



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 category code selections when the State of Oklahoma opens solicitations for those specific goods and/or services. Through the 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 information.
- UNSPSC category codes for the products or services your entity sells.

Supplier registration fully registers your entity for payment. This includes the addition of 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:

- W-9.
- Entity identifying information.
 - Entity legal name (IRS name).
 - Entity federal tax ID (IRS reporting ID).
 - Entity address.
- Identification of an appropriate authorized account manager to own your entity's registration and maintain your organization's information.
- Certified Diverse Business documentation if applicable.
- UNSPSC category codes for products or services your entity provides.

Additional requirements for construction suppliers include:

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