

Supplier Online Application Help Guide

NEW APPLICANT SUPPLIER (PAYEE) ONLINE REGISTRATION

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Online Application

1. Click "[ND Payee Portal](#)" to begin the application process to request a payee profile (Supplier ID).

Payee Application

Online


- Continue only if a North Dakota state agency has confirmed you are approved for a payment. See "**Step 1**" for explanation.
- Follow the referring agency's instructions on which application form to use for proper steps.


ND Payee Portal


Paper

2. Click "Registration Menu".


State of ND Payee Portal

Welcome!

Welcome Guest

Sign In


Registration Menu


3. Read application descriptions carefully and choose the proper option for your situation.




Supply Products or Services

Apply for a SUPPLIER ID or edit a returned application.

ANY individual or business needing to be issued a payment must have an approved and active Supplier ID. A State agency must use your assigned Supplier ID to issue a payment. Our office cannot assist you with payment statuses or applying to receive payments.

[Less...](#)

[Register now](#)




Bidder Registration

Receive email notification of solicitations and bidding opportunities. Click "Register Now" to apply or to Continue from where you left to edit or finish submitting your application.

Apply to be placed on our Approved Bidders List and receive email notification of solicitation and bidding opportunities with the State of North Dakota. You do not need to be an approved bidder or have a login to respond to a bid or RFP. View available bidding opportunities at, <https://apps.nd.gov/csd/spo/services/bidder/main.htm>

[Less...](#)

[Register now](#)



Continue Payee Profile Setup for Approved Grant/Stipend


Continue registering your account to setup your payee (Supplier ID) profile. This step must be completed to receive a payment for your grant or stipend from the agency.

Only proceed into this registration form if you have received email confirmation from the agency grant or stipend program of your approved application.

[Less...](#)

[Register now](#)

Supply Products or Services - Registration for New Applicants

Follow the below steps if you are a new applicant and expecting payment from an ND State Agency. If at any time, you need additional help with a field, you can click the HELP  next to the section heading.

Welcome - Step 1 of 6

Choose whether you are applying as an Individual or Business and click "Next".

Registration
✕

Welcome
Identifying Information
Addresses
Contacts
Payment Information
Submit

Exit | ◀ Previous Next ▶

Welcome - Step 1 of 6

Use the [Quick Help Guide](#) for questions during the registration process. HELP is available on each page by clicking the (question mark) in the title section for guidance on each field.

Supplier registration allows suppliers to request setup of their supplier information for payment to be issued by the State. All registrations are subject to approval by the Vendor Registry office. Once approved, you will receive an email confirmation with your Supplier ID. Your company will need to submit a valid W-9 or W-8 with the request.

The next few pages will walk you through the registration process to become a supplier (vendor) and receive payments from the State of North Dakota. Should you have questions on the application, feel free to contact the Help Desk at 877-328-4470.

Select an activity below: ?

☒ **Start a new registration form**

What type of entity do you represent?

☒ **Business**
☐ Individual

☐ Continue from where you left

Exit | ◀ Previous Next ▶

* Required field

Identifying Information - Step 2 of 6

Provide identifying information about yourself (individual) or your business.

Unique ID & Company Profile

Unique ID & Company Profile ?

* Company Identification Number	A unique number of your choosing between 4 to 6 numbers
Tax Identification Number	Tax ID # used to file with IRS. Individuals enter a SSN Businesses enter FEIN.
Company Name:	Individuals enter LAST, FIRST, MI. Businesses enter Business Name
Additional Name	
http://URL	
<input checked="" type="radio"/> US Based Business <input type="radio"/> Foreign Based Business	


} Choose the applicable option

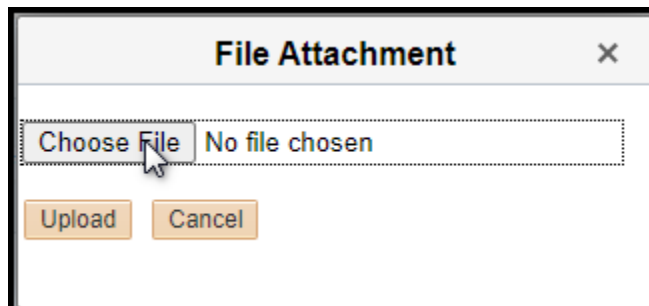
Profile Questions


The screenshot shows a web form titled "Profile Questions" with a help icon. It contains four numbered questions:

- 1 Tax Classification**: Includes a search box with a magnifying glass icon. A callout says "Click the search box for a list of options" with an arrow pointing to the icon. Another callout says "Select and complete the appropriate IRS form" pointing to a URL: <https://www.omb.nd.gov/doing-business-state/procurement/vendors>.
- 2 Do you report payment information to IRS?**: Includes a dropdown menu. A callout says "See below for more information".
- 3 OMB/IRS Form Link**: Includes a paperclip icon. A callout says "Attach completed IRS form".
- 4 Attach a copy of your IRS tax-exempt determination letter if your non-profit organization is federally exempt.**: Includes a text input field. A callout says "Attach tax exempt letter IF Federally Tax Exempt".

