North Dakota | Management and Budget

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2023

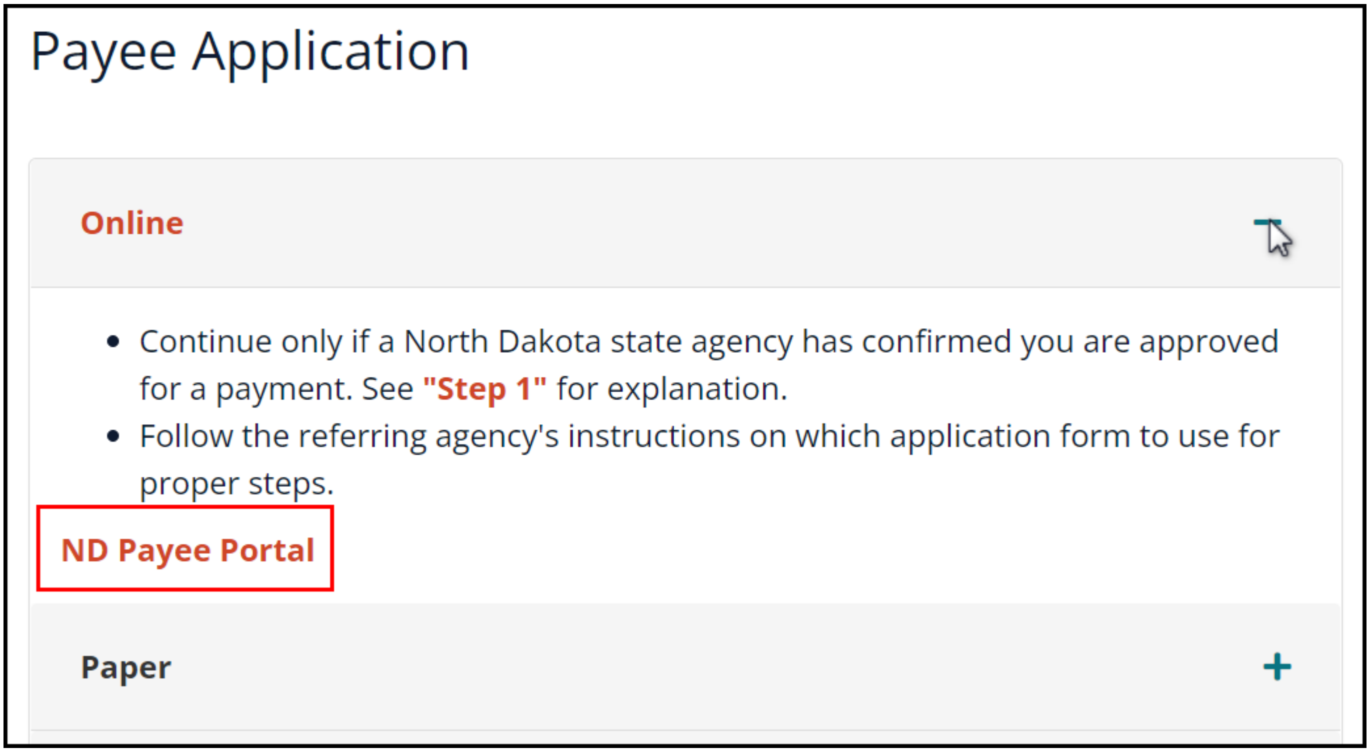
Supplier Online Application Help Guide

NEW APPLICANT SUPPLIER (PAYEE) ONLINE REGISTRATION

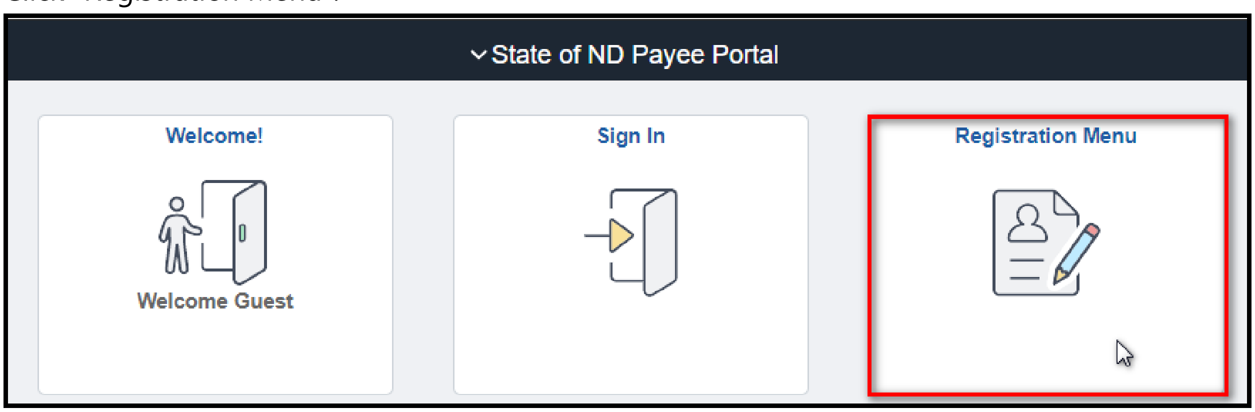
Contents

Online Application

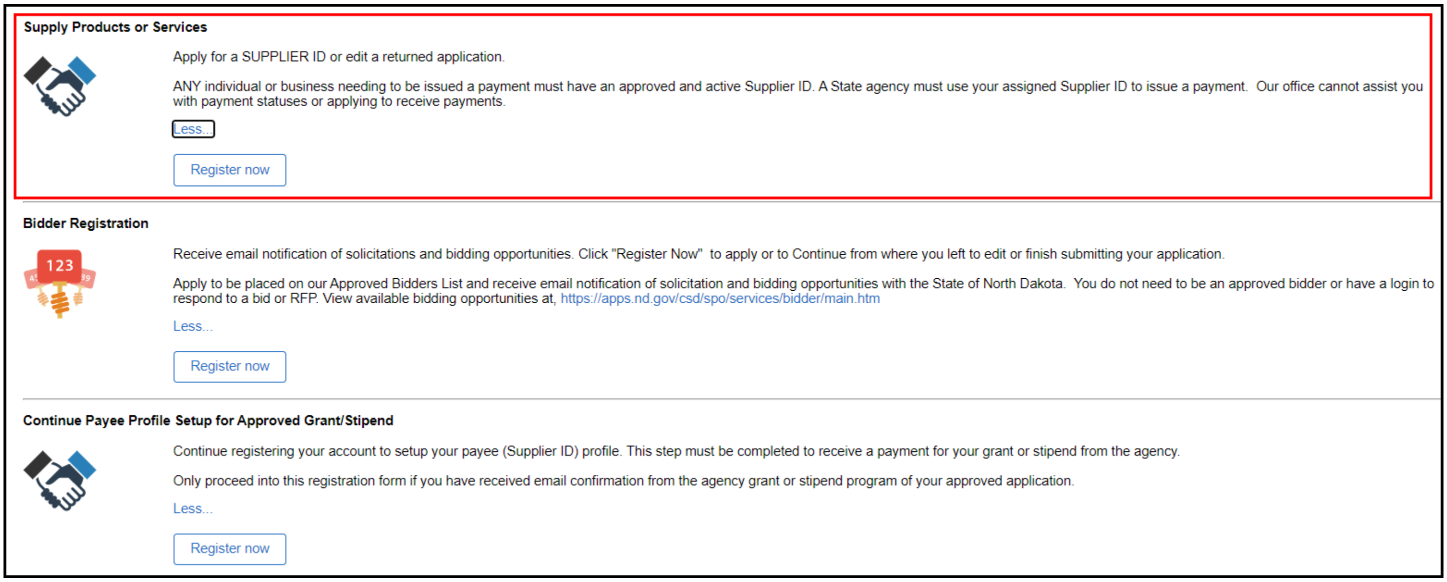
1. Click "ND Payee Portal" to begin the application process to request a payee profile (Supplier ID).



