E-SUPPLIER NAVIGATION

For Entities with Existing Supplier Files

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User ID Creation for Existing Suppliers

You must create a new username and password. Any logins from the previous registration portal are no longer valid.

To create an Authorized Account Manager user ID, follow the steps below.

- Go to supplierportal.ok.gov.
- Select the **visit here to request your user ID** link**.**

If you were previously registered as a supplier in the old system, please **visit here to request your user ID**.

- You will need the access code, supplier ID and IRS tax ID.
    - The access code is SUPPLIER.
    - If the supplier ID is needed, provide a W-9 to OKSuppliers@omes.ok.gov.
    - The IRS tax ID is the federal taxpayer identification number (i.e., SSN, FEIN or ITIN), used to pay taxes on income from state payments reported to the IRS. **Do not enter dashes.**
- In the Requested User ID field, enter the **username** you wish to use.
- Please disregard the fields for Language Code, Time Zone and Currency Code as they are not applicable.
- You will receive two approval emails. The second email will contain the user ID and a temporary password.
- Return to supplierportal.ok.gov, and select the **Oklahoma Supplier Portal Login** button.

Oklahoma Supplier Portal Login

- 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 the password has expired. Select **Click here to change your password**.
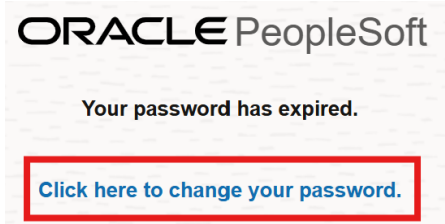
- You will be prompted to enter the temporary password, followed by a new password.
- After changing the password, the portal homepage should look like this:
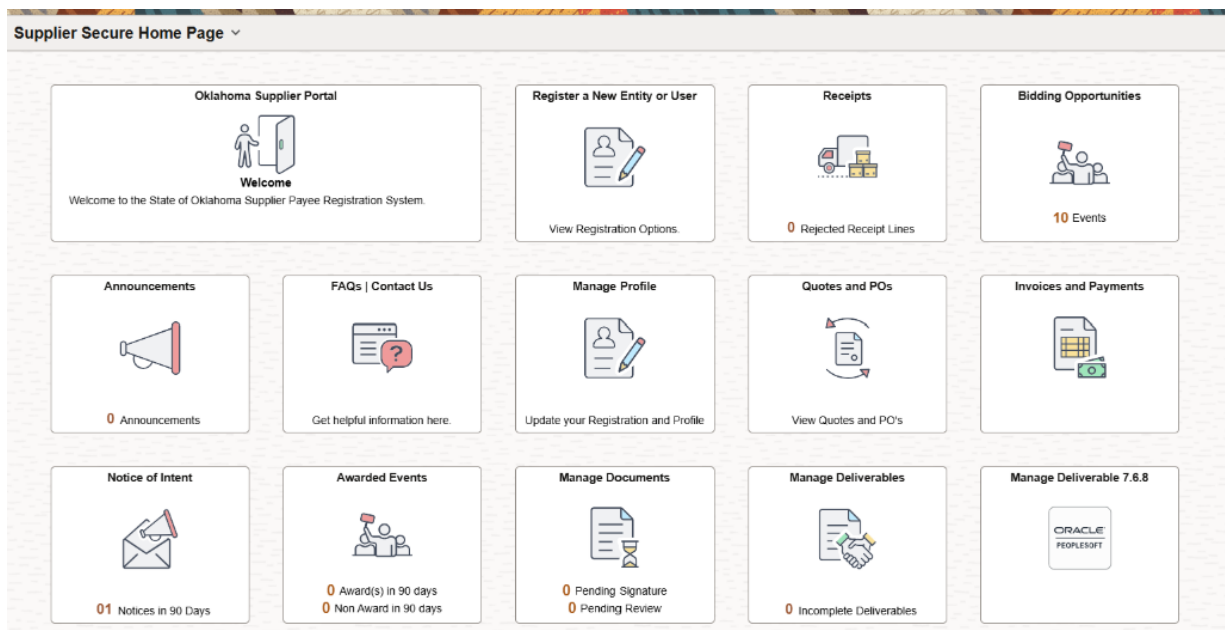
Password Management

