

State of Oklahoma Online Vendor Payment Processing

G.R.I.P. Assistant Payee Registration

OMES Online Registration Job Aid

[Supplier Portal \(oklahoma.gov\)](http://oklahoma.gov)

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IF YOU WERE PREVIOUSLY REGISTERED AS A SUPPLIER IN THE OLD SYSTEM,
PLEASE VISIT [HERE TO REQUEST YOUR USER ID.](#)



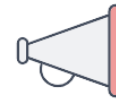
Oklahoma Supplier Portal



Welcome eStore Guest

Welcome to the State of Oklahoma Supplier Payee Registration System.

Announcements



0 Announcements

FAQs | Contact Us



Get helpful information here.

Register a New Entity or User



View Registration Options.

Existing Users Sign In



Public Bidding Events



Supplier or Payee Registration



Select this option if you will be receiving payment from a state agency or institute of higher education.

[More...](#)

[Register now](#)

Bidder Registration



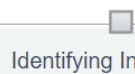
Entities with no existing PeopleSoft Supplier ID, may select this simplified registration option to be added to the state's Registered Bidder List

[More...](#)

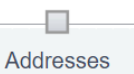
[Register now](#)



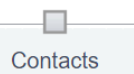
Welcome



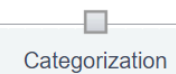
Identifying Information



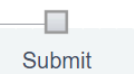
Addresses



Contacts



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Submit

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Welcome - Step 1 of 6

Welcome to the State of Oklahoma Registration System.

The individual completing the registration will serve as the Authorized Account Manager (AAM), responsible for creating and maintaining the information on file. An email with UserID login information, the assigned PeopleSoft Supplier ID, and instructions for accessing the online account will be sent upon registration approval.

You must have a US Taxpayer Identification Number (i.e., Social Security Number, Employer Identification Number, or ITIN.) Non-US entities without a US Taxpayer ID Number should contact OMES Supplier Registration via email at supplier.registration@omes.ok.gov for assistance.

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Business



Individual

Continue from where you left

CHANGE the dot
FROM Business
TO Individual

* Required field

Exit

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Identifying Information - Step 2 of 6

* Required field

Unique ID & Company Profile ?

Moving forward just fill out the fields with the * to the right of the title. ONLY WHERE THERE ARE NOTES

* Tax Identification Number

111-22-3333

Add your SSN here

* Entity Name

Your Name Goes Here

Add your full name

http://URL

Leave Blank

[Open URL](#)

Profile Questions ?

* Are you employed by an Oklahoma state agency?

No

Select NO from the drop

re

* Select entity type:

* Are you a non-profit business?

*

Complete and upload the appropriate US Taxpayer Verification document.

[W9 form](#)

U.S. Entities. Required for all domestic U.S. individuals and businesses.

[W-8BEN form](#)

Non-US Individuals - IRS Form W-8BEN

[W-8BEN-E form](#)

Non-US Business Entities with a U.S. taxpayer identification number (EIN or ITIN) - IRS Form W-8BEN-E

* Enter the primary entity name that appears on your IRS Form W-9 and tax return.

If applicable, enter any additional registered tradenames, doing business as (DBA) names, and disregarded entity names reported to the

Look Up List

Question ID: IRS5

List Line Number: =

List Item: begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-15 of 15

List Line Number	List Item
1	INDIVIDUAL
2	SOLE PROPRIETOR
3	SINGLE MEMBER LLC
4	LLC S CORP
5	LLC C CORP
6	LLC PARTNERSHIP
7	PARTNERSHIP
8	CORPORATION - C CORP
9	CORPORATION - S CORP
10	TRUST

Select entity type field by using the magnifying glass. Click on the word "INDIVIDUAL"

Bidder\Supplier Registration

* Select entity type:

INDIVIDUAL

INDIVIDUAL will populate in the field once selected.

* Are you a non-profit business?

No

Select no from the drop

*



Add Attachment



Complete and upload the appropriate US Taxpayer Verification document.