2. Click "Registration Menu".



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

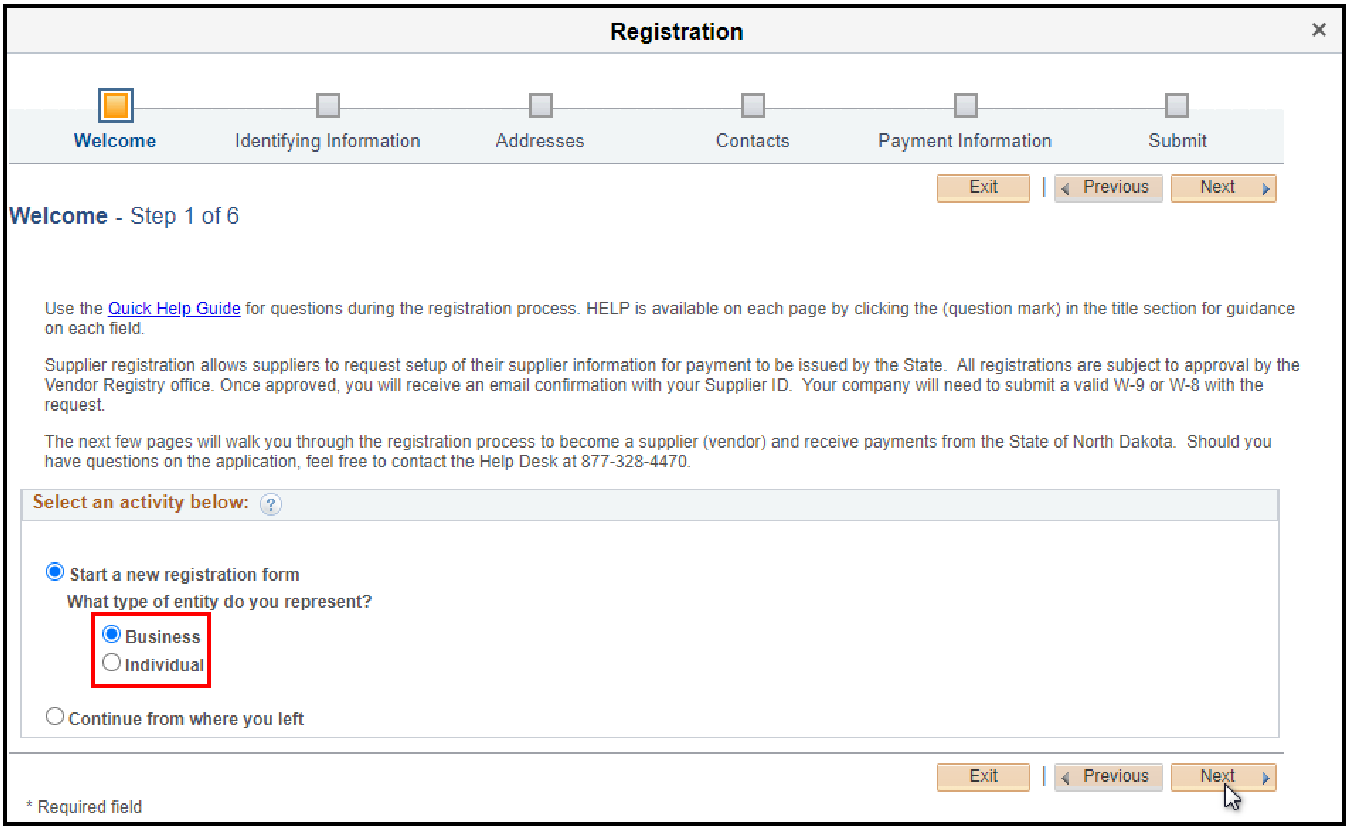


Supply Products or Services - Registration for New Applicants

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".

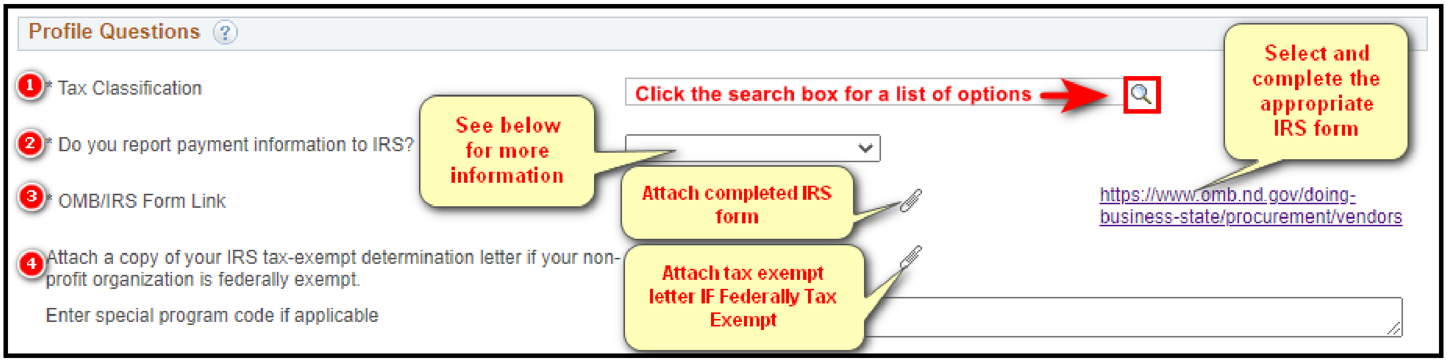


Identifying Information - Step 2 of 6

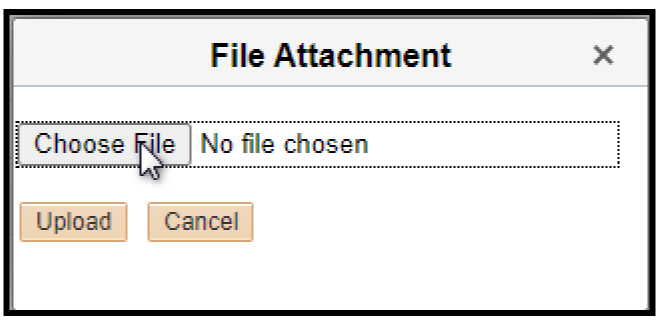
Provide identifying information about yourself (individual) or your business.

