



## Doing Business with the State of Oklahoma A Guide to Vendor Registration

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# DOING BUSINESS WITH THE STATE OF OKLAHOMA VENDOR REGISTRATION

## WHY REGISTER TO DO BUSINESS WITH THE STATE OF OKLAHOMA?

*Oklahoma is working to improve state resources and build public and private partnerships with its vendors. The state is continually seeking to improve benefits to vendors and state stakeholders through improved services and technology applications. The Online Vendor Registration Portal creates an easier and faster procurement transaction system for both buyers and vendors.*

### Vendor Benefits

#### *Automated Notification*

Registered vendors receive automated email notifications of open solicitations. Notifications are customized to the specific products and services you provide based on the UNSPSC Category Codes you note within the registration process.

#### *Expedited Transactions*

- Faster bidding.
- Faster award.
- Faster payments.

#### *24/7 Online Access*

Online PeopleSoft eSupplier Account Access showing all account activity including:

- Payment activity.
- Procurement activity.
- Solicitation opportunities.
- Up-to-date company information.

### State Law Compliance

Pursuant to 74 O.S. § 85.33.B, acquisitions issued by agencies under the authority of Title 74 require vendors, including sole source vendors, to complete vendor registration prior to award. Vendors will not be required to register to submit a bid response, but will be required to register prior to being awarded a contract or purchase order. Registration must be renewed annually with documentation on file prior to each renewal of an award.

Some acquisitions will not require vendors to complete vendor registration for procurement. Below are exceptions to the vendor registration requirement:



- Fair and Reasonable acquisitions – less than \$5,000.
- Fixed Rate acquisitions.
- Membership acquisitions.
- Professional Service acquisitions (i.e. medical or legal services).
- Interagency or other Governmental Entity acquisitions.
- Utility acquisitions.
- Agency specific exemptions (as applicable by State of Oklahoma statutes).

*Important: Exemption is not applicable to registration requirements for Oklahoma Secretary of State and Oklahoma Tax Commission. Please contact these agencies directly for specific requirements.*

*Vendors not required to complete procurement registration are required to complete the online registration process for FINANCIAL REGISTRATION to enroll in direct deposit payment.*

## VENDOR REGISTRATION OVERVIEW

Vendor registration is a multi-step process that can be accomplished online via the State of Oklahoma Vendor Registration Portal. The process is broken up into various modules which can be saved and returned to if you are unable to complete the registration process during your initial attempt.

In preparation for vendor registration you should have the following:

- ***Tax Identification Number***
  - Business Employer Identification Number (EIN) or Individual Social Security Number (SSN). Number provided should match IRS filing information for entity to be awarded contract. Tax Identification Number may only be registered once.
- ***A Current E-mail Address for User Login***
  - Recommended use email account within company that is accessible by multiple individuals within your organization. Email address may only be assigned to one registration account. User Login is the assigned account manager and will retain authority for future account updates.
- ***Secretary of State Registration Number***
  - Contact Secretary of State for specific requirements or explanation of your exemption status.
- ***Oklahoma Sales Tax Permit Number***
  - Contact Oklahoma Tax Commission for specific requirements or explanation of your exemption status.
- ***Workers' Compensation Insurance Certificate***
  - Or explanation of exemption status.
- ***EFT Direct Deposit Banking Information***
  - And matching remittance address for payments.
- ***UNSPSC Category Codes***
  - For products and services for which you wish to receive bid notifications.
- ***Credit Card***
  - For payment of current \$25 annual fee for each family group for which you register.



## BEFORE REGISTRATION

Before attempting the online registration process, please ensure you have completed the following and have the information readily available.

### 1) Review the Central Purchasing Website

The Central Purchasing website is your link to all procurement information for the State of Oklahoma. The site provides valuable information to help aid you in understanding the requirements for doing business with state agencies.

Side columns provide various links to important state procurement information which should be reviewed before bid activity. Additionally, the page provides a link to the Vendor Registration Information and Portal.

The screenshot shows the Oklahoma Central Purchasing website. A red arrow points to the 'Vendor Registration' link in the left sidebar. The main content area displays the 'CENTRAL PURCHASING DIVISION' header, followed by a mission statement, goals, and general information. The right sidebar contains 'Announcements' and 'Related Topics' sections.

**Left Sidebar Links:**

- CP Home
- RFP/ITB
- Statewide Contracts
- Vendor Registration
- CPO Program
- Vendor Verification
- Vendor Performance
- CP Processes, Rules & Statutes
- CP Contact Info
- CP Library: forms, PIMs, memos, etc
- CP Announcements
- Item Maintenance
- UNSPSC Codes
- State Bid Preferences & Reciprocity
- Unsolicited Offers Search

**Main Content:**

### CENTRAL PURCHASING DIVISION

**Mission Statement:** The Central Purchasing Division is responsible for the state's procurement by working in partnership with state agencies, local governments, and the private sector to ensure the state's dollars are spent wisely while carefully monitoring and improving the use of our time, talent and resources.

**Goals:**

- Provide efficient services that meet the customers' needs by innovative strategic sourcing programs, taking advantage of emerging technologies, practices, resources, and economies of scale, and appropriate consideration of special needs groups and the use of statewide contracts and purchase card systems.
- Sound financial systems and practices to support CP's services by ensuring accurate and accountable financial performance.
- Efficient procurement and payment processes that conserve CP resources through reduced administrative costs.
- A trained and effective certified purchasing officer training program, which enables best purchasing practices.
- A trained and skilled CP staff.

