

Online Supplier Updates

SUPPLIER CHANGES USING STATE OF ND PAYEE PORTAL

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INTRODUCTION TO STATE OF ND PAYEE PORTAL

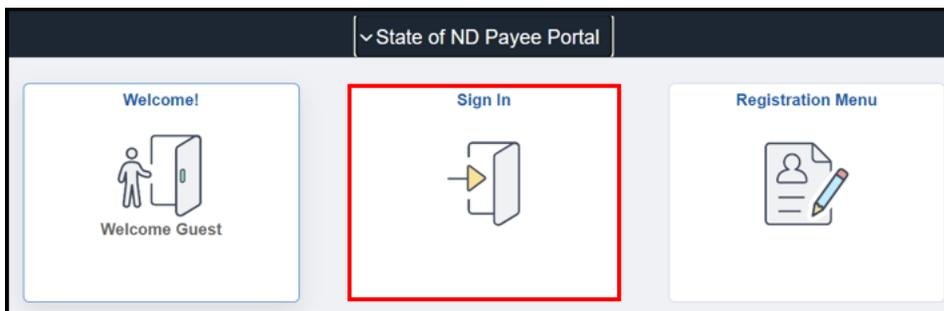
The State of ND Payee Portal is an online self-service tool so updates can be made to an existing payee profile (Supplier ID) with the State of North Dakota. An active User ID must exist on a supplier profile to allow the use of these tools. State agency-programs use supplier id profile information when they issue your approved payment.

If you do not have access to your supplier profile online, contact the agency issuing your payment to get assistance with any needed updates and next steps. The issuing agency is who you are conducting business with, and where you learned of the payment you are approved to receive.

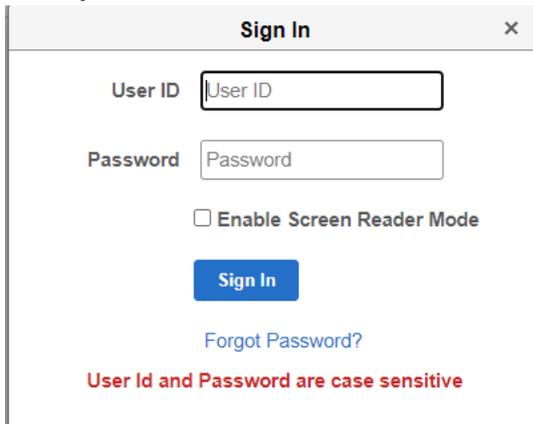
All updates submitted are reviewed before approval. An allowance of 1-2 business days should be given for the verification and approval process.

SIGN IN TO YOUR SUPPLIER PROFILE

1. From the State of ND Payee Portal, click "Sign In"



2. Enter your User ID and Password

A screenshot of the "Sign In" form. The form has a title "Sign In" with a close button (X). It contains two input fields: "User ID" and "Password". Below the fields is a checkbox labeled "Enable Screen Reader Mode". A blue "Sign In" button is positioned below the checkbox. Below the button is a link "Forgot Password?". At the bottom of the form, there is a red warning message: "User Id and Password are case sensitive".

3. Click Sign In

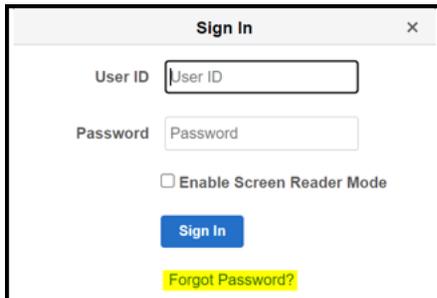
- a. If your User ID and Password do not match the below message will appear



