E-SUPPLIER NAVIGATION

For Existing Procurement Suppliers

Table of Contents

User ID Creation for Existing Suppliers

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 Any logins from the previous registration portal are no longer valid.

To create an Authorized Account Manager user ID, please follow these steps:

- To create a new primary user ID, visit supplierportal.ok.gov.
- Select the **here to request your user ID** link.

> Select the Oklahoma Supplier Portal link above to register or log in. **If you are currently registered as a supplier, please visit here to request your user ID. Use the access code: SUPPLIER.**

- 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 supplier.registration@omes.ok.gov.
        - The IRS tax ID is the federal taxpayer identification number (EIN, ITIN or SSN), used to pay taxes on income from state payments that will be reported to the IRS. **Do not enter dashes.**
- In the Requested User ID field, enter the **username** you wish to use.
- The fields for Language Code, Time Zone and Currency Code are not applicable and can be disregarded.

- 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.
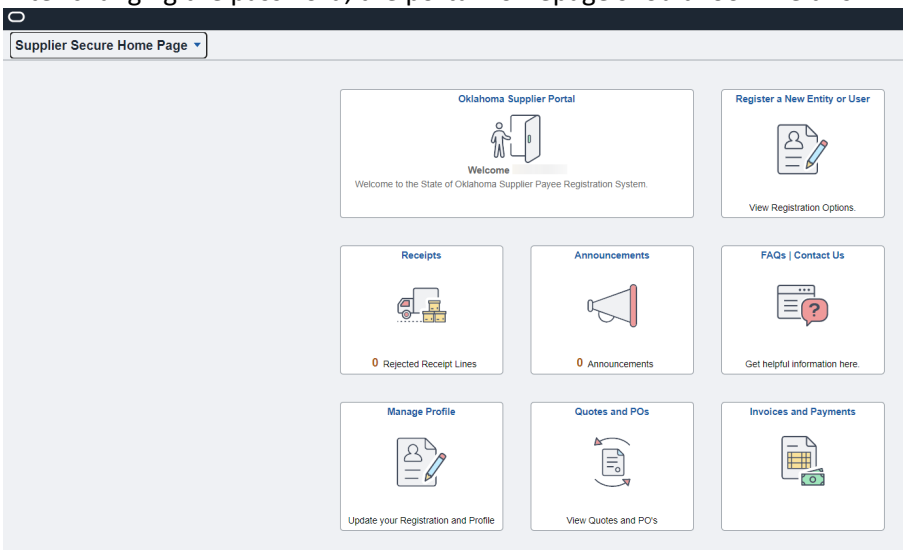

- Sign in using the **Existing Users Sign In** tile. This is where you will sign in going forward.

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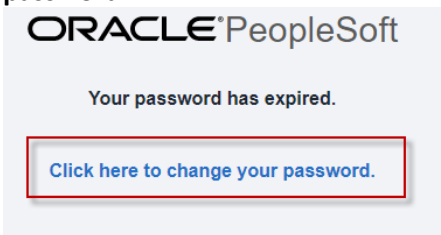
- You will be prompted to enter the temporary password, followed by a new password.
- After changing the password, the portal homepage should look like this:

Password Management

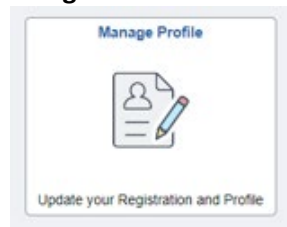To set your security questions or change your password as needed, use **Update Profile**.

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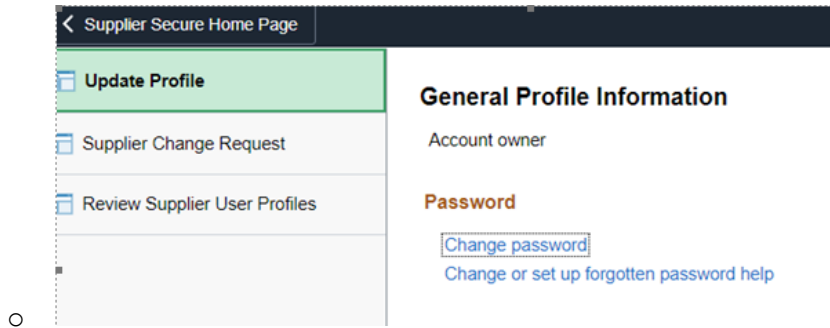

