



## Information needed to register

The Oklahoma Supplier Portal is now live, and we encourage your entity to join the thousands of businesses currently providing goods and services to Oklahoma state government. Once registered through the portal, your entity will receive notifications based on your selections when the State of Oklahoma open solicitations for those specific goods and/or services. Through the Oklahoma Supplier Portal, you can register your organization as a bidder or a supplier and maintain your organization's information.

Bidder registration is a streamlined process allowing for solicitation notification and response.

Information you need to complete the **Bidder Registration Process** includes:

- Entity identifying information.
  - Entity legal name.
  - Entity address and phone number.
- Entity contact email.
- [UNSPSC Category Codes](#) for the products or services your entity sells.

Supplier registration fully registers your entity for payment. This includes added your banking information. An entity must be registered as a supplier prior to receiving a contract award.

Information you need to complete the **Supplier Registration Process** includes:

- Entity identifying information.
  - Entity legal name (IRS name).
  - Entity Federal Tax ID (IRS reporting ID).
  - Entity address.
- Secretary of State Filing Number or Letter of Exemption.
- Certificate of Insurance or Letter of Exemption.
- Identification of individual who is an authorized account manager for your entity to complete the registration.
- Diversified organization certifications.
- [UNSPSC Category Codes](#) for products or services your entity sells

Additional Requirements for Construction Suppliers include:

- Current certification certificates.
- Licensing jurisdiction and trade categories.
- Bonding reference letter.