RETRIEVE YOUR USER ACCOUNT INFORMATION

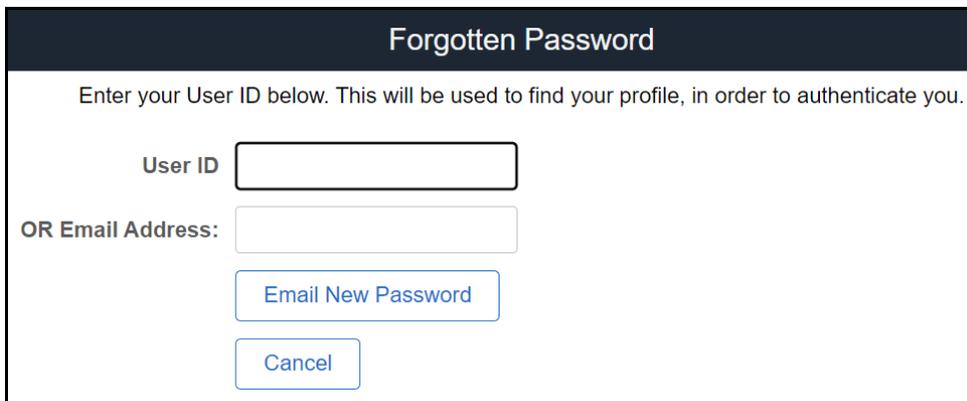
Use the "Forgot Password?" option to have your login information sent to you.

1. Click the Sign In tile
2. Click "Forgot Password?"

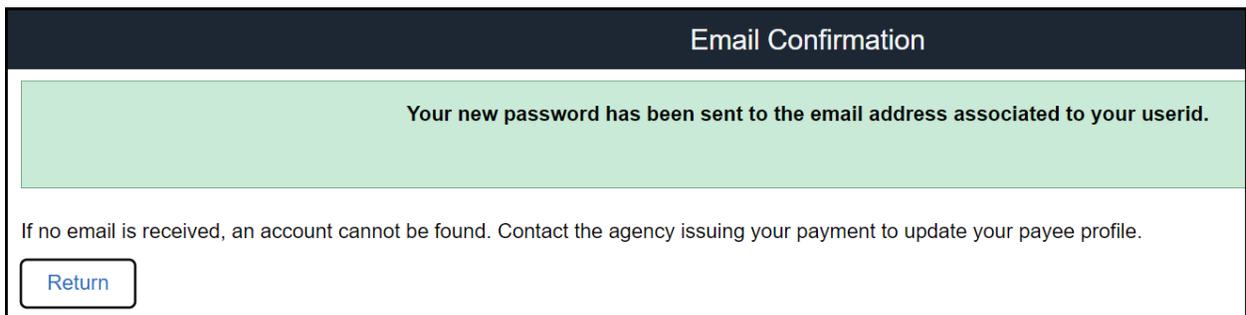


The screenshot shows a "Sign In" dialog box with a close button (X) in the top right corner. It contains two input fields: "User ID" and "Password". Below these fields is a checkbox labeled "Enable Screen Reader Mode". At the bottom, there is a blue "Sign In" button and a yellow "Forgot Password?" link.

3. Enter your User ID **or** Email Address

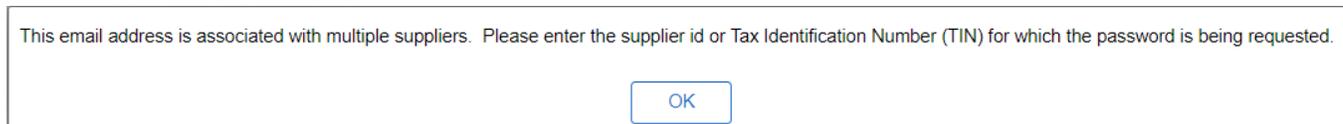


The screenshot shows a "Forgotten Password" dialog box. The title bar is dark blue with the text "Forgotten Password". Below the title bar, there is a message: "Enter your User ID below. This will be used to find your profile, in order to authenticate you." There are two input fields: "User ID" and "OR Email Address:". Below the input fields are two buttons: "Email New Password" and "Cancel".



The screenshot shows an "Email Confirmation" dialog box. The title bar is dark blue with the text "Email Confirmation". Below the title bar, there is a green message box with the text: "Your new password has been sent to the email address associated to your userid." Below the message box, there is a message: "If no email is received, an account cannot be found. Contact the agency issuing your payment to update your payee profile." At the bottom, there is a "Return" button.