Below the questions is a text input field with the label "Enter special program code if applicable".

1. **Tax Classification** – Click  for a list of options to choose from and pick the appropriate item.
2. **Do you report payment information to IRS?** – 1099 reporting is like a W-2 that is sent out to employees for payroll. You must also report miscellaneous revenue earned to the IRS for tax purposes. All individuals and most businesses should choose **YES** for this option. As a business, you should be aware of your reporting status and choose the applicable drop-down option. If unsure, contact your CPA for questions.
3. **OMB/IRS Form Link** – Use the link to the right of the paper clip to select and complete the [appropriate IRS form](https://www.omb.nd.gov/doing-business-state/procurement/vendors). Once the form is completed, save it to your desktop or folder so that you can browse and select the document for attachment.
 - a. Click 'Add Attachment'.
 - i. Click 'Choose File' to navigate to the place on your computer where you saved the file.



- ii. Once the file is chosen, click 'Upload'
- b. **Attachment Type** – Choose the form option you just uploaded from the dropdown list.
 - c. Click  to continue.

The screenshot shows a 'Profile Attachments' window with a table of attachments. The table has columns for 'Upload', 'Attached File', and 'View'. One attachment is listed: '53656-Draft_1.pdf'. A red box highlights the 'Attachment Type' dropdown menu, which lists various document types including 'IRS Determination Letter', 'IRS W-8BEN', 'IRS W-8BEN-E', 'IRS W-8ECI', 'IRS W-8EXP', 'IRS W-8IMY', 'IRS W-9', 'Other', 'Political Subdivision', 'Power of Attorney', and 'Substitute W9'.

Upload	Attached File	View	* Attachment Type
1	53656-Draft_1.pdf	View	<ul style="list-style-type: none"> IRS Determination Letter IRS W-8BEN IRS W-8BEN-E IRS W-8ECI IRS W-8EXP IRS W-8IMY IRS W-9 Other Political Subdivision Power of Attorney Substitute W9

4. **Non-exempt?** – If you are federally tax-exempt upload a copy of your “IRS Determination Letter”.

Mailing & Payment Addresses – Step 3 of 6

Enter the **mailing address** where **payment and correspondence** are to be sent. If multiple payment addresses exist, use the “Additional Address” section.

Primary Address

Enter your mailing headquarters as the Primary Address.

The screenshot shows the 'Registration' process, Step 3 of 6: Addresses. The navigation bar includes 'Welcome', 'Identifying Information', 'Addresses' (current step), 'Contacts', 'Payment Information', and 'Submit'. The 'Addresses' section is titled 'Addresses - Step 3 of 6' and includes instructions: 'If multiple remittance addresses exist enter them here with the headquarters as the Primary. Payment/Banking information must be entered for each address, as well as 1099 Reporting Information if you or your organization receive reportable payments.' The 'Primary Address' section includes a dropdown for 'Country' (USA), and input fields for 'Address 1', 'Address 2', 'Address 3', 'City', 'County', 'State', 'Postal', and 'Email ID'.

1. Enter Address, City, State, Postal Code, & email address (optional) tied to address, such as a general company email.

Additional Address

If applicable, add additional payment addresses for your business here.

Additional Address ?

Add any addresses you require that are different from the address provided above

Find First 1 of 1 Last

Address Nickname

* Country United States

Address 1

Address 2

Address 3

City

County

State Postal

Email ID

Add Another Address Delete Previous Next

Click here to keep adding additional addresses as needed

Exit Save for Later Previous Next

Contacts – Step 4 of 6

Provide contact information. At least one Primary Contact must exist. Only **Primary Contacts** and/or **Account Administrator** Contact Types will be able to edit or update supplier/individual profiles once the application is approved.

Registration ×

Welcome Identifying Information Addresses **Contacts** Payment Information Submit

Exit Save for Later Previous Next

Contacts - Step 4 of 6

To ensure you receive correspondence about your account, if a contact is absent or leaves the company, use an 'info email account' for at least one contact's email address. Each contact must be designated to an address. One Primary Contact must exist.

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 Previous Next

* Required field

1. Click 'Add Contact'

2. Enter contact information and choose the 'Contact Type'.
 - a. Primary Contacts and 'Contact Type' of "Account Administrator" require a User ID.