Unique ID & Company Profile

Profile Questions

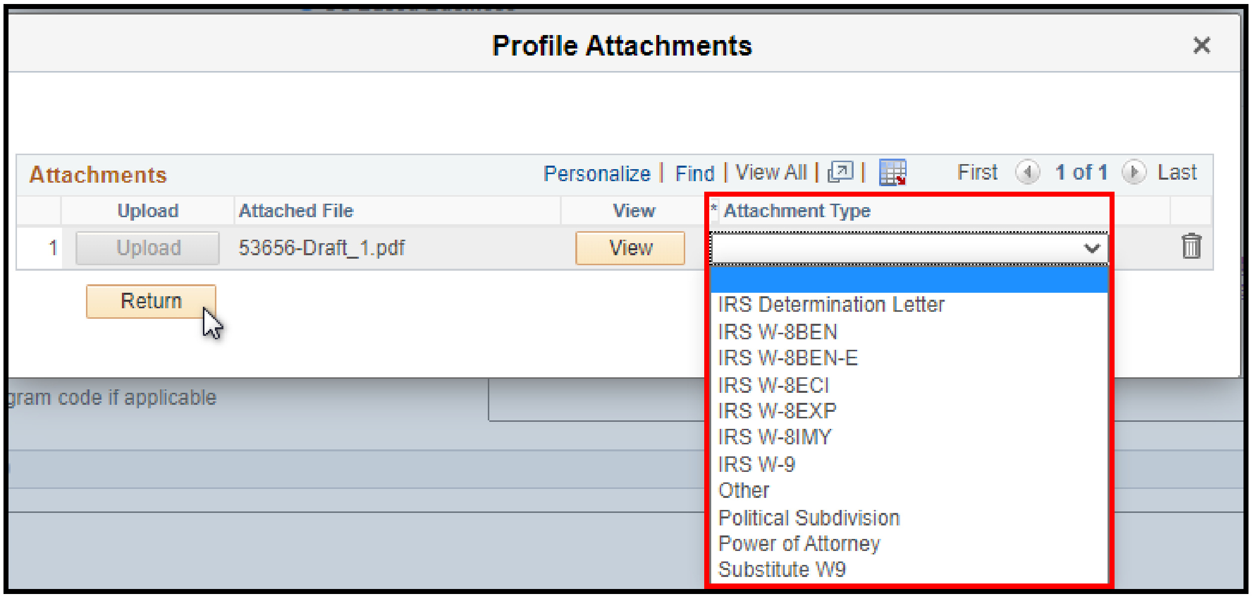


1. **Tax Classification –** Click  for a list of options to choose from and pick the appropriate item.
2. **Do you report payment information to IRS?** – 1099 reporting is like a W-2 that is sent out to employees for payroll. You must also report miscellaneous revenue earned to the IRS for tax purposes. 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. 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.



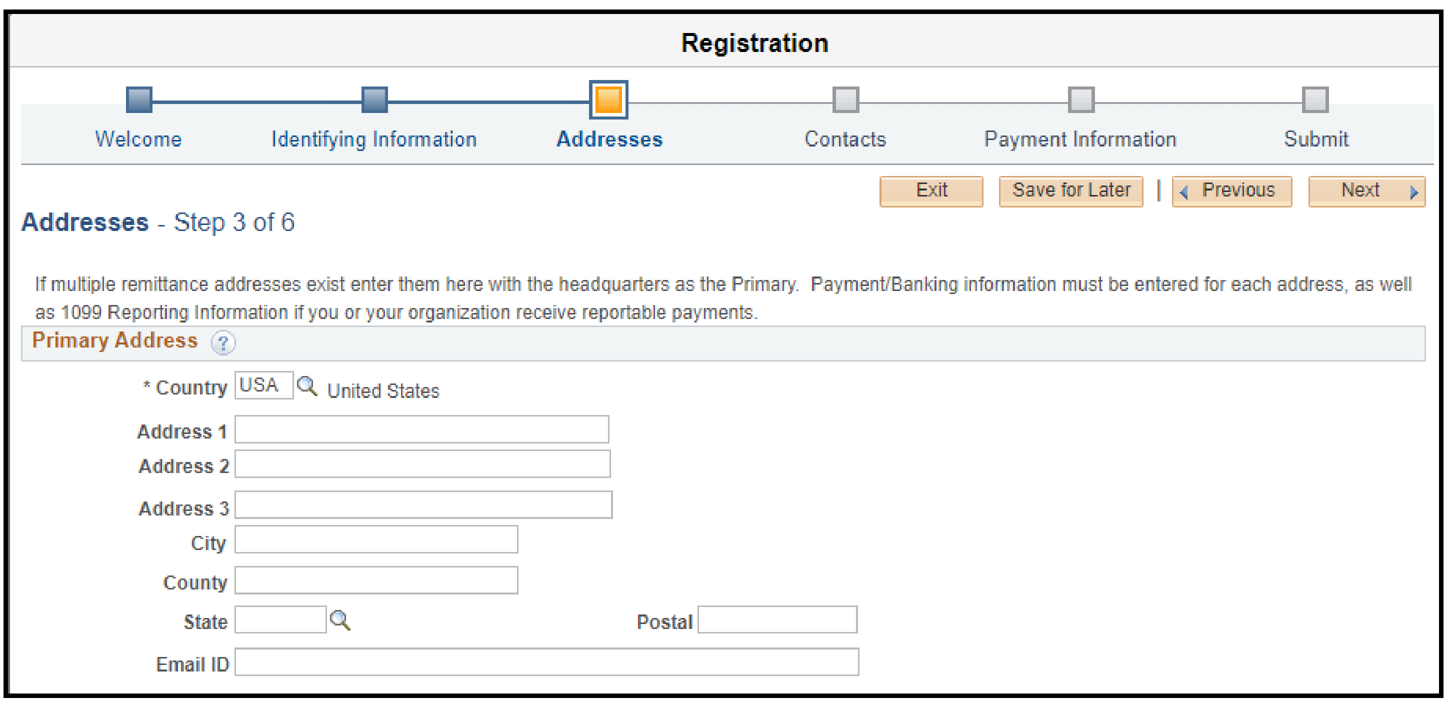
4. **Non-exempt?** – If you are federally tax-exempt upload a copy of your "IRS Determination Letter".