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

Note: Establishing the **Change or set up forgotten password help** is the only way to recover a forgotten password and is required prior to submitting a supplier change request.
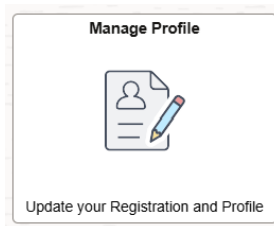
- Go to supplierportal.ok.gov, select the **Oklahoma Supplier Portal Login** button and sign in using **Existing Users Sign In**.
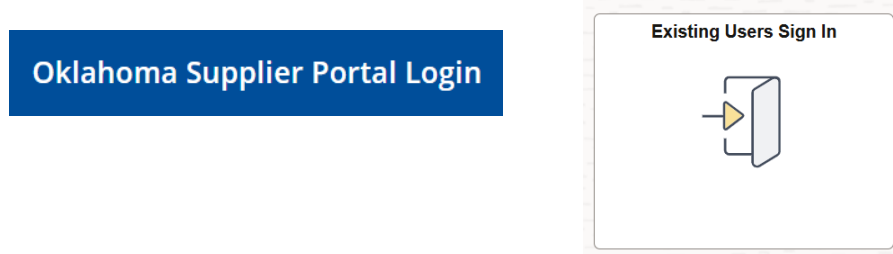
- Once signed in, the Supplier Secure Home Page becomes available. Tiles may vary.
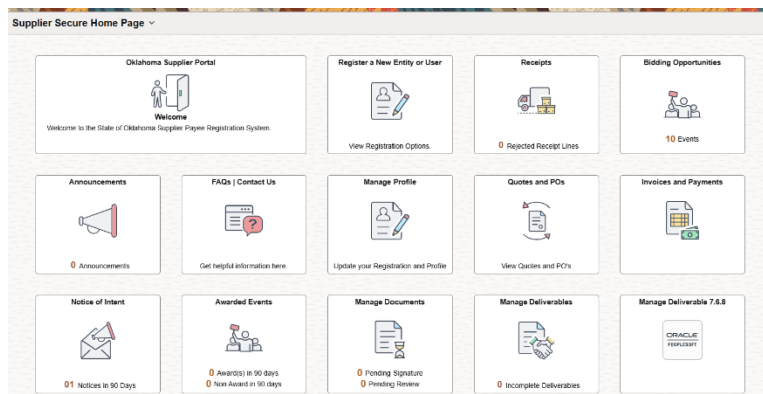
- Select **Manage Profile**.

- To use the Password Reset process in case of a forgotten password, select **Change or set up forgotten password help**. In the pop up that appears, select your question and enter your answer then select OK. It is required for a security question to be set before you can submit a change request.
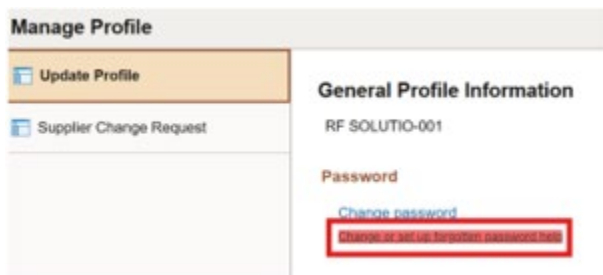
Creating Multiple User IDs

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

- Go to supplierportal.ok.gov, select the **Oklahoma Supplier Portal Login** button and sign in using **Existing Users Sign In**.

- Select **Register a New Entity or User**.
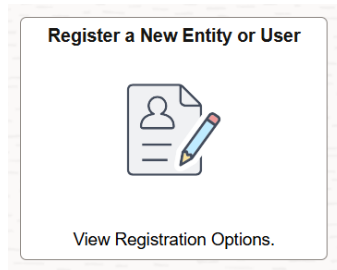
- Select **Register Now** for the user ID you wish to create.
  - The Authorized Account Manager user ID is the only user ID that can assign additional user IDs.
    - The Banking user ID can add or update banking. For questions regarding the banking process, email OKSuppliers@omes.ok.gov.
- The process is like User ID Creation for Existing Suppliers listed above.
- The requested user ID must be a unique user ID.
- The email ID should be the email the user ID and temporary password will be sent to.
  - There are no restrictions on how many times the same email can be used.
  - It does not have to be the same email used for the AAM user ID.

Review and Update Supplier Info

This step must be completed to fully activate your account after receiving your user ID.

To manage and maintain the information on file, please use Supplier Change Request. Please review the information on file on a yearly basis to ensure all information is accurate and up to date.
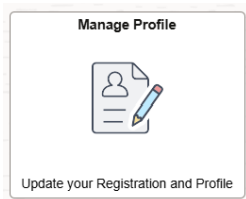
- Go to supplierportal.ok.gov, select the **Oklahoma Supplier Portal Login** button and sign in using **Existing Users Sign In**.
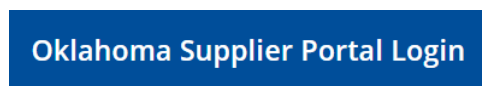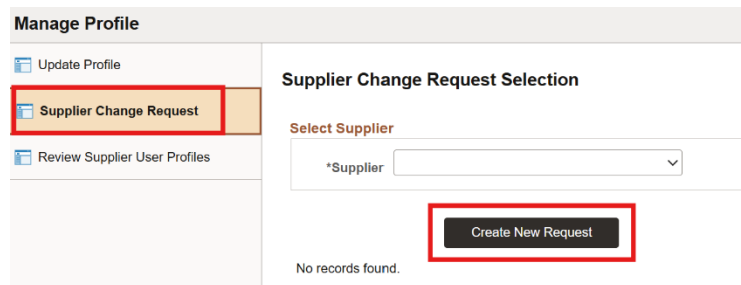
- Once signed in, the Supplier Secure Home Page becomes available. Tiles may vary.

- Select **Manage Profile**.