User ID

Contacts with a User ID will have online access to the ND Payee Portal and the ability to submit updates for review and processing to an approved supplier (payee) profile.

Registration

Add Contacts

Contact Information

* First Name: Elvis

* Last Name: Presley

☒ Primary Contact

Title:

* Contact Type: Account Administrator

* Email: epresley@domain.com

Phone number will be used for identity verification via SMS (Text) or Voice Call

* Telephone: 555-123-4567 Ext:

User Profile Information

* Requested User ID: Epresley1

* Display Name: Elvis Presley

OK Cancel

3. Every contact must be linked to a Designated Address.

Company Contacts

Primary	Name	Contact Type	Phone	* Designate Address
<input checked="" type="radio"/>	Elvis Presley	Account Administrator	555/123-4567	PRIMARY/PHYSICAL

Add Contact

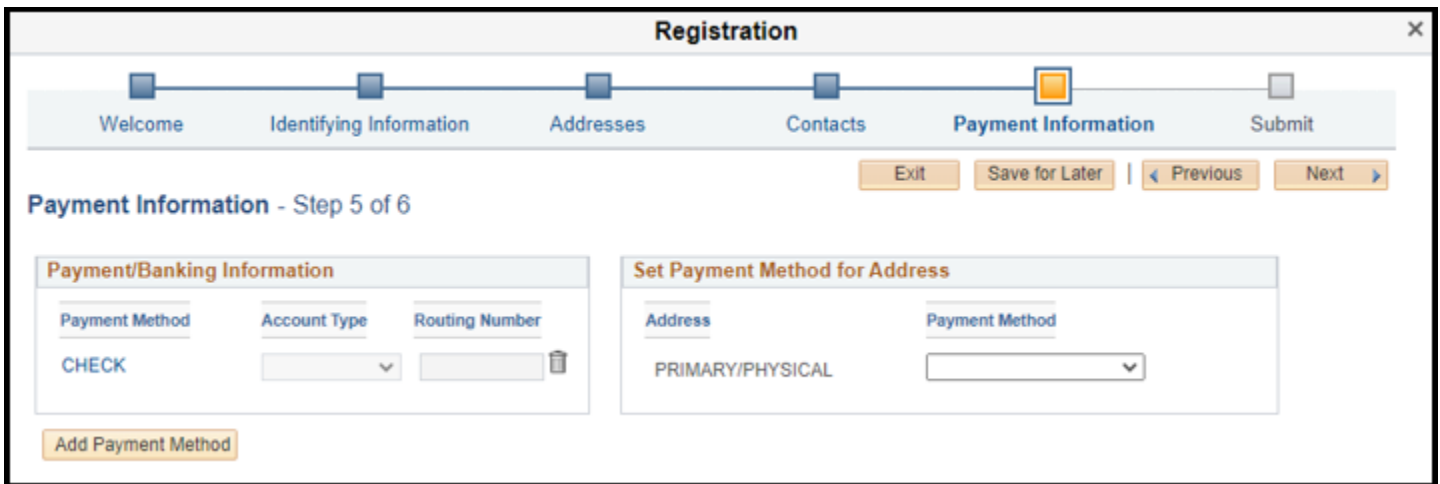
Exit Save for Later Previous Next

* Required field

4. Click 'Next' when all contacts are done being added.

Payment Information – Step 5 of 6

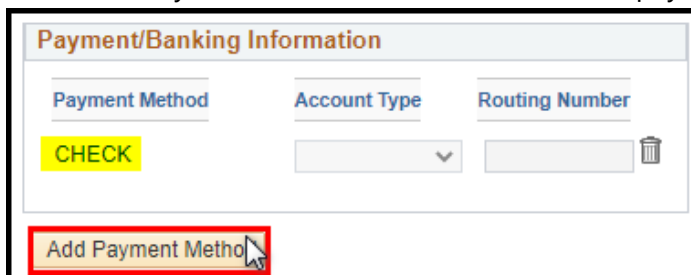
Each address requires a payment method.



The screenshot shows the 'Registration' window with a progress bar at the top. The steps are: Welcome, Identifying Information, Addresses, Contacts, Payment Information (highlighted), and Submit. Below the progress bar are buttons: Exit, Save for Later, Previous, and Next. The main heading is 'Payment Information - Step 5 of 6'. There are two main sections: 'Payment/Banking Information' and 'Set Payment Method for Address'. The 'Payment/Banking Information' section has fields for 'Payment Method' (set to CHECK), 'Account Type' (a dropdown menu), and 'Routing Number' (a text field with a trash icon). Below these is an 'Add Payment Method' button. The 'Set Payment Method for Address' section has a table with two columns: 'Address' and 'Payment Method'. The 'Address' column contains 'PRIMARY/PHYSICAL' and the 'Payment Method' column has a dropdown menu.