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

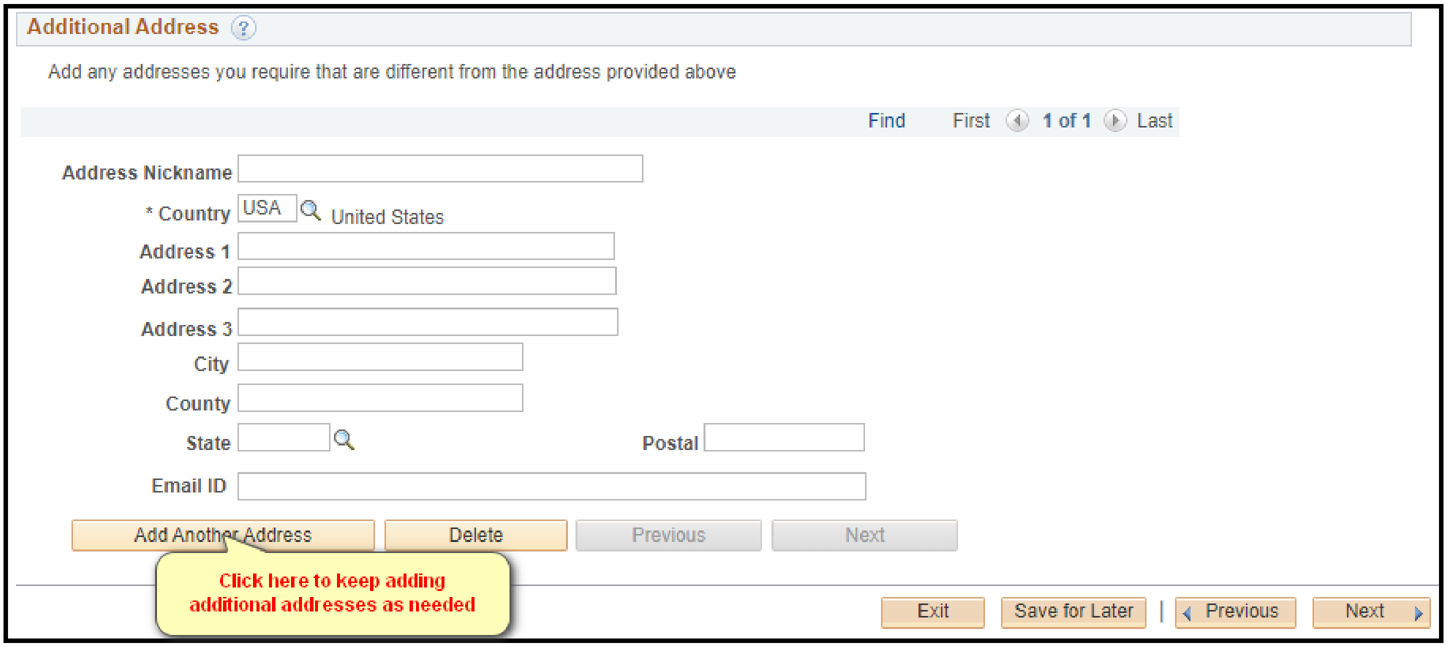
Enter your mailing headquarters as the Primary Address.