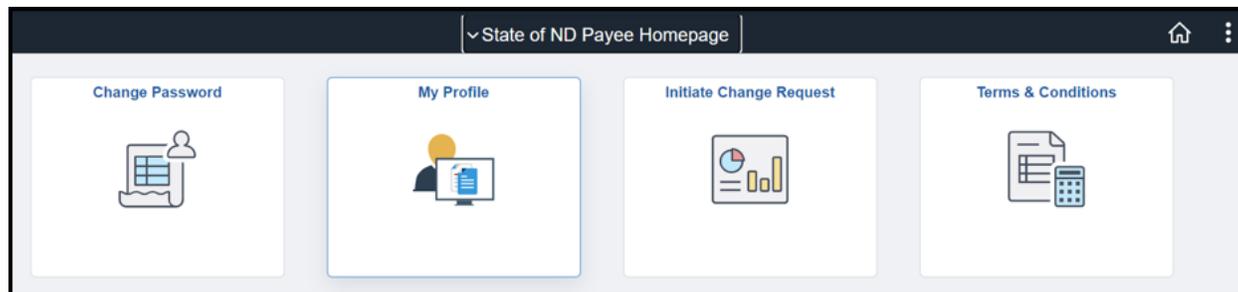
If your email address is associated to multiple accounts, the below message will display, and additional information will be needed.



The screenshot shows a message box with the text: "This email address is associated with multiple suppliers. Please enter the supplier id or Tax Identification Number (TIN) for which the password is being requested." Below the message box is an "OK" button.

STATE OF ND PAYEE PROFILE HOMEPAGE

Various options are available to you from the Homepage.



You may return to the Homepage by clicking the “State of ND Payee Homepage” in the top left corner.



Change Password

Change your temporary password within five (5) days of receiving your user account or requesting a new password.

1. Enter your current password
2. Enter your new password and retype to confirm password
3. Click Change Password



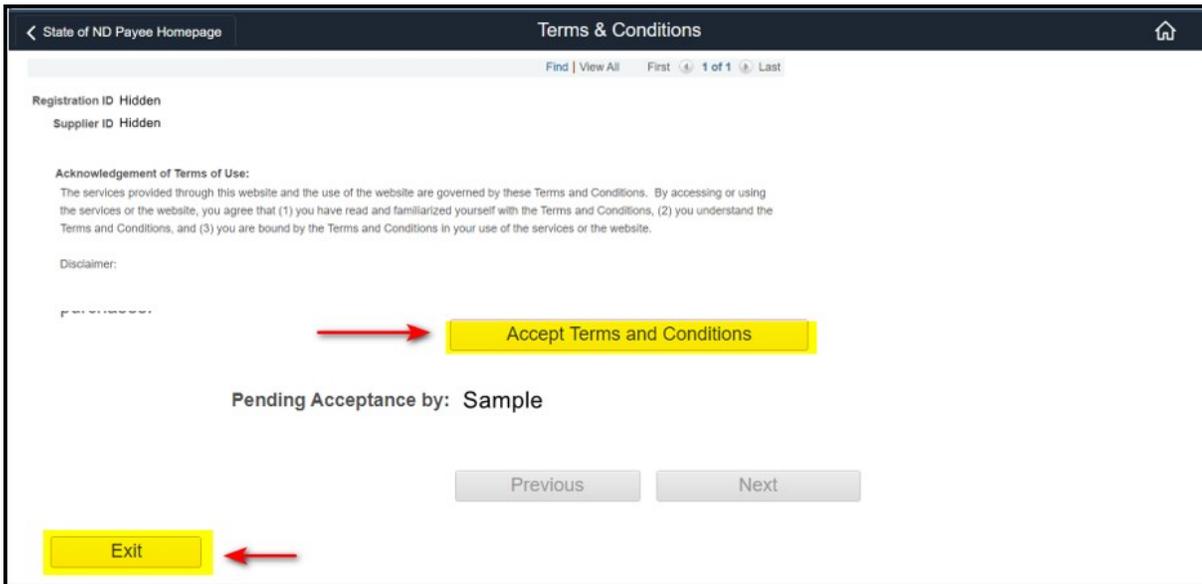
4. Return to the State of ND Payee Profile Home Page



Terms & Conditions

If this is your first-time logging in, you will need to accept the Terms & Conditions. You will be redirected to this page until the Terms & Conditions are accepted for the first time.

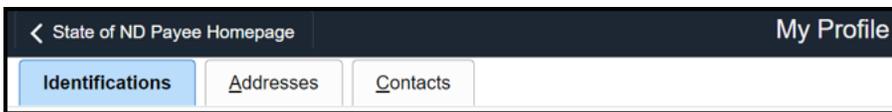




My Profile

View your current profile information. Click on a tab for the information you want to see.