- Select **Supplier Change Request** in the top left corner and then **Create New Request** to view, add or update the information within the supplier file. (The Banking tab will only appear with the Banking user ID.)

Completing the Supplier Registration

Existing 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. (Registrations with error messages cannot be saved.)

You are required to upload a current **signed and dated** W-9.

1) Welcome.

   a) It will start on a landing page, select **Next**.
   b) Next buttons are located at the top and bottom of each step.

2) Company Profile.
   a) Leave the Additional Name field as is. Disregarded Entities and DBAs should be entered in the Addresses step.
   b) Profile Questions.
      i) Click on **Profile Questions** to expand the list questions

      ∨ **Profile Questions**

      ii) You are required to answer all questions that contain an asterisk.
         (1) Use the provided link to upload the required W-9. International entities may upload a W-8 BEN-E or W-8 BEN.
         (2) All documents must be completed, signed and dated. Incomplete forms may be returned for correction.
      iii) For best results, use the magnifying glass when applicable.

      iv) To attach a document, select **Add Attachment then Add Attachment again in the window that pops up** and follow the screenshots below.

File Attachment ✕

as You may attach up to 10 files to upload

Choose Files FILLED-IN_W-9.pdf

Upload   Cancel

Attachments

File Name	Description	User
FILLED-IN_W-9.pdf	**Optional**	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transa
large attachments.

Add Attachment

OK   Cancel

    v) Enter text in the provided fields.

~~If answered Yes above, please provide UEI number.~~

3) **Addresses.**
    a) The first address listing should be the address for the tax reporting entity.
    b) **Do not fill in County.**
    c) The email listed with the address is the primary email used for remittance notifications.
    d) When editing or adding addresses, the address will be validated by USPS when you select the Next button. Select **Accept address**.

USPS Address Validation

Address Validation

Primary

Address entered by you		Address returned by USPS	
Address1	5005 N LINCOLN BOULEVARD	Address 1	5005 N LINCOLN BLVD
Address 2		Address 2	
City	OKC	City	OKLAHOMA CITY
State	OK	State	OK
County		County	
Postal		Postal	73105-3324
Country	USA	Country	USA

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

Accept address   Edit Address

    e) If an address should be inactivated and does not have an address to replace it, click the pencil icon next to the address to edit it and put INACTIVATE in the address description, click **OK** to make your changes apply.

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

Address Information

Description	DBA NAME
Country	USA 🔍 United States
Address 1	DBA NAME
Address 2	1234 Main St

4) Contacts.
   a) Review contacts for accuracy.
   b) Each contact should have a type and should be attached to an address.
      i) Contacts with the "Accounts Payable" type will receive remittance notifications for EFT payments made to the address that is selected in their contact information.
   c) If you will be setting up EFT payments as a business make sure to add any individuals that are responsible for signing banking forms (i.e. treasurer, CFO, Accounting Manager, etc.) and that their phone number is accurate. If you are setting up EFT payments as an individual, make sure your own contact information is entered, including your phone number.
   d) If a contact should be inactivated and does not have a contact to replace it, click the pencil icon next to the contact to edit it and put INACTIVATE in the contact description, click OK to make your changes apply.

5) Categorization
   a) All suppliers who plan to participate in solicitations and bids must pick at least one category code for registration. The category code(s) that you select will determine the bid notifications that you receive. If you do not need to receive bid notifications, you can skip this step.
   b) The State of Oklahoma uses UNSPSC codes for procurement registration. To search for the code listings for the codes most applicable, visit the https://www.ungm.org/Public/UNSPSC. Suppliers with previous codes registered need to click the folder next to **Sell Categories** to expand the list then your codes will display under My Categories.
   c) There is no longer a fee to register codes. Codes do not expire and may be added or removed as needed.
   d) To view and select category codes, select the **Sell Categories folder icon** for the Sell Categories.

   e) 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 two-digit increments. See the below example to drill down to 10101501 – Cats.
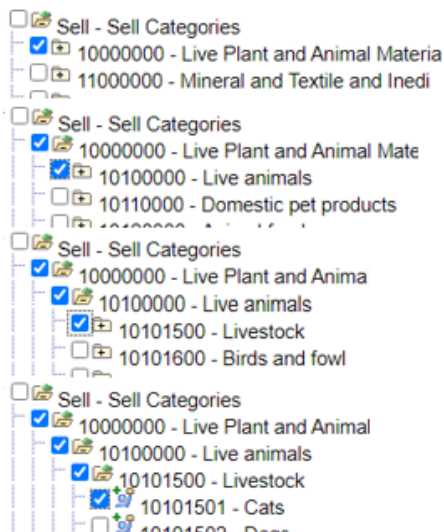
6) Submit.

   a) As the final step, **confirm your email address is correct, 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.

Select the "Submit" button to submit your registration information.

Email communication regarding this registration will be sent to:

OKSUPPLIERS@OMES.OK.GOV

Terms and Conditions ⓘ

Please fully review the Terms of Agreement and select the box below to accept.

☑ **Select to accept the Terms of Agreement below.**

Terms of Agreement

Review	Submit

For additional questions or assistance, email oksuppliers@omes.ok.gov.