



# E-SUPPLIER NAVIGATION

For New Procurement Suppliers

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## First-Time Supplier Setup

As a note – A W-9 and a current Certificate of Insurance or Letter of Exemption are required document attachments in the registration process. It is recommended that the documents are readied prior to beginning the registration process.

### Step 1: Supplier portal

Go to [supplierportal.ok.gov](http://supplierportal.ok.gov). You can also copy and paste this URL into your web browser address bar.

## Step 2: Supplier portal login

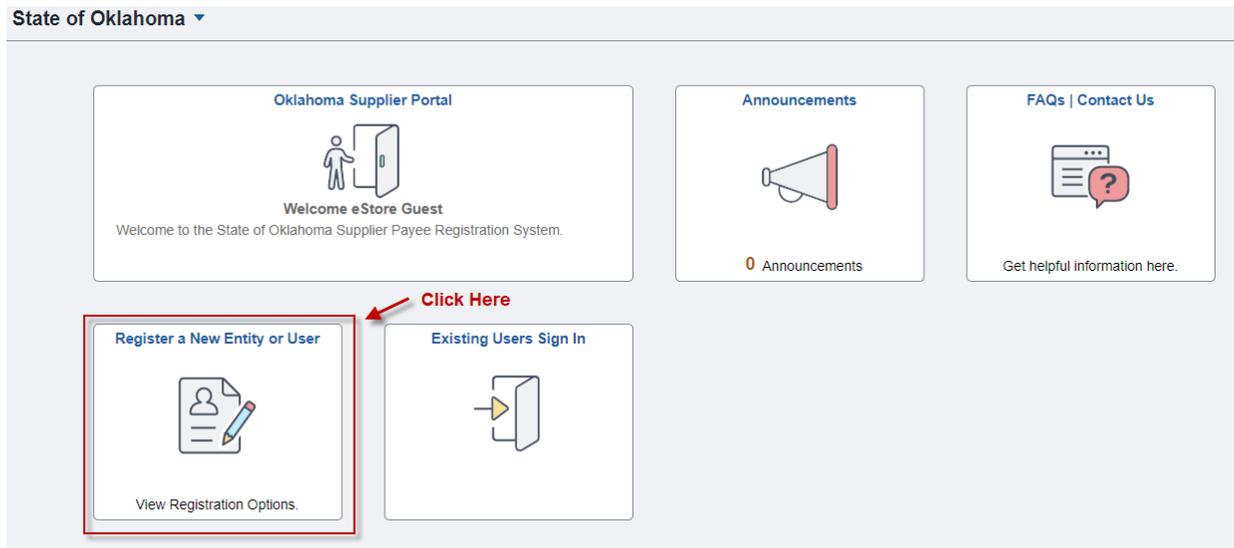
Select **Oklahoma Supplier Portal Login**.

Office of Management and Enterprise Services (090) > Services > Central Purchasing > Supplier Portal



## Step 3: Register a new entity or user

Select **Register a New Entity or User**.



## Step 4: Register a supplier

Under Register a Supplier, select **Register now**.

### Register a Supplier



Entities with no existing PeopleSoft Supplier ID may select this option to !

[More...](#)



## Step 5: Completing the supplier registration

There are six steps required to complete the registration. Complete each step in order. If the registration cannot be completed, you may 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) Select your entity type (**Business or Individual**), then select **Next** at top or bottom of step.

2) There are multiple areas to complete in the Identifying Information step, the longest step in the process.

a) Unique ID & Company Profile.

i) In the **Tax Identification Number** field, enter your IRS-issued federal taxpayer identification number (i.e., SSN, EIN or ITIN).

ii) Entities that do not have a U.S. federal tax ID are not able to register using e-Supplier at this time.

b) Government Classifications.

i) Under Certification Source, select the **magnifying glass**, then select **SOS** or **SOS-Exempt** based on the company's Oklahoma Secretary of State filing.

00000	OTCSLSTAX	OTC SALES TAX NUMBER
00000	SOS	SECRETARY OF STATE
00000	SOS-EXEMPT	EXEMPT SECRETARY OF STATE
00000	VNDRREG	REGISTERED VENDOR

(1) The dates will automatically fill and can be disregarded.

(2) If SOS is selected, select **SEC** for the Government Classification, and enter the **SEC OF STATE FILING NUMBER** in the Certification Numbers.

00000	REG	REGISTERED VENDOR
00000	SEC	SEC OF STATE FILING NUMBER
00000	SMB	SMALL BUSINESS

(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.

c) Profile Questions.

i) You are required answer all questions that contain an asterisk.

ii) 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.
- iii) For best results, use the **magnifying glass** when applicable.