**General Information:**

The Purchasing Division performs procurement functions and provides oversight of state agencies' procurement activities as defined by the Oklahoma Central Purchasing Act (74 O. S. §85.1, et seq.) The Division ensures fair and equitable processes for procurement functions resulting in timely delivery of quality products and support services.

**Other services includes:**

- Overseeing The State Use Program, which assists in providing meaningful and gainful employment to persons with disabilities through state contracts for products and services.

**Purchasing Code of Ethics:**

The staff of the Office of Management and Enterprise Services - Central Purchasing Division strives to professionally represent the state by providing purchasing representation and guidance that adhere to state law and statutes. State purchasing professionals will provide unbiased representation in our efforts to fairly and economically utilize state tax dollars in the fulfillment of various agency missions. Commonly shared values and ethical standards guide every activity and professional relationship.

**Right Sidebar:**

#### Announcements

- [How to do Business with the State](#)  
Updated 01/09/2014
- [Oklahoma Best Value Project Information](#)  
Updated 10/25/2012
- [NASPO Multi-state Natural Gas Vehicle Cooperative contract](#)  
Updated 10/05/2012
- [Cost Savings Report](#)  
Updated 3/13/2014

#### Related Topics

- [DCS-Procurement-Modernization-Report](#)
- [CORE News & Tips](#)
- [VPAT & Accessibility](#)
- [OneNet Contracts](#)
- [Oklahoma Bid Assistance](#)
- [External Audits](#)
- [Use of the Comdata and P-Card on Vehicle Parts and Maintenance](#)  
Statewide Contracts: 024, 101, 307, 767
- [2011-04-18 Media Destruction Guidance](#)
- [Central Purchasing](#)

Last Modified on 08/25/2014

### 2) Register with Oklahoma Secretary of State

All vendors should contact the Oklahoma Secretary of State offices to determine the requirements for registration. Once you have completed the necessary steps, you will need to provide the Secretary of State filing number and business name in Step I of the vendor registration process.

Important: To meet IRS requirements, please ensure name registered with Secretary of State matches your IRS filing records exactly. Differences in spelling and characters will result in rejected vendor registration.





### 3) Register with the Oklahoma Tax Commission

All vendors should contact the Oklahoma Tax Commission offices to determine the requirements for registration. Once you have completed the necessary steps, you will need to provide your company's Oklahoma Tax Commission filing number and business name in Step II of the vendor registration process.

Important: Tax Commission filing requires annual renewal. New effective dates should be provided annually before expiration occurs. This information can be updated within your eSupplier account or by contacting the OMES Service Desk at 405-521-2444.

### 4) Complete Workers' Compensation Certificate

Workers' Compensation is addressed in Step II of the Vendor Registration Process. Vendor should complete the required fields and provide a copy of the Workers' Compensation as applicable. Vendor may submit initial form by uploading the authorized PDF document to their online registration OR email form to [cp.registration@omes.ok.gov](mailto:cp.registration@omes.ok.gov). Form should be resubmitted annually upon expiration of policy coverage. A copy of the up-to-date certificate will be required to be on file and verified at time of award.

Please ensure Certificate Holder located on the bottom left corner is assigned to:

State of Oklahoma  
Vendor Registration  
5005 N. Lincoln Blvd., Ste. 100  
Oklahoma City, OK 73105

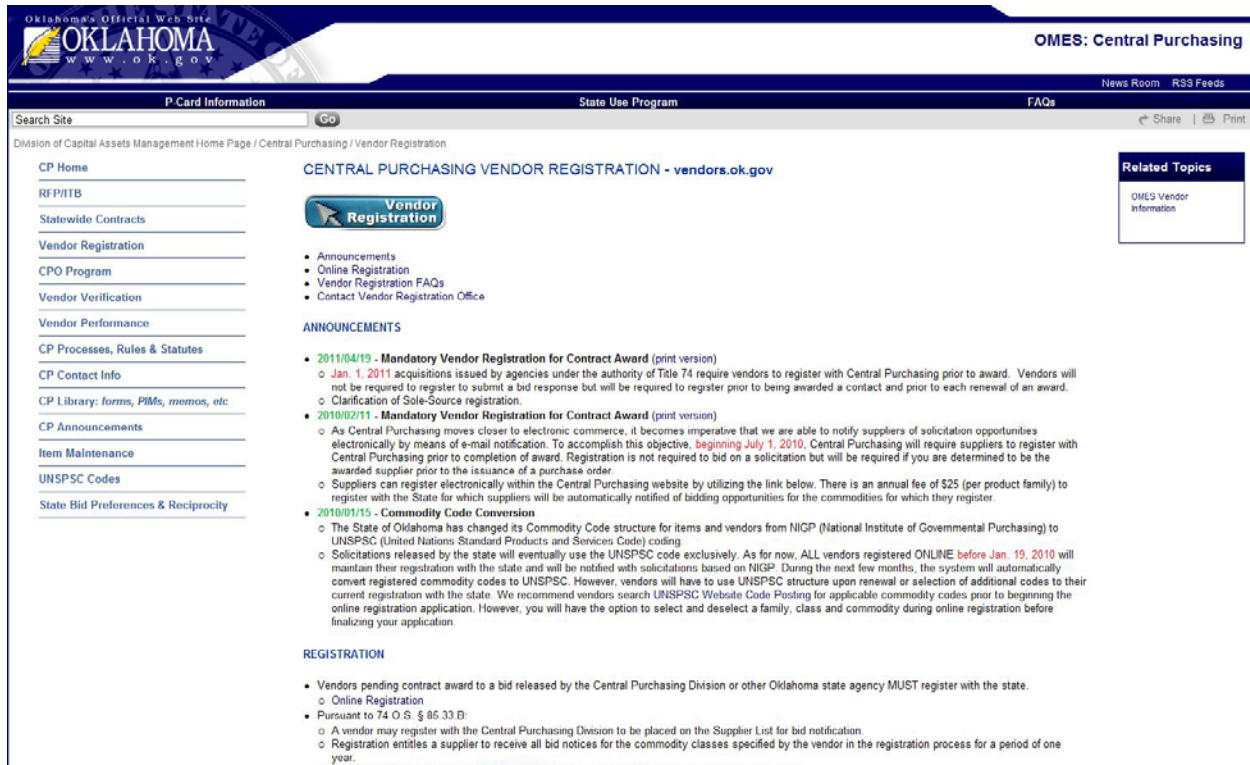
### 5) Gather EFT Direct Deposit Banking Info