**This page is view only. To change information on your profile you will need to "Initiate a Change Request".



Identifications

The "Identifications" page shows general information provided for the payee (Supplier ID) profile setup.

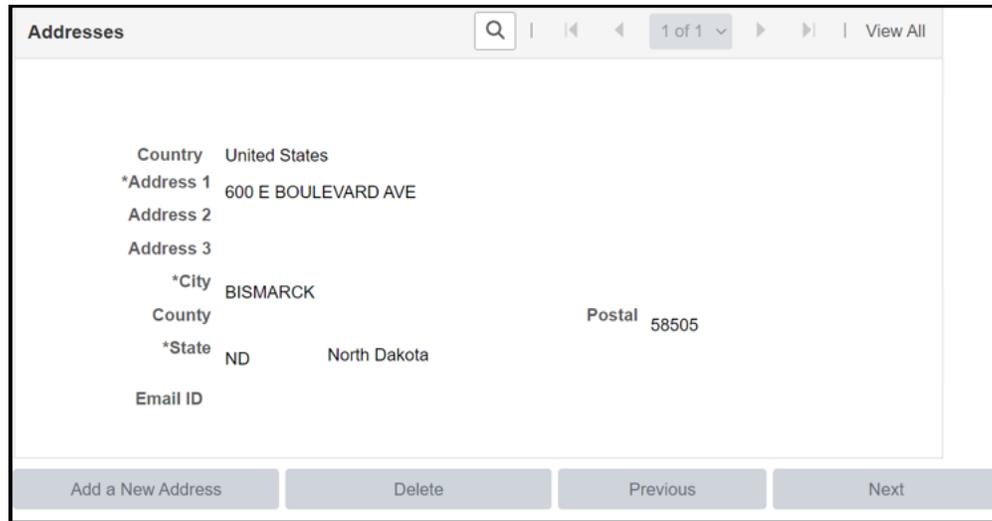
ID Type	ID Number
1 Company Identification Number	
2 Tax Identification Number	

Profile Questions

- * Tax Classification: Individual
- * Do you report payment information to IRS?: Yes
- * OMB/IRS Form Link: <https://www.omb.nd.gov/doing-business-state/procurement/vendors>
- Attach a copy of your IRS tax-exempt determination letter if your non-profit organization is federally exempt.: No attachments

Addresses

The "Addresses" tab shows all the payment addresses associated with this profile.



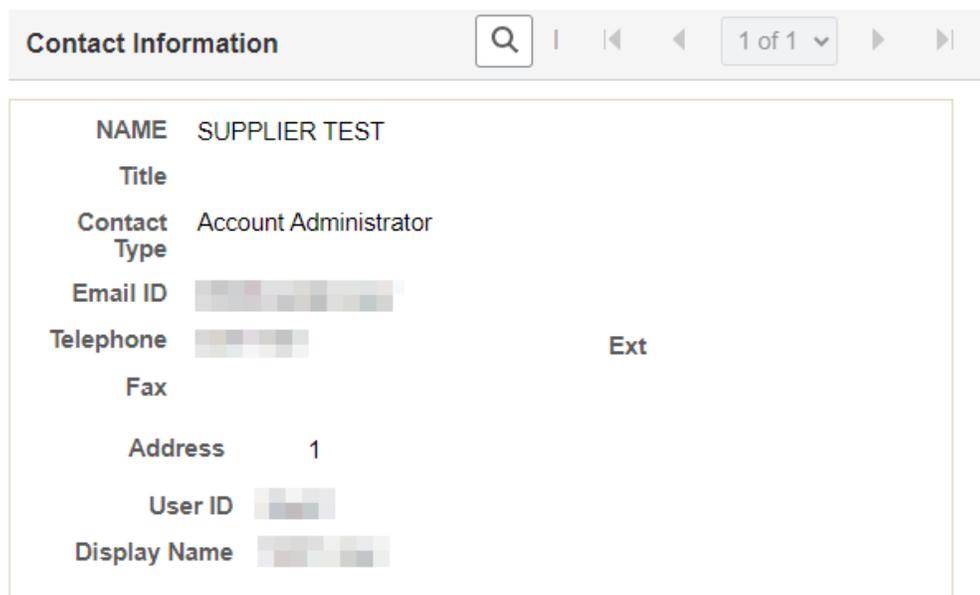
The screenshot shows a web interface for managing addresses. At the top, there is a search bar and navigation controls including a search icon, left and right arrows, a dropdown menu showing '1 of 1', and a 'View All' link. The main content area displays the following information:

Country	United States		
*Address 1	600 E BOULEVARD AVE		
Address 2			
Address 3			
*City	BISMARCK		
County		Postal	58505
*State	ND	North Dakota	
Email ID			

At the bottom of the form, there are four buttons: 'Add a New Address', 'Delete', 'Previous', and 'Next'.