**Profile Questions** ?

\* Are you the Authorized Account Manager who should maintain all relevant information for the entity being registered?

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\* Is the registered entity a state employee employed by an Oklahoma state agency? Please select one of the applicable responses.

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\* What type of entity is the registered entity?

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\* Is the registered entity a US Entity?

- iv) To attach a document, select **Add Attachment**.

\*

Please complete and upload one of the following current U.S. Taxpayer Verification documents, matching the registered entity's U.S. entity type. Businesses needing to register multiple entities filed under primary filing entity TIN should attach one form for each dba/tradename or disregarded entity being registered. Choose from one of the following form options:

U.S. Entities. Required for all domestic U.S. individuals and businesses. Information provided should match primary filing entity as registered with the Internal Revenue Service - IRS Form W-9(s)

[W9 form](#)

- v) Select **Upload**.

**Attachments** Personalize | Find | View All |

Attached File	Attachment Description	Upload
1		<input type="button" value="Upload"/>

- vi) Under File Attachment, select **Browse**.

**Profile Attachments**

**File Attachment**

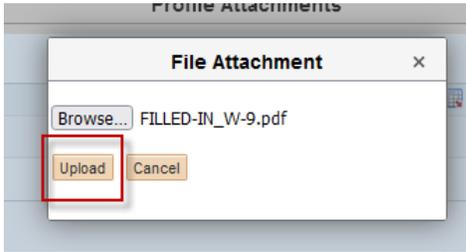
No file selected.

- vii) Select the file to upload.

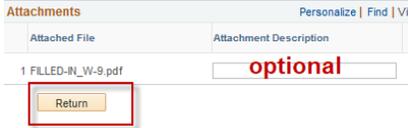
Name	Date Modified	Type
New folder	5/27/2021 10:36 AM	File folder
FILLED-IN_W-9.pdf	9/23/2021 10:07 AM	Adobe Acrobat Docum...

Name: FILLED-IN\_W-9.pdf  All Files (\*.\*)

viii) With the file attachment now selected, select **Upload**.



ix) Select **Return**.



x) Enter text in the provided fields.

\* If a different Diverse Minority Group qualification not shown is applicable, please provide additional details.

Not Applicable

Diversified Business Certification - Small Disadvantaged Business: Are you currently certified by the United States Small Business Administration and the Oklahoma Department of Commerce as a Small Disadvantaged Business? Information related to the Oklahoma Department of Commerce Supplier Diversity Program can be found at [Diverse Business Certification Program](#) Diverse Business Certification Program

d) Addresses.

i) Enter your primary address. The remit address is optional. The address will be validated by the USPS. Select **Accept address**.

### USPS Address Validation

**Address Validation**

**Primary**

Address entered by you:-	Address returned by USPS:-
<b>Address 1</b> 5005 N LINCOLN BLVD	<b>Address 1</b> 5005 N LINCOLN BLVD
<b>Address 2</b>	<b>Address 2</b>
<b>City</b> OKC	<b>City</b> OKLAHOMA CITY
<b>State</b> OK	<b>State</b> OK
<b>County</b>	<b>County</b>
<b>Postal</b>	<b>Postal</b> 73105-3324
<b>Country</b> USA	<b>Country</b> USA

Check this box to skip the USPS address and use the address you have entered.

Accept address Edit Address

e) Contacts.

i) Select **Add Contact**.

### Contacts - Step 4 of 6

Please create the Authorized Account Manager contact. AAM will An email will be sent with instructions for accessing the online aco (\*indicates a required response)

**Company Contacts** ?

You have not added any contact information to your applicatic

Add Contact

- ii) Enter all required fields. The Requested User ID is your desired user ID to access e-Supplier after registration to update and maintain your information on file with the State of Oklahoma. Select **Ok** when complete, then select **Next**.

**Contact Information** ?

Description

\* First Name   Primary Contact

\* Last Name

Title

\* Email ID

\* Telephone  Ext

Fax Number

Contact Type

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**User Profile Information** ?

\* Requested User ID

Description

Language Code

Time Zone

Currency Code

**Create a user ID to access e-Supplier after registration**

- f) Categorization.
  - i) All suppliers must pick at least one category code for registration.
    - (1) 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](#).
  - ii) Under Sourcing Procurement Categories, 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**

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

- Sell - Sell Categories
  - 10000000 - Live Plant and Animal Material
  - 11000000 - Mineral and Textile and Inedible
- Sell - Sell Categories
  - 10000000 - Live Plant and Animal Material
    - 10100000 - Live animals
      - 10110000 - Domestic pet products
      - 10120000 - Live animals
- Sell - Sell Categories
  - 10000000 - Live Plant and Animal Material
    - 10100000 - Live animals
      - 10101500 - Livestock
        - 10101600 - Birds and fowl



g) Submit.

i) As the final step, **check the box to accept 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 reviewin

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 y

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review

Submit

## Step 6: Registration approval

Once the registration has been approved, please notify your agency contact with the supplier ID provided in the final approval email.