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

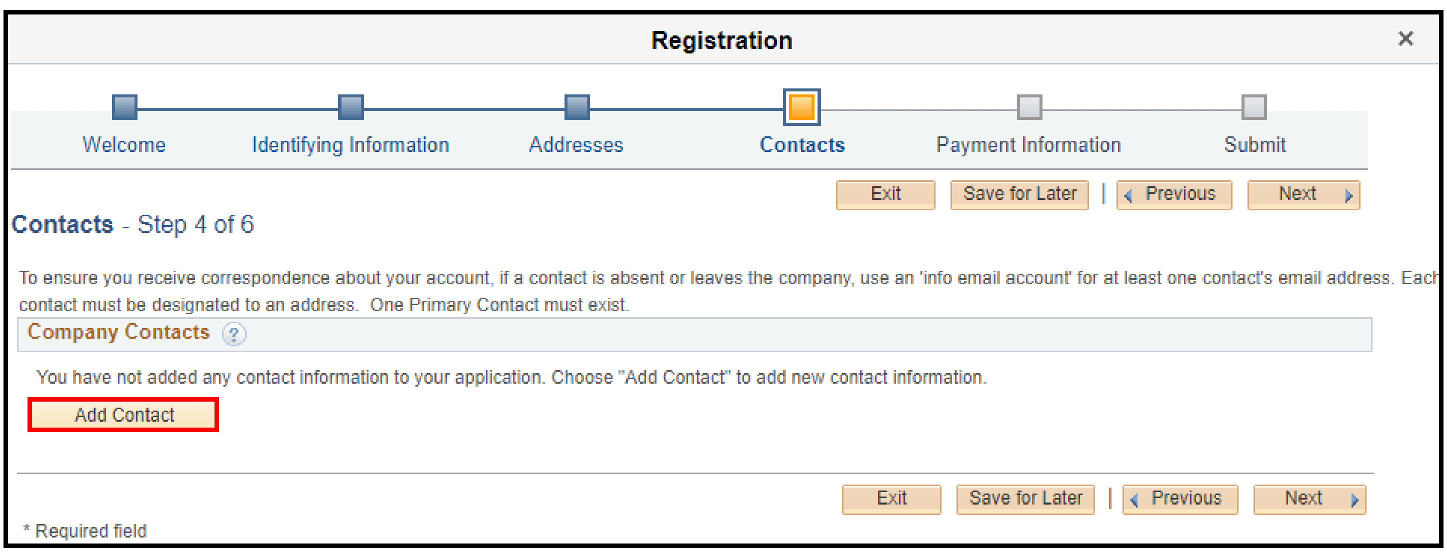
Additional Address

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



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.