Contacts

The "Contacts" tab shows the contact and their 'Contact Type' for this profile.



The screenshot shows a web interface for contact information. At the top, there is a search bar and navigation controls including a search icon, left and right arrows, a dropdown menu showing '1 of 1', and a 'View All' link. The main content area displays the following information:

NAME	SUPPLIER TEST		
Title			
Contact Type	Account Administrator		
Email ID	[REDACTED]		
Telephone	[REDACTED]	Ext	
Fax			
Address	1		
User ID	[REDACTED]		
Display Name	[REDACTED]		

UPDATE PAYEE (SUPPLIER ID) INFORMATION

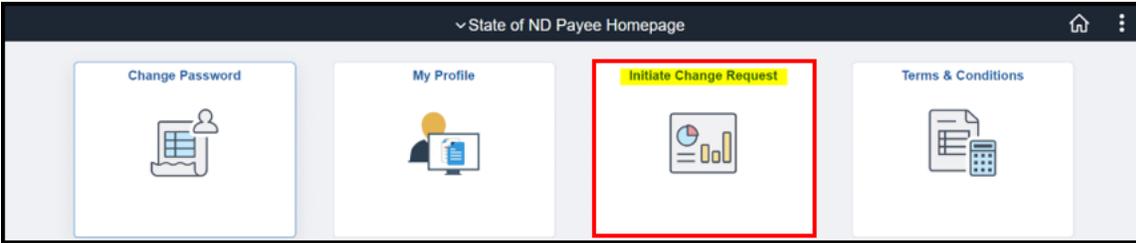
Contacts with an "Account Administrator" 'Contact Type' have a User ID account and can use the self-service tools to submit changes and update profile information. Submitted changes are applied once final approval is given by the Vendor Registry Office.

Changes allowed through self-service are limited.

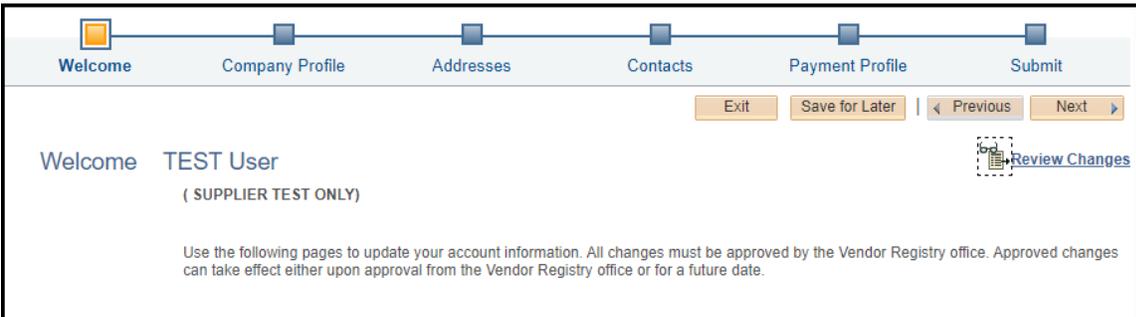
Changes to a "Company Name" (business or individual) or tax identification number (TIN) are **NOT allowed online. A new online application must be submitted, or you must contact the agency-program you are conducting business with and request appropriate forms.