The State of Oklahoma has recently focused its efforts on improving the efficiency of its vendor payment processes. To ensure faster payments and an efficient use of state resources, the Office of Management and Enterprise Services has created a secure online method of collecting the information necessary to pay vendors via Electronic Funds Transfer (EFT). EFT enrollment requirements include providing the direct deposit bank account information via the online registration system and submitting the EFT enrollment form which is provided within the online registration system. Vendors currently in the state payment system must have a secure PIN prior to completing the registration. Please contact the state agency with whom you are conducting business to complete the needed documentation to verify the authorized individual for direct deposit registration.

This registration requirement is a result of state law (Title 62, Section 34.64) which requires that "Payments disbursed from the State Treasury shall be conveyed solely through an electronic payment mechanism." To comply with the law, EFT bank information should be entered within Step VII of the online vendor registration, matching the company or individual name and remittance address provided. Within Step VII is also a hyperlink to the PDF document *EFT Bank Change New Bank Account Request Form*. Once the registration has been completed and submitted for approval, the form should be completed using provided instructions and submitted via fax directly to the Oklahoma Office of State Treasurer for approval. **This is the final step required for Vendor Registration approval.**

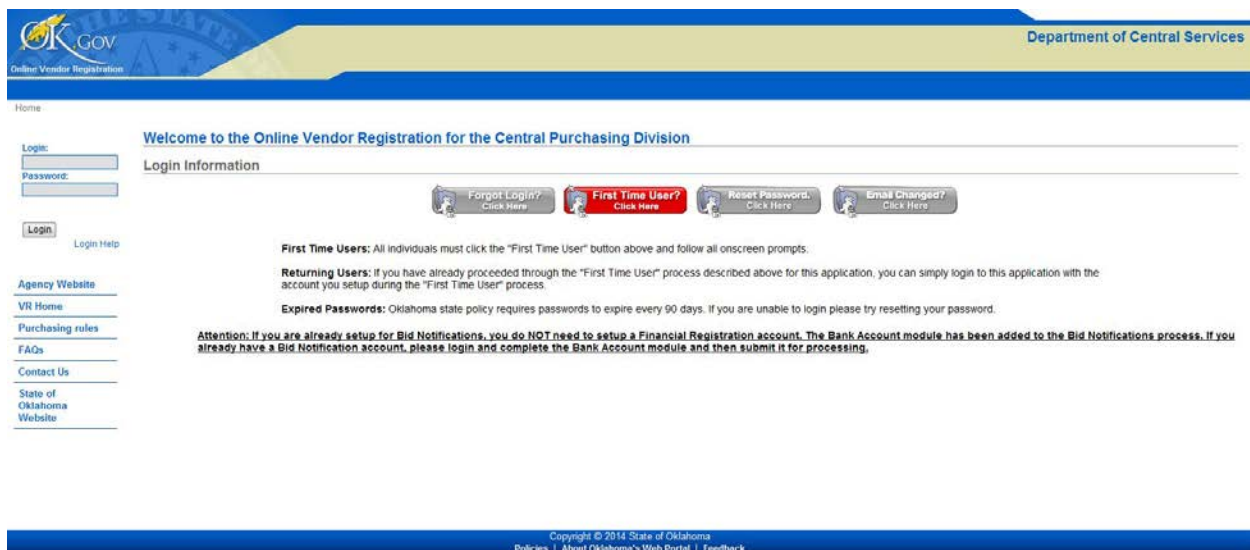
## STEPS FOR ONLINE REGISTRATION

Once you have all information available, visit the Online Vendor Registration Portal to complete the steps for registration. Click on the Vendor Registration link provided on the Central Purchasing Home Page or type the URL [vendors.ok.gov](http://vendors.ok.gov) in your web browser. Click the Vendor Registration Link provided.



The screenshot shows the Oklahoma Central Purchasing Vendor Registration Portal. The header includes the Oklahoma state seal and the text "OKLAHOMA W W W . O K . G O V". The main navigation bar features links for "P Card Information", "State Use Program", "FAQs", "News Room", and "RSS Feeds". A search bar is located on the left. The main content area is titled "CENTRAL PURCHASING VENDOR REGISTRATION - vendors.ok.gov" and includes a "Vendor Registration" button. Below this, there are sections for "ANNOUNCEMENTS" and "REGISTRATION". The "ANNOUNCEMENTS" section lists several updates, including mandatory vendor registration for contract award and commodity code conversion. The "REGISTRATION" section provides details for vendors pending contract award to a bid released by the Central Purchasing Division or other Oklahoma state agency.