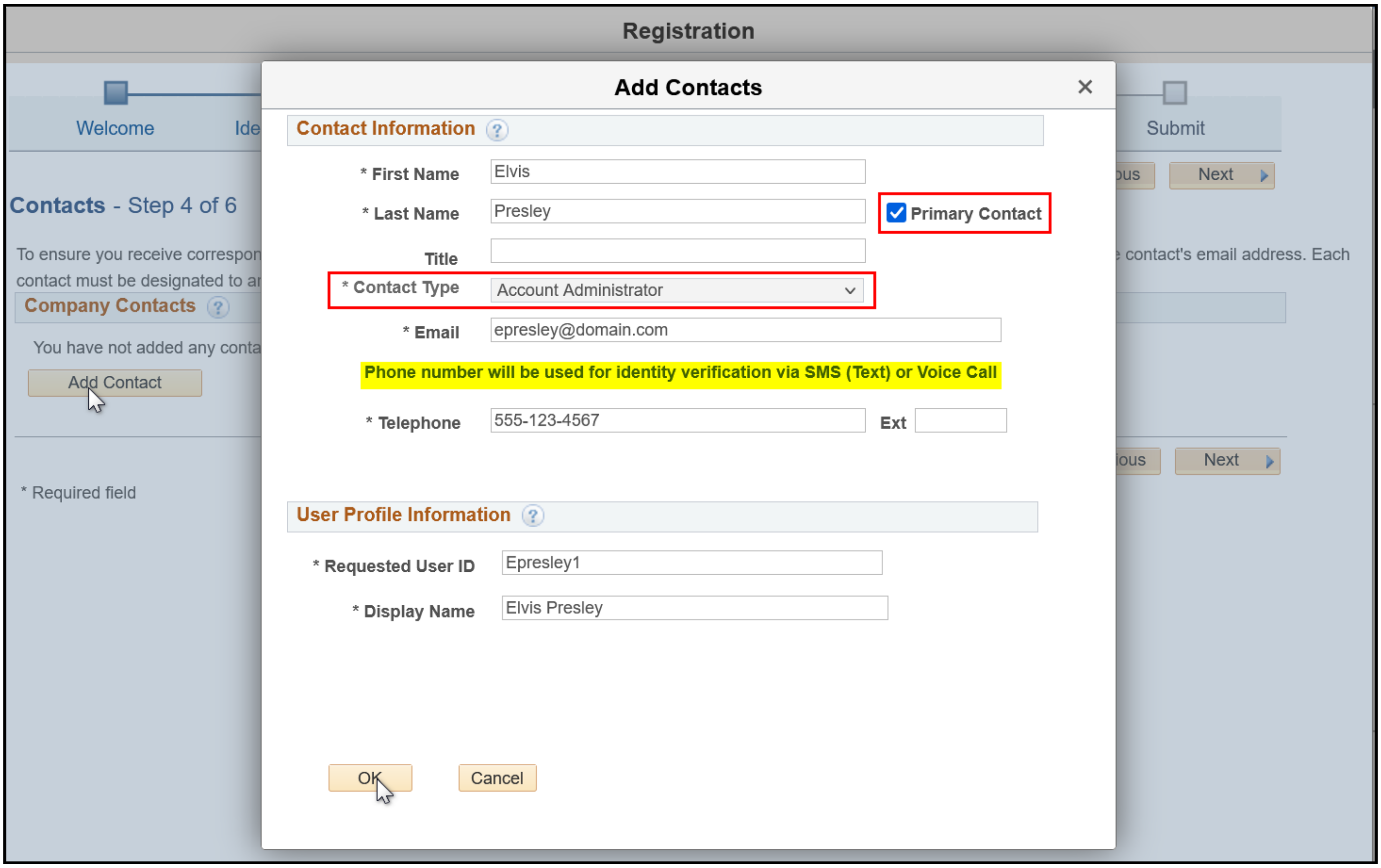


1. Click 'Add Contact'

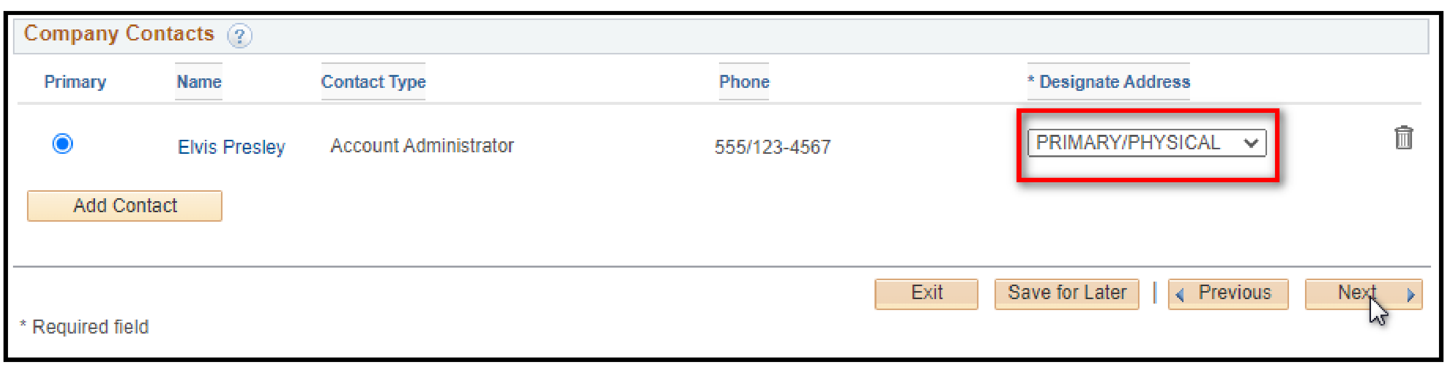
2. Enter contact information and choose the 'Contact Type'.
    a. Primary Contacts and 'Contact