## Establish the user ID and password

Upon supplier file approval and creation, you will receive two approval emails regarding the user ID created in the Contacts step. The second email will contain the user ID and a temporary password.

- Return to [supplierportal.ok.gov](http://supplierportal.ok.gov), and select the **Oklahoma Supplier Portal Login** button



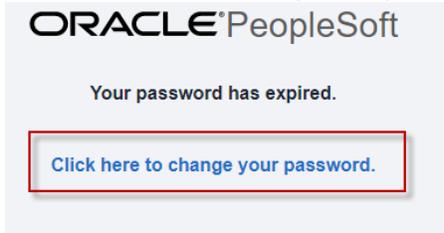
upplier Portal is the new online portal designed to assist suppli  
egistration and self-management of organizational and perso  
iter as a payee if you or your organization are only receiving p

- Sign in using the **Existing Users Sign In**. This is where you will sign in going forward.

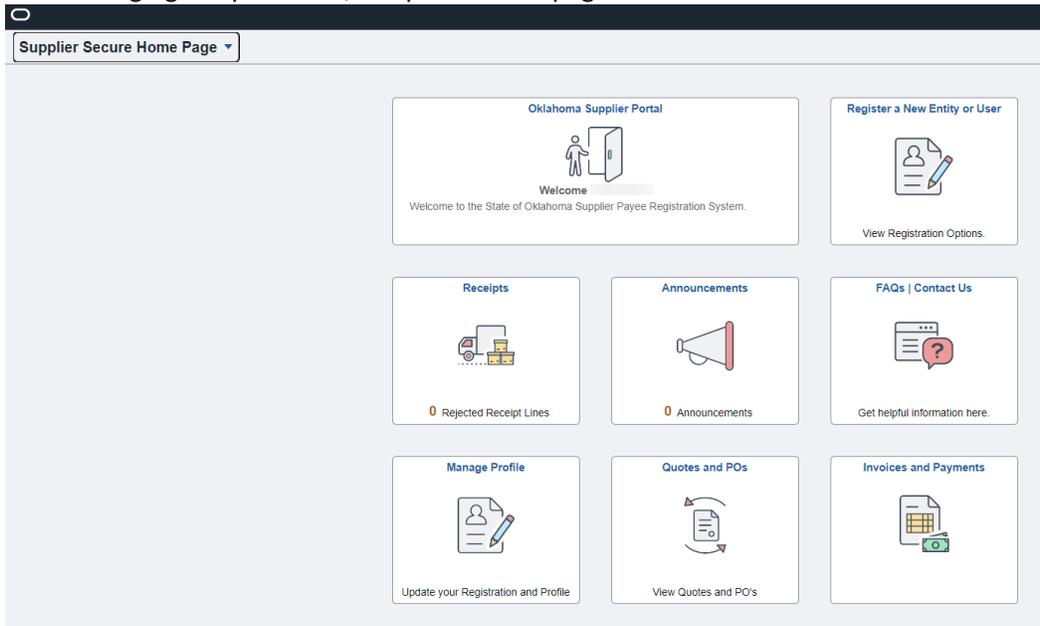


- Enter the user ID and temporary password.

- You will receive a message that your password has expired. Select **Click here to change your password**.



- You will be prompted to enter the temporary password, followed by a new password.
- After changing the password, the portal homepage should now look like this:



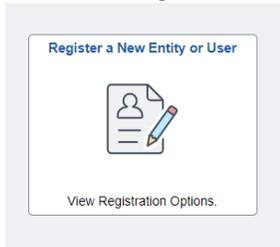
## Access a Saved Registration

- To access your draft registration, follow these steps. The first four steps are the same as when you began the process.
  - This is only for registrations that have not gone through full approval and do not have a supplier ID.
  - Submitted registrations that were returned for more information need to access the saved registration.
- Go to [supplierportal.ok.gov](http://supplierportal.ok.gov), and select the **Oklahoma Supplier Portal Login** button.



Supplier Portal is the new online portal designed to assist supplier registration and self-management of organizational and personal information as a payee if you or your organization are only receiving payments.

- Return to **Register a New Entity or User**.



4) Under Register a Supplier, select **Register Now**.

**Register a Supplier**



Entities with no existing PeopleSoft to do business with a state agency

[More...](#)

[Register now](#)

5) Welcome page.

a) Under Select an activity below, choose **Continue from where you left**.

b) Enter your registration ID of 00000000XXX and select the **caret**.

c) A new section will open requesting the employer identification number (EIN).

d) Once entered, it should take you to the registration that you previously started.