- Once signed in, the Supplier Secure Home Page will become available.
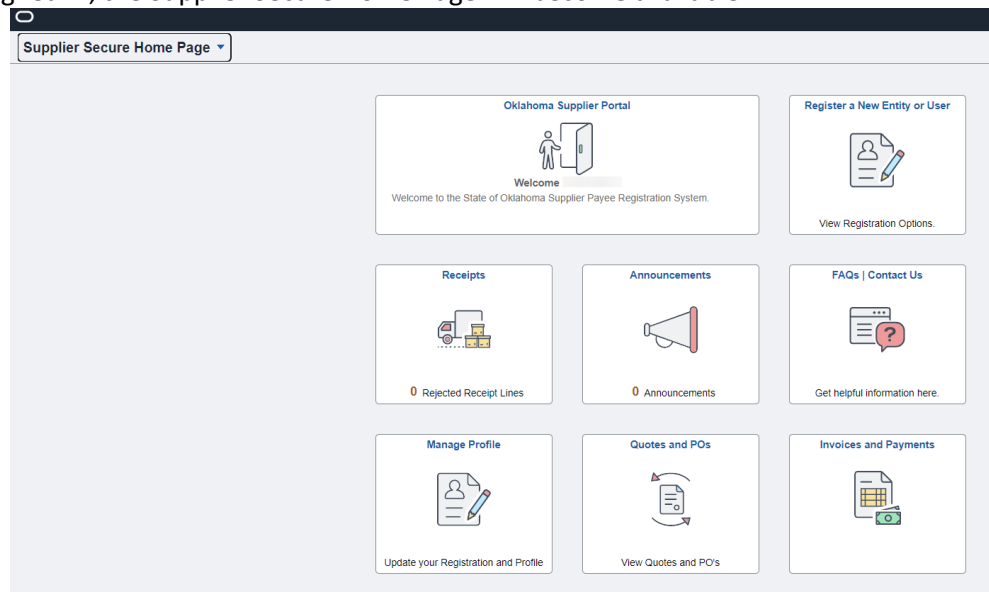
- Select **Manage Profile**.

- Select **Update Profile**. To use the Password Reset process in case of a forgotten password, please select **Change password** or **Change or set up forgotten password help**.

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Creating 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. (Please note: 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**.
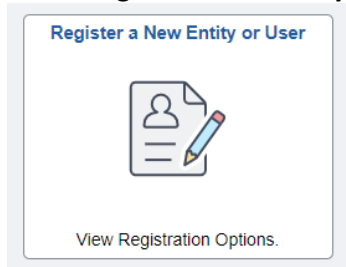
- Select **Register Now** for the user ID you wish to create.
    o The Authorized Account Manager user ID is the only user ID that can assign additional user IDs.
    o The Banking user ID can add or update banking. For questions regarding the banking process, email eft.registration@omes.ok.gov.
- The process is like User ID Creation for Existing Suppliers.
- 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.
   o There are no restrictions on how many times the same email can be used.

Review and Update Supplier Info

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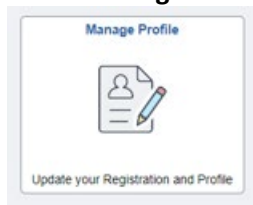
- Go to supplierportal.ok.gov, select the **Oklahoma Supplier Portal Login** button and sign in using **Existing Users Sign In**.
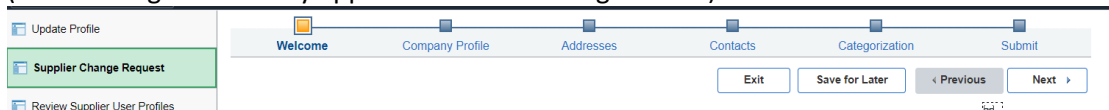

- Once signed in, the Supplier Secure Home Page becomes available.
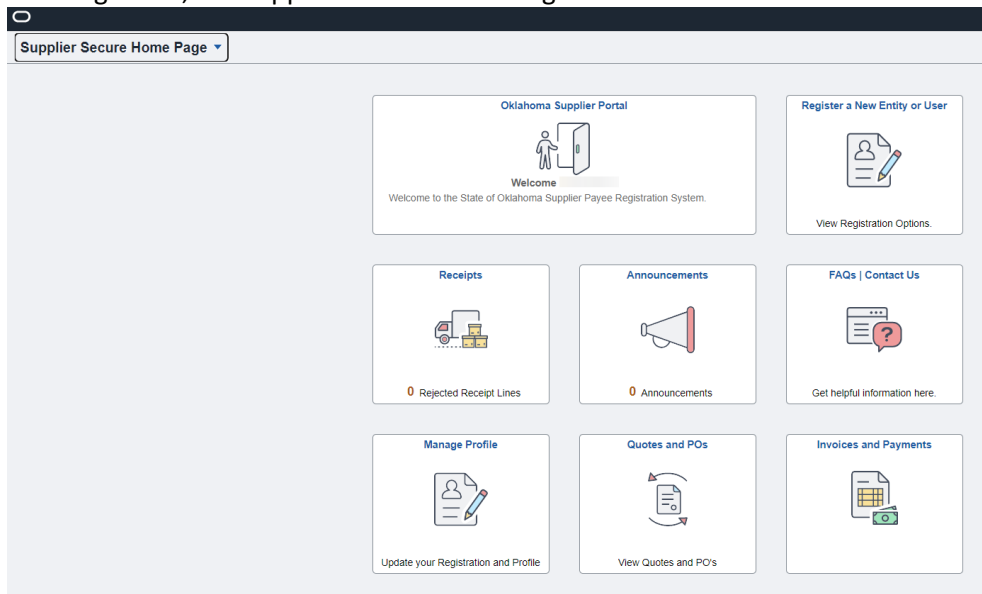
- Select **Manage Profile**.