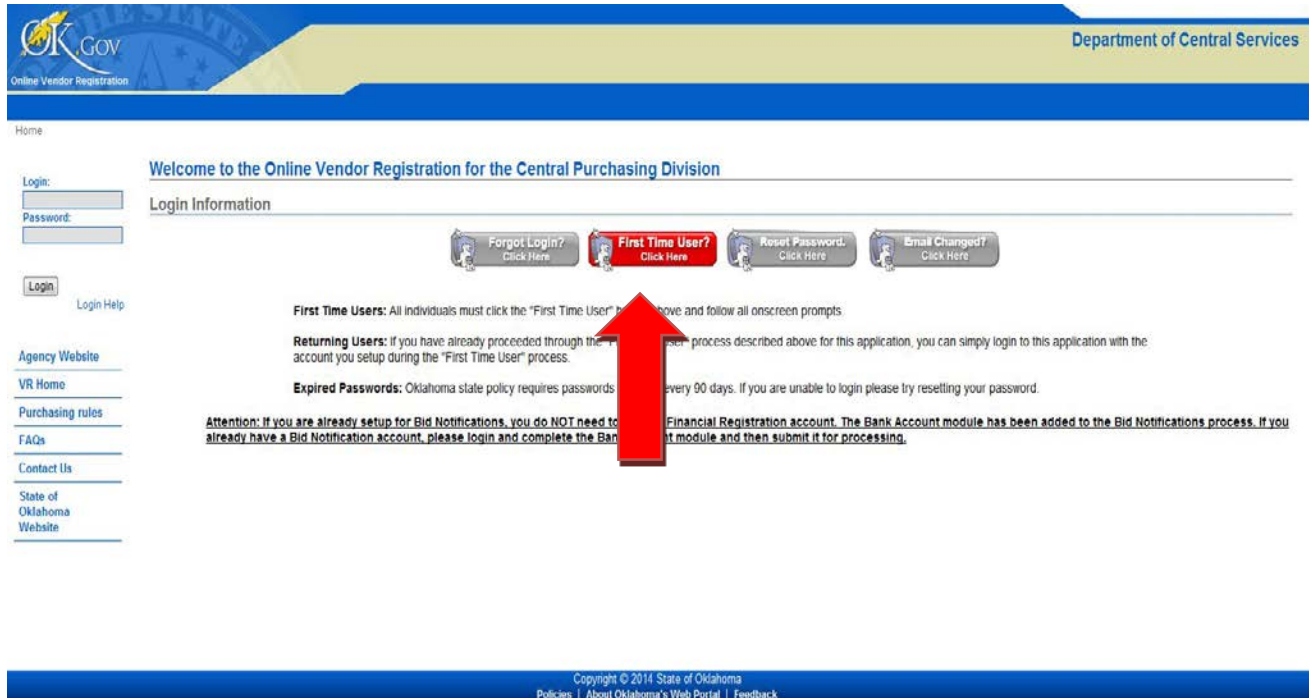
Below is a screen shot of the Online Vendor Registration Portal.



The screenshot shows the Online Vendor Registration Portal Login Page. The header includes the "OK.GOV" logo and the text "Department of Central Services". The main content area is titled "Welcome to the Online Vendor Registration for the Central Purchasing Division" and includes a "Login Information" section. The login section features fields for "Login:" and "Password:", a "Login" button, and a "Login Help" link. Below the login fields, there are four buttons: "Forgot Login? Click Here", "First Time User? Click Here", "Reset Password? Click Here", and "Email Changed? Click Here". The page also includes sections for "First Time Users", "Returning Users", and "Expired Passwords". A footer section contains copyright information and links for "Policies", "About Oklahoma's Web Portal", and "Feedback".

## First Time User

If you have never attempted vendor registration, please select the First Time User option.



Home

Online Vendor Registration

Department of Central Services

Welcome to the Online Vendor Registration for the Central Purchasing Division

Login Information

Forgot Login? Click Here

**First Time User? Click Here**

Reset Password? Click Here

Email Changed? Click Here

First Time Users: All individuals must click the "First Time User" button above and follow all onscreen prompts.

Returning Users: If you have already proceeded through the registration process described above for this application, you can simply login to this application with the account you setup during the "First Time User" process.

Expired Passwords: Oklahoma state policy requires passwords be reset every 90 days. If you are unable to login please try resetting your password.

Attention: If you are already setup for Bid Notifications, you do NOT need to create a Financial Registration account. The Bank Account module has been added to the Bid Notifications process. If you already have a Bid Notification account, please login and complete the Bank Account module and then submit it for processing.

Agency Website

VR Home

Purchasing rules

FAQs

Contact Us

State of Oklahoma Website

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Additional options on this page include:

- **Forgot Login:** Previous registrants only. Email will be sent to email address on file.
- **Reset Password:** Previous registrants only. Email will be sent to email address on file.
- **Email Changed:** Can be used to update email address for primary Account User ID. Must validate previous account user and registration information.



Home / First Time User

## First Time User

If you have accessed this application previously, please use your account information you provided to login to this application.

If you are a first time user to this application, please enter an email address below that you would like to use to set up a login and password to have access to the application.

\* - Indicates required field  
\* **Enter an email address:**

\* **FEIN/SSN:**

72-999999


[Next](#) [Back](#)

Once you have entered the Account User email address to be used for all account management and the business or individual Tax Identification Number, select Next.

