



CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: Oct. 22, 2024.

TO: All CPOs and state agency finance staff.

FROM: Office of Management and Enterprise Services.

SUBJECT: Request OMES supplier/payee registration services through ServiceNow.

CONTACT: [Lesli Bajema](#), Procurement Services Manager.

PURPOSE: To provide important information about the new method of contacting OMES Central Purchasing Registration.

OMES Central Purchasing Registration is shifting away from shared department-wide email addresses to [ServiceNow](#). This work management system allows our teams to track and address every request submitted to us and assist us in improving our quality of service. The following catalog items are live and available in ServiceNow:

State agencies – submit an inquiry or request using the ServiceNow catalog.

- [Supplier File Identification](#) – for help identifying a supplier file or location.
- [Supplier Name Change Notification](#) – notify Supplier Registration of a name change, merger, acquisition, TIN change, etc.
- [Payee Information Update Request](#) – state employee updates only.
- [Pre-Approved Exception Update Request](#) – update to a supplier on the pre-approved exception list.
- [Garnishment Request](#).
- [Warrant Replacement Request](#) – replacement request for a lost or stale-dated check.
- [Update 1099 Information](#) – update 1099 address or turn withholding on or off.
- [General Supplier Registration Questions](#).

Affiliate agencies/higher education

- [ServiceNow for Non-State Agency Government Entities, Municipalities, and Higher Education](#) – This link contains the catalog of services available from Central Purchasing Supplier Registration. **After selecting the link, you must register with your email and a password, and verify your email prior to being able to access and use the catalog.** Once verified, the services available are:
 - Supplier name change.
 - Pre-approved exception classification update.
 - 1099 update.
 - Registration general questions.

The following email addresses are no longer monitored beginning Oct. 21 and will be decommissioned on Dec. 1:

- supplier.registration@omes.ok.gov.
- payee.registration@omes.ok.gov.
- eft.registration@omes.ok.gov.
- payee.update.request@omes.ok.gov.

The above email boxes will return an auto-reply message providing information on how to contact OMES Central Purchasing Registration. **State agencies will use [ServiceNow](#) to request services or ask questions.**

Suppliers and payees

Suppliers and payees will email oksuppliers@omes.ok.gov to submit requests, or they may contact Supplier Registration at 405-521-2930 from 9 a.m.-4 p.m. CST, Monday through Thursday. These contact methods are intended for suppliers only. State agency staff must submit a ServiceNow ticket. This allows our team the ability to provide timely customer service to our state suppliers and payees. The OMES Central Purchasing website, supplier and payee guides and other relevant information sources have been updated to reflect the new contact information for suppliers to utilize.