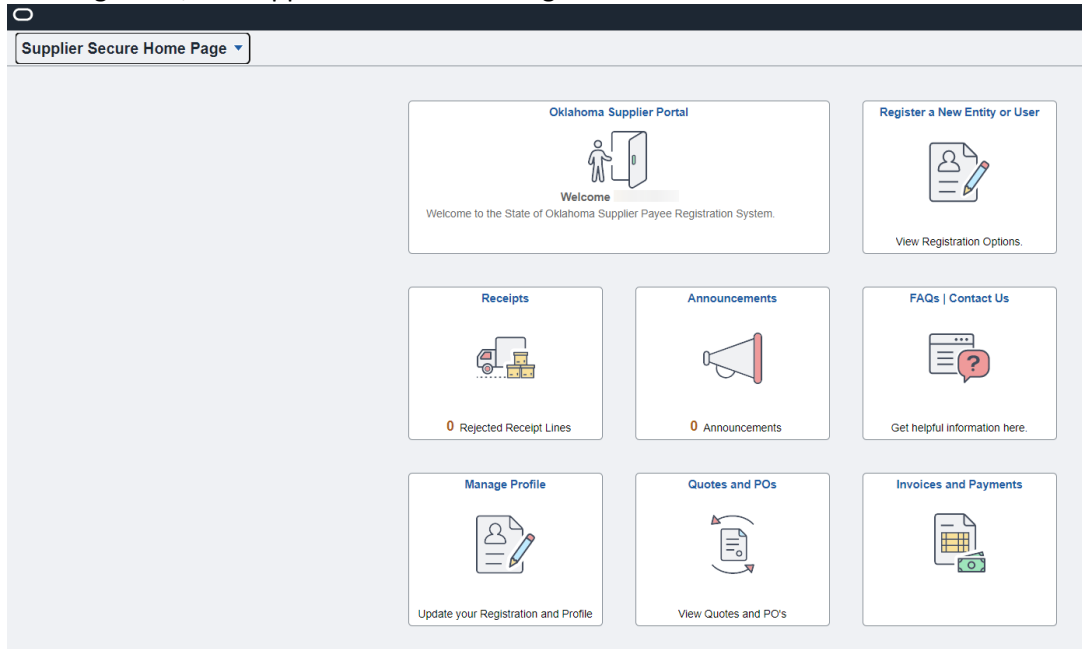
Password Management

To set your security questions or change your password when needed, please use **Update Profile**.

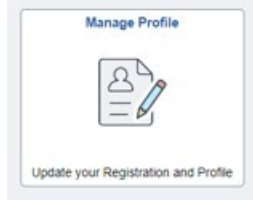
- Log into the registration portal at Supplierportal.ok.gov. Sign in using the **Existing Users Sign In**.



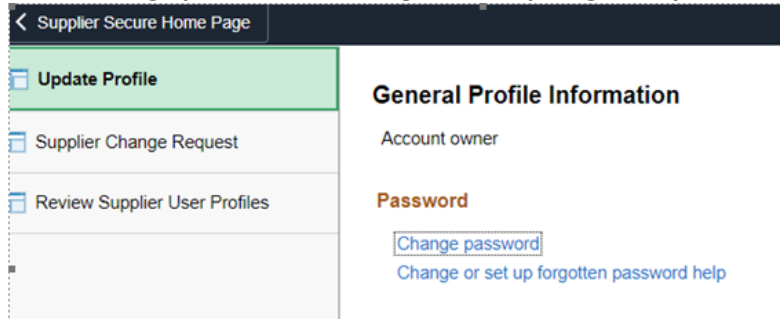
- Once signed in, the Supplier Secure Home Page becomes available.



- Select **Manage Profile**.



- Select **Update Profile**. To use the Password Reset process in case of a forgotten password, select either **Change password** or **Change or set up forgotten password help**.



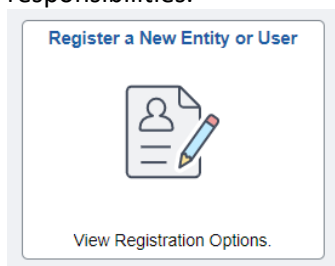
Creating Multiple User IDs

One of the benefits to the new system is the ability to assign multiple additional user IDs to different individuals based on responsibilities. (**Note:** Banking can only be viewed and accessed with a banking user ID.)

- Log into the registration Supplierportal.ok.gov. Sign in using the **Existing Users Sign In**.



- Select **Register a New Entity or User**.
 - Once signed in, the Register a New Entity or User tile will provide new registration options. The tile now provides the option to create additional user IDs based on job responsibilities.



- Select **Register Now** for the user ID you wish to create.
 - The Authorized Account Manager user ID is the only user ID that can assign additional user IDs.
 - The user ID created with the supplier file is an Authorized Account Manager user ID.
 - The Banking user ID is the only user ID that can view, add or update banking.
 - For questions regarding the banking process, please email eft.registration@omes.ok.gov.
- The supplier ID is in the registration approval email.
- Enter the IRS tax ID without dashes.
- The Requested User ID must be a unique user ID.
- The Email ID should be the email of the individual being assigned the responsibilities of the user ID.
 - There are no restrictions on how many times the same email can be used.
 - The email used will receive two approval emails. The second email will contain the user ID and a temporary password.
- The fields for Language Code, Time Zone, and Currency Code are not applicable and can be disregarded.

For additional questions or assistance, please email supplier.registration@omes.ok.gov.