Type' of "Account Administrator" require a User ID.

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.



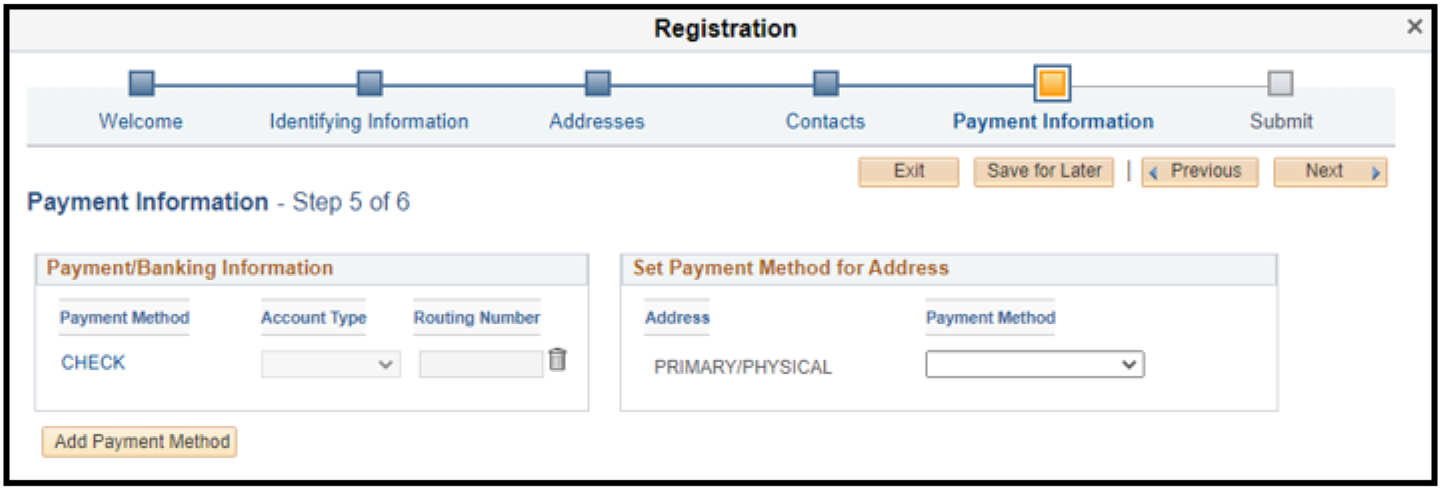
3. Every contact must be linked to a Designated Address.