## Bidder Registration vs Financial Registration

Procurement = Select BID NOTIFICATION

Payment Only = Select FINANCIAL REGISTRATION



Online Vendor Registration

Department of Central Services

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[State of Oklahoma Website](#)

### Online Vendor Registration Account Setup

Please complete the registration below. When validated, you will be asked to set up an account using the email address to access the **Online Vendor Registration** application.

Please follow the instructions on each page that follows.

\* Indicates a required field.

\* **First Name**

\* **Last Name**

**Phone**

\* **Vendor Type**

☒ **Bid Notification:** Choose this option to receive notification of state business opportunities. (\$25 fee for each family)

☐ **Financial Registration:** Choose this option to register bank account information to receive electronic payments from the State of Oklahoma to comply with House Bill 1006.

**Email Address**

bramford007@gmail.com

**FEIN/SSN:**

Please enter the confirmation key below:



[Continue](#) [Back](#)

Complete fields required for Account Setup. For Vendor Type, select 'BID NOTIFICATION' to register for procurement activities. Once you have entered the additional fields required, select Next.



## Online Vendor Registration Account Setup

You will need to set-up an account to access the Online Vendor Registration. Please enter the information required below to continue.

### \* Indicates Required Field

#### User Information:

\* First Name:   
Middle Initial:   
\* Last Name:   
\* Email:   
\* Re-Enter Email:   
\* 10-Digit Phone: (digits only)

#### Create Login Information:

##### Your Username:

- Is NOT case sensitive.
- Must be between **8 and 15 characters** long.

\* Create Username:

##### Your Password must:

- Be reset every **90 days** per state policy.
- Be between **8 and 15 characters** long.
- Not based on anything somebody could easily guess (ie - birth date, telephone number, etc.).
- Not contain consecutive identical characters. (ie - 77,ee,00, etc.)
- Not be all-numeric or all-alphabetical characters. (ie - 55555555,abcdefgh, etc.)
- An example of a VALID password is **A9f3Z4b0**.
- An example of an INVALID password is **CLASSof1999**.
- Password IS case sensitive.

\* Create Password:

\* Re-Enter Password:

#### Security Questions:

\* Question 1:   
\* Answer 1:   
\* Question 2:   
\* Answer 2:

[Previous](#) [Next](#)

Complete all fields of Page 2 of Online Registration Account Setup and select Next.

Common errors encountered are invalid email and incorrect formatting of the username or password. **Please read requirements carefully.**

- Special characters (i.e., @, -, &) are not permitted in either the login or password.
- Duplicate characters in a row (i.e., **keepcool2000**) are not permitted in the password.
- Please ensure the USER login and password are documented so that you will remember what has been entered. You will need this information to login and access your registration account.



## Office of Management and Enterprise Services

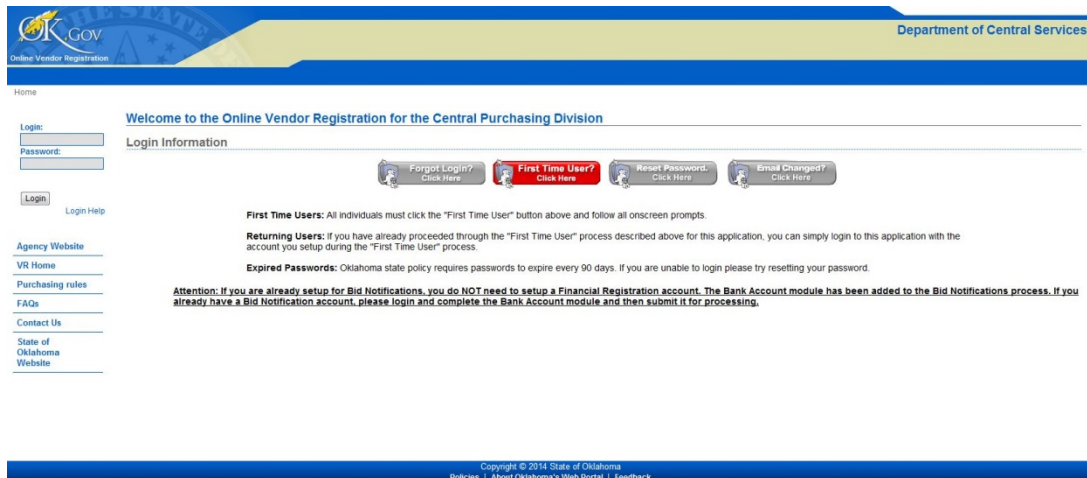
Once a USER account is created, select 'Return to Online Vendor Registration.'

Enter the login and password created.

## FORGOT LOGIN OR RESET PASSWORD

Retrieve login and password information using the two grey buttons on the main login screen. You will need the tax identification number of the registered vendor and the email used previously to create the USER LOGIN. Once you retrieve the login from the email address entered, it will be used as well to retrieve or reset the password. If password reset is chosen, the security questions originally created during the USER account setup function above will be required as well. Instructions for account password reset will be emailed to email associated with registration account. The email will include login instructions and a temporary password that will need to be entered upon initial login.

Once USER login and password have been identified, click link provided to return to Online Vendor Registration. Enter login and password in left column.



The screenshot shows the login page for the Online Vendor Registration for the Central Purchasing Division. The page has a blue header with the OK.gov logo and the text "Department of Central Services". Below the header, there is a "Home" link. The main content area is titled "Welcome to the Online Vendor Registration for the Central Purchasing Division" and "Login Information". On the left, there are input fields for "Login:" and "Password:" with a "Login" button and a "Login Help" link. In the center, there are four buttons: "Forgot Login? Click Here", "First Time User? Click Here", "Reset Password? Click Here", and "Email Changed? Click Here". Below these buttons, there are instructions for "First Time Users", "Returning Users", and "Expired Passwords". At the bottom, there is a copyright notice for 2014 State of Oklahoma and links for "Policies", "About Oklahoma's Web Portal", and "Feedback".