[W9 form](#)

U.S. Entities. Required for all domestic U.S. individuals and businesses.

[W-8BEN form](#)

Non-US Individuals - IRS Form W-8BEN

[W-8BEN-E form](#)

Non-US Business Entities with a U.S. taxpayer identification number (EIN or ITIN) - IRS Form W-8BEN-E

You will have to complete a W9 Form.

Use Hyperlink to the left / print-fill out-scan back to you or save as-fill out-print-scan back to you / See example below to fill out correctly / upload directly back on this page by selecting "ADD ATTACHMENT".

* Enter the primary entity name that appears on your IRS Form W-9 and tax return.

If applicable, enter any additional registered tradenames, doing business as (DBA) names,



Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific instructions on page 3.

1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. IDoe, Jane	
2	Business name/disregarded entity name, if different from above	
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5	Address (number, street, and apt. or suite no.) See instructions. 1234 W9 Street	Requester's name and address (optional)
6	City, state, and ZIP code Oklahoma City, OK 73111	
7	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
1	1	1	-	2	2	-	3	3	3	3
OR										
Employer identification number										
			-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Jane Doe

Date ▶

08/24/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross

Profile Attachments



Attachments



1-1 of 1



View All

	Attached File	Attachment Description	Upload	View		
1			Upload	View	+	-

[Return](#)

Click Upload-----then choose file-----select your file-----open-----upload

Enter the primary entity name that appears on



Profile Attachments

Attachments



1-1 of 1 | View All

	Attached File	Attachment Description	Upload	View		
1	Form_W-9_example.pdf	<input type="text"/>	Upload	View	+	-

Return

W9 is attached / click return ----- you will not be able to move past page 2 until you have completed this task

* Enter the primary entity name that appears on your IRS Form W-9 and tax return.

Your Name Goes Here



Add your full name

If applicable, enter any additional registered tradenames, doing business as (DBA) names, and disregarded entity names reported to the IRS under primary filing entity Taxpayer Identification Number. Additional names should only be provided if different than the legal name and future payments or procurement activities will be applicable to the additional name.



[Add Attachment](#)



If you are registering as an LLC, please complete the attached [LLC DISREGARDED ENTITY VERIFICATION FORM](#). If you are an LLC, the Disregarded Entity Form is required.

If applicable, please list your federal Unique Entity ID (UEI) with the federal System for Award Management (Sam.gov).



* Are you currently certified as a Diversified Business?

No



Select NO from the drop down

If you are a Diversified Business according to the guidelines provided by the Oklahoma Department of Commerce, please select all that apply from the list below:



Bidder/Supplier Registration

If you are registering as an LLC, please complete the attached [LLC DISREGARDED ENTITY VERIFICATION FORM](#). If you are an LLC, the Disregarded Entity Form is required.

If applicable, please list your federal Unique Entity ID (UEI) with the federal System for Award Management (Sam.gov).

* Are you currently certified as a Diversified Business?

Select NO from the drop down

If you are a Diversified Business according to the guidelines provided by the Oklahoma Department of Commerce, please select all that apply from the list below:

If applicable, attach Diversified Business Certification documentation.

[Add Attachment](#)



Comments ?

Step 2 is complete.
Click next

* Required field

Exit

Save for Later

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Exit

Save for Later

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Addresses - Step 3 of 6

Please provide address information for receiving communications and payments.

Primary Address ?

* Country United States

Address 1

Address 2

City

County Postal

State

Email ID

Input your Home of Record (HOR) address
—where you live—in these fields

Step 3 is complete.
Click next

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address

If you live on a rural route and have a PO Box for mail, check the REMIT TO ADDRESS box so payment check can be mailed to correct address.

USPS Address Validation

Address Validation

Primary

Address entered by you:

Address1 1234 W9 STREET

Address 2

City OKLAHOMA CITY

State OK

County OKLAHOMA

Postal 73111

Country USA

[Check this box to skip the USPS address and use the address you have entered.](#)

Accept address

Edit Address

Address returned by USPS:

Address 1 1234 NW 9TH ST

Address 2

City OKLAHOMA CITY

State OK

County

Postal 73106

Country USA

This screen is validating the address you entered against what the United States Postal Service has on record.