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

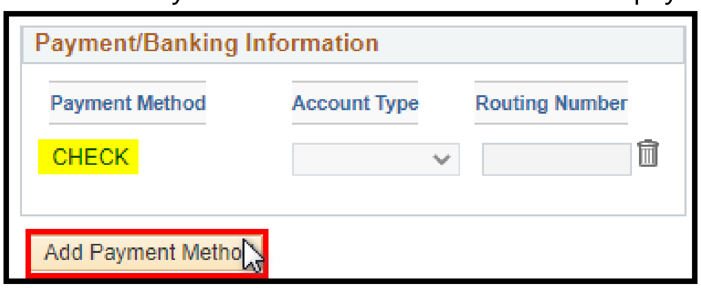
Payment Information – Step 5 of 6

Each address requires a payment method.

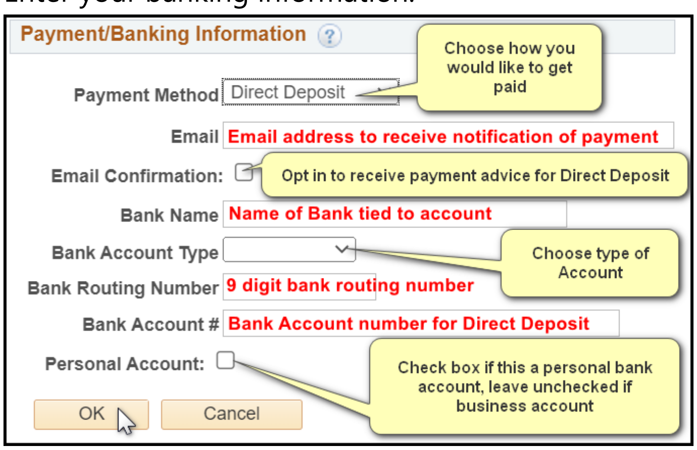


Payment/Banking Information -

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.

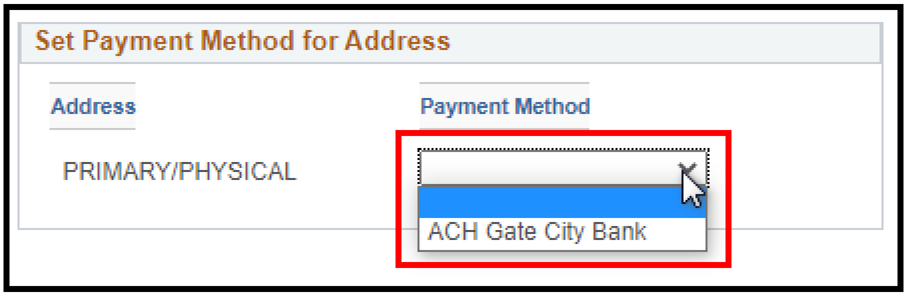


3. Enter your banking information.



Set Payment Method for Address

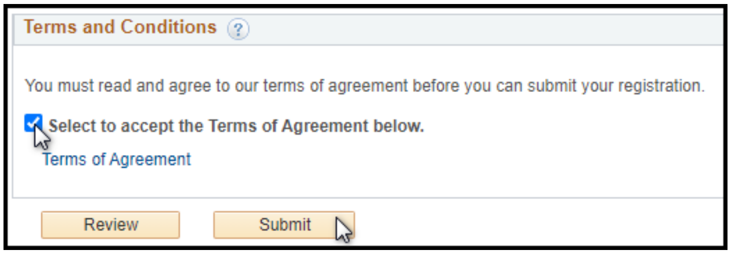
Choose the desired payment method for each address by using the drop down and choosing the default "CHECK" or the direct deposit (ACH) banking information you created.



Submit – Step 6 of 6

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

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.



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.