Home

Department of Central Services

Online Vendor Registration

Welcome to the Online Vendor Registration for the Central Purchasing Division

Login Information

Login:

Password:

Login

Login Help

Agency Website

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State of Oklahoma Website

Forgot Login? Click Here

First Time User? Click Here

Reset Password? Click Here

Email Changed? Click Here

**First Time Users:** All individuals must click the "First Time User" button above and follow all onscreen prompts.

**Returning Users:** If you have already proceeded through the "First Time User" process described above for this application, you can simply login to this application with the account you setup during the "First Time User" process.

**Expired Passwords:** Oklahoma state policy requires passwords to expire every 90 days. If you are unable to login please try resetting your password.

**Attention:** If you are already setup for Bid Notifications, you do NOT need to setup a Financial Registration account. The Bank Account module has been added to the Bid Notifications process. If you already have a Bid Notification account, please login and complete the Bank Account module and then submit it for processing.

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## BIDDER REGISTRATION

<b>Step I: Business Information</b> Use this section to enter Business Organizational Information. <b>Complete</b> <a href="#">View Business Info</a> <a href="#">Edit Business Info</a>	<b>Step II: Business Verification</b> Use this section to enter Business Verification. <b>Incomplete</b> <a href="#">View Verification</a> <a href="#">Edit Verification</a>	<b>Step III: Addresses</b> ? Use this section to enter Address Information. <b>Incomplete</b> <a href="#">View Addresses</a> <a href="#">Edit Addresses</a>
<b>Step IV: Contacts Information and PeopleSoft Login</b> ? Use this section to enter Contacts Information. <b>Incomplete</b> <a href="#">View Contacts Info</a> <a href="#">Edit Contacts Info</a>	<b>Step V: Applicant Certification</b> Use this section to enter Applicant Certification Information. <b>Incomplete</b> <a href="#">View Certification</a> <a href="#">Edit Certification</a>	<b>Step VI: W9 or W8-BEN</b> Use this section to enter W9 or W8-BEN Information. <b>Incomplete</b> <a href="#">View W9 or W8-BEN</a> <a href="#">Edit W9 or W8-BEN</a>
<b>Step VII: Banking Information</b> Use this section to enter Banking Information. Please be aware that only one bank account may be added using the online portal. <b>Incomplete</b> <a href="#">Manage Banking Information</a>	<b>Step VIII: Code Registration</b> ? Use this section to add or renew a code registration and make a payment. Please complete all modules to Add/Renew code. <a href="#">View Code</a>	<b>Step IX: Submit Your Application For Approval</b> ? Your application has not been submitted. Please submit your application for approval. <b>Note: You must complete all modules and register for at least one family in order to submit your application.</b> <a href="#">Continue</a>

### Step I Business Registration

Complete all steps including Secretary of State filing information and select Save and Submit.

### Step II Business Verification

Complete all steps including Oklahoma Tax Commission filing information and upload completed PDF document for Workers' Compensation Certificate.

### Step III Addresses

Enter Principal Address for Contract Award. Section requires three addresses to allow Save and Submit: Principal, Remit and Bid Address. If only one address is applicable, select 'Duplicate for all Addresses.'

### Step IV Contacts and PeopleSoft eSupplier Login

Section requires Principal Contact to allow Save and Submit. To add multiple emails for bid notification, please contact Vendor Registration via the OMES Service Desk at 405-521-2444 or toll-free at 866-521-2444.

Create a PeopleSoft login ID and password for eSupplier Module. Please allow 2-3 days after registration approval to attempt login.





### Step V Applicant Certification

Purchasing Terms and Conditions Agreement required for Central Purchasing Procurement Qualification. Please select and agree.

### Step VI W-9 or W-8 BEN

The substitute W-9 is a legal requirement for IRS payment purposes. As such, the person signing the W-9 must be an individual authorized to sign for the company and execute the IRS CERTIFICATIONS. Complete and electronically sign. Foreign vendors should complete the W-8. Please contact [Vendor Registration via the OMES Service Desk at 405-521-2444 or toll-free at 866-521-2444](#) for additional assistance.

### Step VII Banking Information

EFT bank information should be entered within Step VII of the online vendor registration, matching the company or individual name and remittance address provided. Within Step VII is also a hyperlink to the PDF document *EFT Enrollment Form 2017*. Once the registration has been completed and submitted for approval, the form should be completed using provided instructions and submitted via fax directly to the Oklahoma Office of State Treasurer for approval. Bank form approval is the final step required for Vendor Registration approval.

### Step VIII UNSPSC Category Code

Register for specific products or services for which you wish to receive Bid Notifications and be eligible for contract. There is a registration fee of \$25.00 for each family code a supplier chooses to register for. Any sub-category that falls under that family code is included within that fee (the commodity structure consists of four levels and the charge is applied to second level). The fee is due at the time of registration and during yearly renewal.

#### *What are UNSPSC Category Codes?*

The United Nations Standard Products and Services Code (UNSPSC) is a hierarchical convention that is used to classify all products and services. For additional assistance, visit the Central Purchasing UNSPSC Code website:

<https://data.ok.gov/Finance-and-Administration/UNSPSC-Codes/uqsf-qkqb>

Additional information is provided on the United Nations Standard Products and Services Code (UNSPSC) website:

<http://www.unspsc.org> and via the Central Purchasing website <https://data.ok.gov/Finance-and-Administration/UNSPSC-Codes/uqsf-qkqb>.