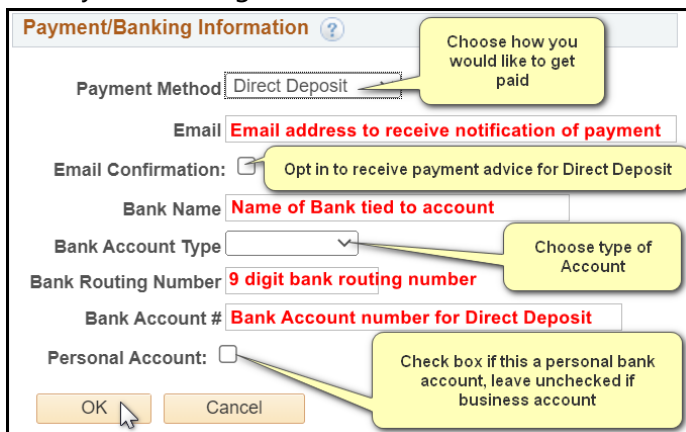
Payment/Banking Information -

1. A default payment method of 'CHECK' is available. To keep this as the payment method skip to '[Set Payment Method for Address](#)'.
2. Click 'Add Payment Method' to add an alternate payment method such as direct deposit.



This screenshot shows the 'Payment/Banking Information' section with the 'CHECK' payment method highlighted in yellow. The 'Add Payment Method' button is highlighted with a red box and a mouse cursor is clicking on it.

3. Enter your banking information.



This screenshot shows the 'Payment/Banking Information' section with a yellow callout box pointing to the 'Payment Method' dropdown menu, which is set to 'Direct Deposit'. The callout box says 'Choose how you would like to get paid'. Below this, there are several fields: 'Email' (with a red note 'Email address to receive notification of payment'), 'Email Confirmation' (with a checkbox and a yellow callout box saying 'Opt in to receive payment advice for Direct Deposit'), 'Bank Name' (with a red note 'Name of Bank tied to account'), 'Bank Account Type' (with a dropdown menu and a yellow callout box saying 'Choose type of Account'), 'Bank Routing Number' (with a red note '9 digit bank routing number'), 'Bank Account #' (with a red note 'Bank Account number for Direct Deposit'), and 'Personal Account' (with a checkbox and a yellow callout box saying 'Check box if this is a personal bank account, leave unchecked if business account'). At the bottom are 'OK' and 'Cancel' buttons.

Set Payment Method for Address

Choose the desired payment method for each address by using the drop down and choosing the default "CHECK" or the direct deposit (ACH) banking information you created.

Set Payment Method for Address

Address: PRIMARY/PHYSICAL

Payment Method: ACH Gate City Bank

Submit – Step 6 of 6

You are ready to submit your application. Allow 1-2 business days for review and processing.

1. Click 'Review' to verify your application information for accuracy.
2. Click "Terms of Agreement" to review the Terms and Conditions of submitting the application.
3. Click "Select to accept the Terms of Agreement below." check box.
4. Click 'Submit'.
5. An email will be sent to the email address used on the application to confirm your registration was submitted.

Registration

Welcome Identifying Information Addresses Contacts Payment Information **Submit**

Exit Save for Later Previous Next

Submit - Step 6 of 6

Review your registration information. You may 'Save for Later' at any time. Select the "Review" button to verify your information. Click the "Submit" button to complete your registration.

Email communication will be sent to the email address provided. (nkosen@nd.gov)

Terms and Conditions

You must read and agree to the Terms and Conditions of this website.

☐ Select to accept the Terms of Agreement below.

Terms of Agreement

The services provided through this website and the use of the website are governed by these Terms and Conditions. By accessing or using the services or the website, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services or the website.

Disclaimer:
Placement on the Bidders List does not guarantee a vendor will receive notice of every solicitation over the amount established for small purchases.

The information contained in this website is provided as a convenience to the public. We make every effort to ensure that the documents and other information presented are accurate, reliable, and

OK Cancel

Review

Exit Save for Later Previous Next

Terms and Conditions ?

You must read and agree to our terms of agreement before you can submit your registration.

☒ Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review

Submit

The OMB, Vendor Registry Office works directly with North Dakota state agencies to set up a payee profile (Supplier ID) so an agency can issue and report payments. Vendor Registry does not issue payments. Payment recipients (payees) must work directly with the agency's program administrators to request a Supplier ID and receive payment. Contact the agency-program you are conducting business with or intending to receive payment from for questions on your application, payment status, or next steps.