## Create Multiple User IDs

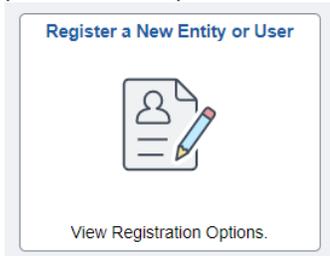
One of the benefits to the new system is the ability to assign multiple additional user IDs to different individuals based on responsibilities. **Note:** Banking can only be viewed and accessed with a banking user ID.

- Select the **Oklahoma Supplier Portal Login** button at [supplierportal.ok.gov](http://supplierportal.ok.gov), and sign in using **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, email [eft.registration@omes.ok.gov](mailto: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 Language Code, Time Zone, and Currency Code fields are not applicable and can be disregarded.

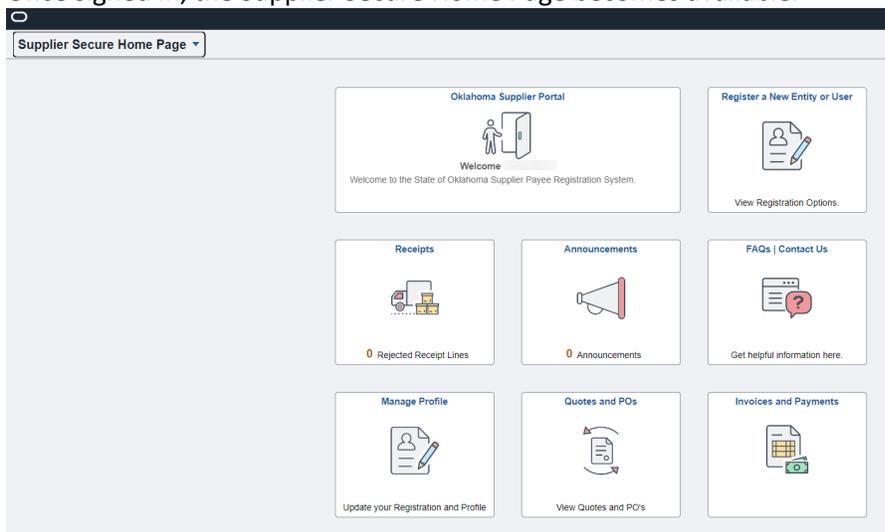
## Review and Update Supplier Information

To manage and maintain 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.

- Select the **Oklahoma Supplier Portal Login** button at [supplierportal.ok.gov](http://supplierportal.ok.gov), and 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 will only appear with the banking user ID.)



## Monitor and maintain the supplier registration

At any point in time, you may return to the information provided during the supplier file creation to review or make changes. If updates cannot be completed, you must save your progress to return later. **Note:** Registrations with error messages cannot be saved.

### 1) Company Profile.

- Leave the Additional Name field as is. Disregarded Entities and DBAs should be entered in the Addresses step.

### 2) Addresses.

- The first address listing should be the 1099 or primary address.
- The email listed with the address is the primary email used for remittance notifications.
- When editing or adding addresses, the address will be validated by the USPS.
- If an address should be inactivated and does not have an address to replace it, email [supplier.registration@omes.ok.gov](mailto:supplier.registration@omes.ok.gov) to inactivate. Include Address Inactivation and the supplier ID in the subject line.
- Add a Disregarded Entity (DE) or DBA.
  - Select **Add New Address**.
  - Under Address Information in the Description and Address 1 fields, enter the **DE or DBA name**.
  - Enter the **address** in the Address 2 field.

#### Address Information

Description	<input type="text" value="DBA NAME"/>
Country	<input type="text" value="USA"/> <input type="text" value="United States"/>
Address 1	<input type="text" value="DBA NAME"/>
Address 2	<input type="text" value="1234 Main St"/>

### 3) Contacts.

- Review contacts for accuracy.
- Each contact should have a type and should be attached to an address.
  - The Accounts Payable type will be a CC email for remittance notifications.
- If a contact should be inactivated and does not have a contact to replace it, email [supplier.registration@omes.ok.gov](mailto:supplier.registration@omes.ok.gov) to inactivate. Include Contact Inactivation and the supplier ID in the subject line.

### 4) Categorization.

- If the codes entered during the supplier creation are not listed, expand the folders for the codes to appear.
- Codes may be added or removed as needed.

### 5) Submit.

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

For additional questions or assistance, please email [supplier.registration@omes.ok.gov](mailto:supplier.registration@omes.ok.gov).