Typically, they are the same.

If Different, check the box if you want to use the address you entered and not the USPS address

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Contacts - Step 4 of 6

Complete the following Authorized Account Manager (AAM) contact information. Upon registration approval, an email will be sent with instructions for accessing the online account.

* Required field

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

Exit

Save for Later

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* Required field

Step 4 requires you to have an alternate contact for account approval in addition to support, for example a returned check.
Select "ADD CONTACT"

Add Contacts



Contact Information ?

Description	<input type="text"/>	
* First Name	<input type="text" value="Jennifer"/>	<input checked="" type="checkbox"/> Primary Contact
* Last Name	<input type="text" value="Gonzalez"/>	
Title	<input type="text" value="G.R.I.P Manager"/>	
* Email ID	<input type="text" value="jennifer.a.gonzalez18.civ@army.mil"/>	
* Telephone	<input type="text" value="405-228-5755"/>	Ext <input type="text"/>
Fax Number	<input type="text"/>	
Contact Type	<input type="text" value=""/>	

User Profile Information ?

* Requested User ID	<input type="text" value="You Make Up Your Own User ID"/>
Description	<input type="text" value="Leave Blank"/>
Language Code	<input type="text" value="English"/>
Time Zone	<input type="text"/>
Currency Code	<input type="text" value="US Dollar"/>

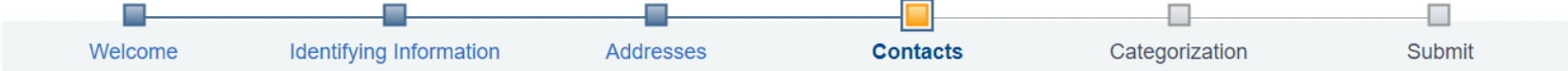
Add GRIP Manager while GRIP being contracted to ensure payment processing.

You will receive login & password info from OMES site via email. You can change your POC after payment or your GRIP assistance is fully complete.

Select OK to finish.

OK

Cancel



Exit Save for Later < Previous Next >

Contacts - Step 4 of 6

Complete the following Authorized Account Manager (AAM) contact information. Upon registration approval, an email will be sent with instructions for accessing the online account.

* Required field

Company Contacts ?



Primary	Name	Phone	Designate Address	
<input checked="" type="radio"/>	Jennifer Gonzalez	405/228-5755	Primary Address	

Add Contact

* Required field

Your record will show the GRIP Manager as the Primary COMPANY POC. Select Next to continue to step 5.

Exit Save for Later < Previous Next >



Bidder/Supplier Registration

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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

My Categories

No categories selected

Above are the areas that can be solicited and sold to the State of Oklahoma.

Please do not select any of these categories. You are a projected payee. The page is set up correctly for you.

Select Next

Exit

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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:

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](#)

is

Next >

Validate your email address is correct.

Check the "Terms & Conditions" box after reading it.

Click the REVIEW button and review your registration.

Click the SUBMIT button & SAVE THE REGISTRATION # YOU ARE GIVEN

Your account will be pending approval-notification will come via 2nd email in approx. 3-4 business days.

Notify GRIP Manager of approval ASAP at okgrip500@gmail.com or call 405-228-5755

****IMPORTANT PAYMENT INFO****

1) Payment will be delayed if all directions are not followed. Please contact for assistance.

2) Email the GRIP Manager responding from the GRIP approval email sent to you in Gmail. Provide the 10 digit number (0000001234) given to you at the end of submission.

3) Using the same email correspondence chain, notify the GRIP Manager once OMES send the account approval email. Please try to forward the entire email. There is no sensitive material in this email, so it will be safe to send.

POC: Jennifer Gonzalez
G.R.I.P. Manager
jennifer.a.gonzalez18.civ@army.mil
405-228-5755