### Step IX Submission and EFT Bank Form

Step IX is used to Review, Confirm Accuracy and Save/Submit for approval. You must select the 'Continue' option and complete these steps to submit application and changes for approval anytime changes are made.



You will receive confirmation emails with Approved Pending Banking and Approved Status verification. A reminder is sent to vendors not in Approved Status to submit the EFT ENROLLMENT FORM to complete the financial registration requirements.

### VENDOR RESPONSIBILITIES

- Vendor is required to renew registration annually.
- Vendor should contact agency buyer to notify state of any changes to Tax Identification Number, name, address or additional business information.
- Vendor should provide up-to-date W-9, Secretary of State, Oklahoma Tax Commission and Workers' Compensation Certification annually.

### ESUPPLIER ONLINE ACCOUNT

The eSupplier login information assigned in Step IV will allow vendors doing business with the State of Oklahoma to log into the state's procurement application –Electronic Commerce Portal– and collaborate on procure-to-pay transactions. Vendors will have the ability to bid on solicitations they've been invited to, view transactions such as purchase orders, receipts and payments and maintain some vendor account information.

Upon final Vendor Registration Approval an eSupplier User Manual is sent via email to the vendor. This manual is intended to describe the navigation, pages and features available to vendors when logging into the Electronic Commerce Portal. This manual should be used by an individual within the vendor organization as a guide to view, enter and change transactional data that is available to them.

### FAQs

#### *Does my company have to be registered in order to bid?*

No, it is not necessary for a vendor to be registered with the Central Purchasing division of the Office of Management and Enterprise Services (OMES) in order to bid. However, vendor registration is required of any vendor that desires to automatically receive bid notifications via email or fax. All bidders who are not registered on the State of Oklahoma vendor registration list must complete the W-9 (non-US persons or entities are required to submit form W-8BEN or BENE) and submit with their bid response.) Registration and completion of required vendor documentation is required prior to award. Failure to do so may delay contract award.

#### *Does my company have to be registered to receive an award?*

Yes. If the contract value is greater than \$5,000 and falls under Title 74, then the vendor is required to be registered. There are limited circumstances where an exemption may be granted such as Fair and Reasonable acquisitions – less than \$5,000, Fixed Rate acquisitions, Professional Service acquisitions, and Interagency or other Governmental Entity acquisitions.



### ***Who must sign the required substitute W-9 form?***

The W-9 is a legal requirement for IRS payment purposes. As such, the person signing the W-9 must be an individual authorized to sign for the company and execute the IRS CERTIFICATION: Under penalties of perjury, I certify.... (1) The number shown on this form is my correct taxpayer identification number.... (2) I am not subject to backup withholding... etc.

### ***What are the tax identification numbers requested for registration?***

The Taxpayer Identification Number (TIN) is your business entity Employer Identification Number (EIN) or individual Social Security Number (SSN). Information provided must match IRS filing information for the individual or business awarded contract.

IMPORTANT: LLC businesses filed as Disregarded Entities must provide the parent information as registered with the US Internal Revenue Service per IRS form W-9 instructions and IRS publication 3402. Please contact your corporate tax offices or tax filing entity to verify your Disregarded Entity tax filing structure prior to registration.

### ***What do I put under Bidder's Comments?***

Bidder's comments can be used for the additional information required for companies who have been in business for less than two years and/or to tell us anything about your company that you would like us to know.

### ***Is there a registration fee?***

There is a registration fee of \$25.00 for each family code a supplier chooses to register for.

Any sub-category that falls under that family code is included within that fee (the commodity structure consists of four levels and the charge is applied to second level). The fee is due at the time of registration and during yearly renewal.

### ***What do NIGP and UNSPSC stand for?***

NIGP: National Institute of Governmental Purchasing – [www.nigp.org](http://www.nigp.org)

UNSPSC: United Nations Standard Products and Services Code – [www.unspsc.org](http://www.unspsc.org)

### ***What is the UNSPSC code structure?***

Vendor registration code structure is tiered and organized by the following: Segment > Family > Class > Commodity.

Vendors pay the \$25 fee per family code. The fee includes all class and commodity codes that fall under that family code.



*How is the code fee assessed?*

10000000 Live plant and animal material and accessories and supplies (segment-no fee)

10100000 Live Animals (family-\$25.00 Fee)

10101600 Birds and Fowls (class-included no fee)

10101601 Live Chickens (commodity-included no fee)

10101500 Livestock (class-included no fee)

10101512 Rabbits (commodity-included no fee)

Included in the family code fee would be all subcategories selected in the class or commodity segments. Vendors will begin their selection at the family level. **Vendors are required to select at least one of the class and commodity level codes for each family code selected.**

*How can I find out more information about the UNSPSC coding structure?*

Please visit their website at <http://www.unspsc.org>.

*I am having difficulty finding applicable codes for my business.*

It is recommended for vendors to search UNSPSC Website Code Posting for applicable commodity codes prior to registration. This will provide the current code listing that is in our system. When registering online, vendors have the possibility to select and deselect family, class and commodity before finalizing their registration.