Initiate a Change Request

1. From the State of ND Payee Homepage click "Initiate Change Request"

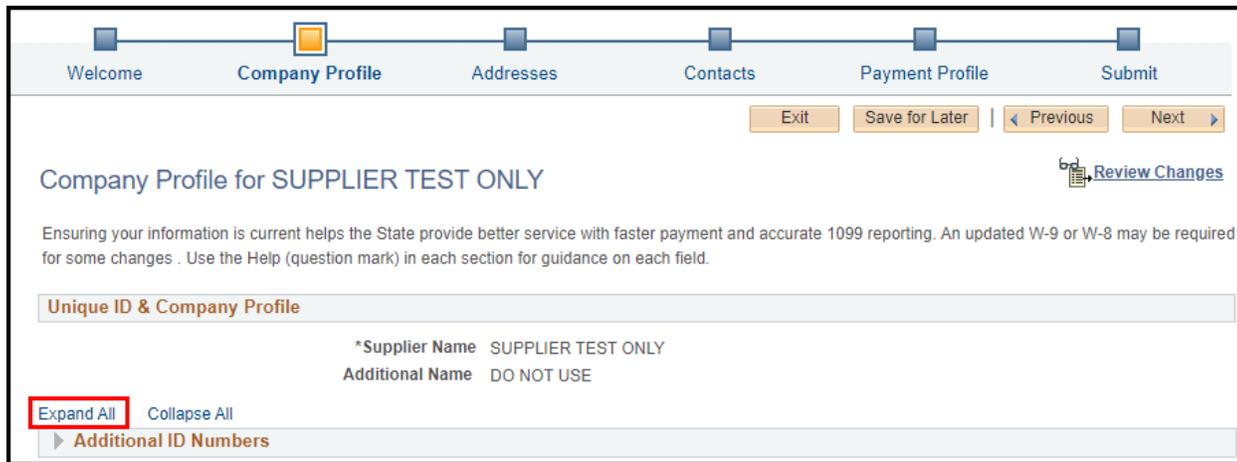


2. Use the tabs at the top of the page to go directly to the area that needs changes or click 'Next' to move through all the pages



Company Profile

View or update general identifying information about your profile. Click 'Expand All' to view all areas under a section.



Additional ID Numbers

Company/Personal Identification Number

View or change your Company/Personal Identification Number. This 4 – 6 numerical value is what you chose and is meaningful only to you.

Tax Identification Number

This information cannot be changed online. Contact the agency-program you are conducting business with and request appropriate forms.

Additional ID Numbers	
Standard ID Qualifier	ID Number
Company Identification Number	<input type="text"/>
Tax Identification Number	<input type="text"/>

Profile Questions

Tax classification and OMB/IRS Form is required. If one of these items is missing, you will be required to add it. Click [here](#) to choose the proper form.

Click 'Add/View Attachments' to view any existing attachments or add a new document.

Profile Questions	
*Tax Classification	<input type="button" value="Select"/> Government Entity
*OMB/IRS Form Link	<input type="button" value="Add/View Attachments"/> Attachments (1)
Attach a copy of your IRS tax-exempt determination letter if your non-profit organization is federally exempt.	https://www.omb.nd.gov/doing-business-state/procurement/vendors <input type="button" value="Add/View Attachments"/> Attachments (0)
Enter special program code if applicable	<input type="text"/>

The agency you are expecting payment from will inform you if a code is to be entered

Addresses

Addresses on a supplier profile should be payment (remit) addresses only. Verify or update your payment address(s) by using the pencil  to edit an existing address or click 'Add New Address'.

Add a new remittance address or edit existing addresses and phone information setup for your account.
Approved changes can take effect either upon approval from the Vendor Registry office or for a future date.

Description	Address Line 1	Change Action	Change Effective Date	Edit
BISMARCK-600 E BOULEVARD AVE	600 E BOULEVARD AVE			
OTHER LOCATION	600 E BOULEVARD AVE FL 4			

[Add New Address](#)

[Contact Us](#) [Review Changes](#)

Exit Save for Later Previous Next

Edit Address

Address Information for BISMARCK-600 E BOULEVARD AVE

Remove Address Click if you no longer need this address listed on your profile.

Address Information

Address NickName: BISMARCK-600 E BOULEVARD AVE

Country: USA United States

Address 1: 600 E BOULEVARD AVE

Address 2:

Address 3:

City: BISMARCK

County:

State: ND North Dakota Postal: 58505

Email ID:

Phone Information

Phone Type	Prefix	Telephone	Extension

[Add Phone](#)

Approved Changes Take Effect: Approval Date Future Date 12/05/2022

"Approval Date" - Changes will be immediate as soon as change request is approved.
"Future Date" - Choose this if you are moving in the future, pick a date for change to take effect

OK Cancel

Add New Address

Add information for new payment address. Only a payment address should exist on the supplier (payee) profile.