- 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.)
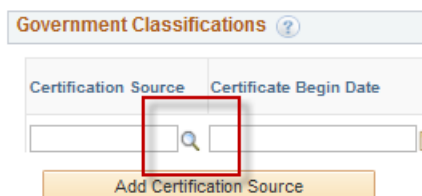
Completing the supplier registration

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. **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) Company profile.
   a) Leave the Additional Name field as is. Disregarded Entities and DBAs should be entered in the Addresses step.
      i) Expand Government Classifications to complete.
      ii) Select the **magnifying glass** under the Certification Source, then select **SOS** or **SOS-Exempt** based on the company's Oklahoma Secretary of State filing.

      (1) The dates will automatically fill and can be disregarded.
      (2) If SOS is selected, select **SEC** for the Government Classification, and then enter the **SEC OF STATE FILING NUMBER** in the Certification Numbers.

      (3) The system will validate the filing number against the Oklahoma Secretary of State's database. Return results that are not in good standing will prohibit the registration from continuing.
   b) Profile Questions.
      i) You are required to answer all questions that contain an asterisk.
      ii) Enter text in the provided fields.

      iii) 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.
      iv) If a COI is already on file, please ensure it has a current, active policy period.
2) Addresses.
   a) The first address listing should be the 1099 or primary address.
   b) The email listed with the address is the primary email used for remittance notifications.

c) When editing or adding addresses, the address will be validated by the USPS. Select **Accept address**.

d) If an address should be inactivated and does not have an address to replace it, email supplier.registration@omes.ok.gov to inactivate. Include Address Inactivation and the supplier ID in the subject line.

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

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

4) Categorization.
   a) All suppliers must pick at least one category code for registration.
      i) 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.
   b) Suppliers with previous codes registered need to have a checked box shown for the codes to list under My Categories.
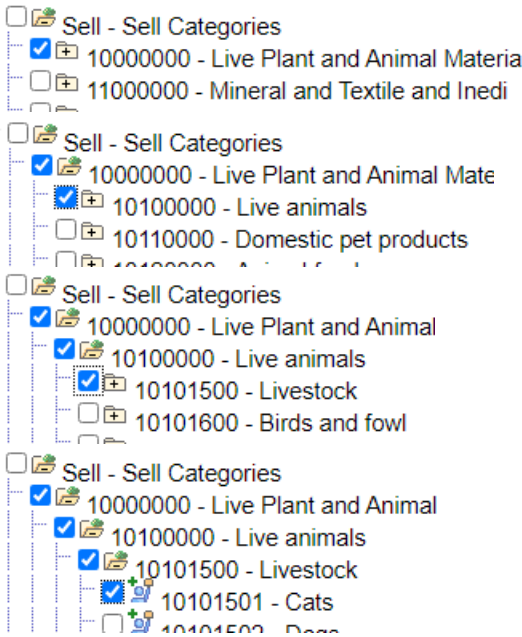   c) There is no longer a fee to register codes. They do not expire and may be added or removed as needed.

d) To view and select category codes, select the **Sell Categories folder icon** for the Sell Categories.

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

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.

☐ Sell - Sell Categories
☑ 10000000 - Live Plant and Animal Materia
☐ 11000000 - Mineral and Textile and Inedi

☐ Sell - Sell Categories
☑ 10000000 - Live Plant and Animal Mate
☑ 10100000 - Live animals
☐ 10110000 - Domestic pet products

☐ Sell - Sell Categories
☑ 10000000 - Live Plant and Animal
☑ 10100000 - Live animals
☑ 10101500 - Livestock
☐ 10101600 - Birds and fowl

☐ Sell - Sell Categories
☑ 10000000 - Live Plant and Animal
☑ 10100000 - Live animals
☑ 10101500 - Livestock
☑ 10101501 - Cats
☐ 10101502 - Dogs

5) Submit.
a) 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 ⑦

Make sure you read terms of agreement fully before submitting y

☑ Select to accept the Terms of Agreement below.

Terms of Agreement

[Review]   [Submit]

For additional questions or assistance, please email supplier.registration@omes.ok.gov.