*How do I find out if I am required to have an Oklahoma Sales Tax Permit, be registered with the Secretary of State or have a Workers' Compensation Certificate?*

Please contact the respective agency to find out the requirements. Central Purchasing and OMES Vendor Management are not authorized to offer legal advice to vendors with regards to the requirements of the Oklahoma Tax Commission Sales Tax Permit, with the Secretary of State Registration or Workers' Compensation Certificate. State law requires that buyers/contracting officers verify registration and this information prior to contract award.

Oklahoma Secretary of State

Business Filings

<https://www.sos.ok.gov/corp/filing.aspx>

Colcord Center

421 NW 13th St, Suite 210/220

Oklahoma City, OK 73103 Phone: 405-522-2520



## Office of Management and Enterprise Services

Oklahoma Tax Commission

Permits

[https://www.ok.gov/tax/Online\\_Services/Online\\_Business\\_Registration.html](https://www.ok.gov/tax/Online_Services/Online_Business_Registration.html)

2501 North Lincoln Boulevard

Oklahoma City, OK 73194

Connors Building, Capitol Complex (Northwest Corner Building of Complex)

Phone: 405-521-3160

Workers' Compensation Commission

Insurance Services

1915 North Stiles Avenue Suite 231

Oklahoma City, Oklahoma 73105

Phone: 405-522-8680

Email: [InsuranceDepartment@wcc.ok.gov](mailto:InsuranceDepartment@wcc.ok.gov)

Exemption Request Information:

<https://ok.gov/wcc/documents/1.10.17%20Certificate%20of%20Noncoverage%20Instructions.pdf>

### ***To whom do I assign my Workers' Compensation Certificate?***

Please assign certificate to:

State of Oklahoma

Vendor Registration

5005 N. Lincoln Blvd., Ste. 100

Oklahoma City, OK 73105

### ***What is the PeopleSoft login and why do I have to complete it?***

The PeopleSoft login allows a vendor access to the same system as the state uses to issues purchase orders and payments. Using their PeopleSoft login, vendors may review purchase orders and payments that have been issued to their assigned PeopleSoft Vendor ID.

### ***I established my user name and password for the PeopleSoft login, but it still does not work. What do I do?***

Please allow 2-3 business days after registration completion and email notification of Approved Status to access the PeopleSoft log in. If the problem persists, please contact the OMES Help Desk at 405-521-2444 or toll-free at 866-521-2444.

### ***How do I know if my registration is complete?***

You will receive a confirmation after your registration is validated and approved by OMES Vendor Management. Final confirmation will show APPROVED. Please note additional steps are required for APPROVED PENDING BANKING.





***I forgot my login/password.***

If you are an existing user and you DO NOT remember your login/password information, select the 'Forgot Login' or 'Forgot Password' link and follow the instructions on the upcoming screens.

***While registering online, can I save information and come back later?***

Step I of the vendor registration process must be saved and submitted before progress is saved. Your registration will not be effective until all nine steps have been completed, submitted and approved by Vendor Management.

***I am getting an error message while selecting commodities.***

Commodities are structured similar to a parent-child relationship: Family > Class > Commodity. For each family code there must be at least one class selected; and, for each class at least one commodity. Selection of several families can increase the possibility of missing a commodity during the selection process, and the system is designed to trigger an alert because of the omitted information.

***The login process to the account is different from what I remember when I registered for the first time.***

When registering previously, an email address was provided for the primary account user. If you are the individual who completed registration previously, choose 'Forgot Password' and follow the steps provided. There can only be one email account or account user associated with a Tax Identification Number. An email will be sent with password reset information.

***When I attempt to register I get an error saying my Tax Identification Number has already been used.***

Registration was attempted or even completed for this Tax Identification Number by a different user name and email address. Please contact the OMES Help Desk at 405-521-2444 or toll-free at 866-521-2444 for assistance.

## **CONTACT INFORMATION**

### **Vendor Management**

Victoria M. Baker  
Director Vendor Management  
Office of Management and Enterprise Services  
Email: [Victoria.Baker@omes.ok.gov](mailto:Victoria.Baker@omes.ok.gov)  
Phone: 405-522-3093  
Fax: 405-522-3663



### Vendor Registration Assistance

OMES Service Desk

Phone: 405-521-2444 or toll free 866-521-2444

Email: [servicedesk@omes.ok.gov](mailto:servicedesk@omes.ok.gov)

### Online Vendor Registration Technical Assistance

OK.gov Help Desk

Phone: 405-524-3468

Email: [helpdesk2@egov.com](mailto:helpdesk2@egov.com)

### Vendor EFT Bank Update or Payment Inquiries

*For security purposes, please do not email bank information or provide to state agency personnel.*

#### EFT Bank Forms

All EFT bank forms should be faxed directly to Oklahoma Office of State Treasurer.

Fax: 405-521-4994

#### EFT Inquiries

Questions or changes regarding EFT bank information.

Email: [Vendor.EFT@omes.ok.gov](mailto:Vendor.EFT@omes.ok.gov)

For questions regarding purchase orders, payments and shipments, please contact the state agency directly.

### State of Oklahoma, Central Purchasing

#### *U.S. Postal Delivery:*

Central Purchasing

P.O. Box 528803

Oklahoma City, OK 73152-8803 *Personal or Common Carrier Delivery:*

Central Purchasing

5005 N. Lincoln Blvd., Ste. 300

Oklahoma City, OK 73105

Phone: 405-522-0955

Fax: 405-521-4475

For questions regarding solicitations or bidding, please contact the state buyer listed on the Solicitation Event.

### Oklahoma Secretary of State

<https://www.sos.ok.gov/corp/filing.aspx>

### Oklahoma Tax Commission

<http://www.oktax.state.ok.us/>