Address Information for SUPPLIER TEST ONLY

Address Information

Address NickName

Country

Address 1

Address 2

Address 3

City

County

State

Email ID

Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
Business Phone <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved Changes Take Effect: Approval Date Future Date

Contact Information

A 'Primary Contact' was created when the supplier application was submitted and approved for a supplier profile setup. You may view the details by clicking on the pencil icon  next to the existing contact or click 'Add New Contact' to add an additional contact to the supplier profile.

Account Administrator

Primary contacts are Account Administrators and can request changes through the supplier portal.

Contacts for SUPPLIER TEST ONLY  [Review Changes](#)

Add, edit, or remove contacts using the edit or 'Add New Contact' functions on this page. At least one primary contact must exist. Use the Help (question mark) in each section for guidance on each field.

Name	Address	Change Action	Change Effective Date	Edit	Contact Type
SUPPLIER TEST	BISMARCK-600 E BOULEVARD AVE				Account Administrator

Add New Contact

Contact Information

* First Name

* Last Name

Contact Title

*Email Address

URL

Contact Address

Contact Type

Phone Information

Phone Type	Telephone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved Changes Take Effect: Approval Date Future Date

"Approval Date" - Changes will be immediate as soon as change request is approved.

"Future Date" - Choose this if you are adding a contact for future use. Pick a date for change to take effect.

If adding an "Account Administrator", you will be prompted to enter a user id. A temporary password will be emailed to the user when the account is approved.

Supplier User Registration

Register New User Accounts

Provide a User ID for the new contact you are creating. This user will have the ability to make changes to your account. Use the Description to choose a display name for the new user. The user created will get an email with their User ID and Password send to the email provided in the Email ID field. If you have any questions contact 701/328-2773.

User Account Information

* Requested User ID

Display Name

* Required field

Payment Profile

Use the pencil  to edit your remittance (payment) information for each address location.

Description	Change Effective Date	Default	Edit
BISMARCK-600 E BOULEVARD AVE	12/20/2021	<input type="checkbox"/>	
OTHER LOCATION	12/20/2021	<input type="checkbox"/>	

Bank Account/Payment Option

If Direct Deposit (ACH) exists on the account, you will be prompted to verify the existing account on file before you can continue to change the information.

Access Verification ✕

To continue, you must provide the Email Id and Bank Account number currently stored with your registration.

ACH Email ID Email address used when Direct Deposit was first setup

Bank Account # Existing Bank Account used to initially setup Direct Deposit

If you are unsure of what information was initially used, contact the agency you are currently working with that you are expecting payment from.

Use the pencil icon  to edit existing banking information.

Payment Profile ✕

Payment Profile for BISMARCK-600 E BOULEVARD AVE

Payment Notification Preferences

Payment Method:

Enable Email Payment Advice

*Email ID:

Bank Accounts

Default	Bank Name	Bank Account #	Edit
<input checked="" type="checkbox"/>	wells fargo	<input type="text"/>	

Bank Accounts

Country United States

Bank Name

Account Type

Personal Acct:

ABA Routing Number

Bank Account Number

Submit change request

Changes submitted will be reviewed for approval. An allowance of 1-2 business days should be given for the verification and approval process.

Welcome Company Profile Addresses Contacts Payment Profile **Submit**

Exit Save for Later Previous Next

Review and Submit Changes for SUPPLIER TEST ONLY

Review your changes and click "Confirm Changes" and "Submit" to send to Vendor Registry for approval. Previous communications related to this request can be seen via the "Communication Details". Use "Withdraw" to cancel this request.
 Use the "Review" button to review changed information.
 Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

*Audit Reason Code

Comments

254 characters remaining

Confirm Changes

Review Withdraw Submit

Contact Us

Exit Save for Later Previous Next

Supplier Change Request Submit Confirmation

Pending Approval

 You have successfully submitted your Supplier Change Request

Your Change Request ID 0000000840

Any email regarding the request status will be sent to:

 [Return to Supplier Change Request Selection Page](#)

 [Return to Supplier Home Page](#)

RECEIVING PAYMENT

Payment recipients (payees) must work directly with the agency issuing payment for questions about receiving payment or next steps. This includes questions on logging into another system. The OMB, Vendor Registry Office works directly with state agencies and does not issue payments. OMB does not answer questions about supplier profile setup, account updates, bank changes or account information, lost payments, payment statuses or other agency-program related information. Contact the agency you are conducting business with and where you learned of the payment you are approved to receive for questions.