

Supplier Online Application Help Guide

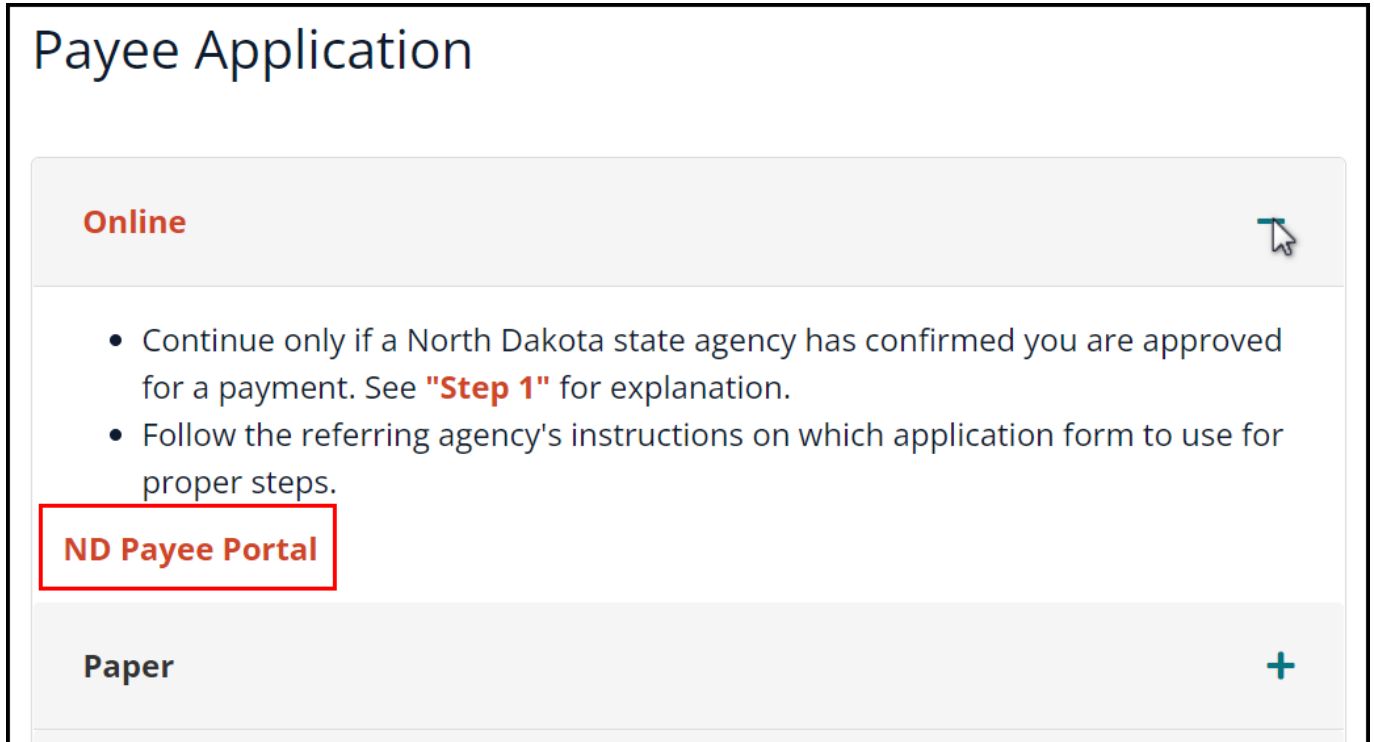
NEW APPLICANT SUPPLIER (PAYEE) ONLINE REGISTRATION

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Online Application

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

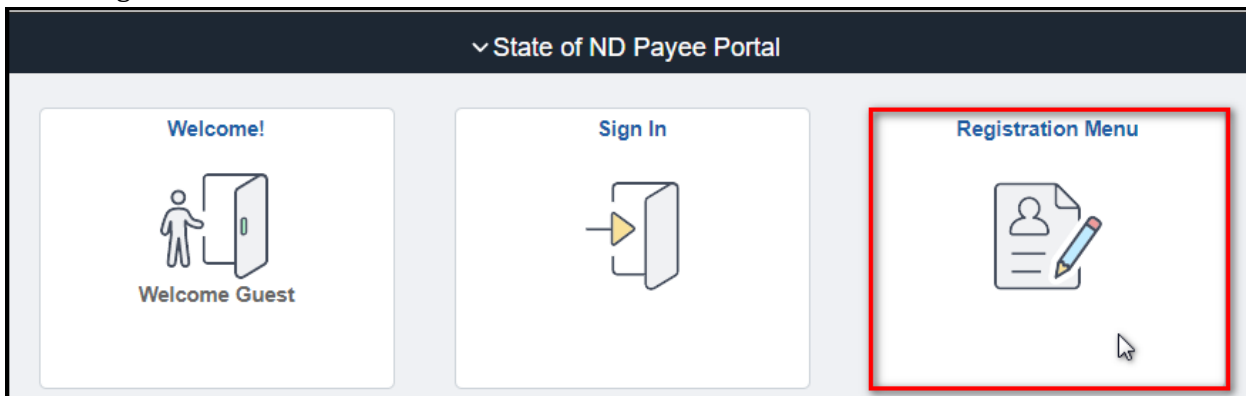


The screenshot shows the "Payee Application" interface. At the top, the title "Payee Application" is displayed. Below it, there are two main sections: "Online" and "Paper". The "Online" section is highlighted with a red box and contains the following instructions:

- 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.

Below the instructions, the text "ND Payee Portal" is highlighted with a red box. The "Paper" section is visible below, with a plus sign icon to its right.


2. Click "Registration Menu".



The screenshot shows the "State of ND Payee Portal" navigation menu. The menu is titled "State of ND Payee Portal" and contains three options: "Welcome!", "Sign In", and "Registration Menu". The "Registration Menu" option is highlighted with a red box. The "Registration Menu" option features an icon of a document with a person silhouette and a pencil, indicating a registration or profile management function.

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


US Based Business
 Foreign Based Business

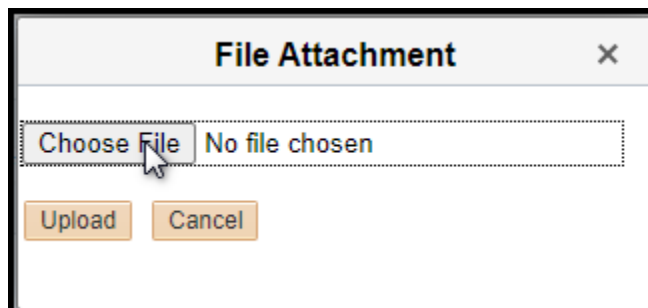
} Choose the applicable option


Profile Questions

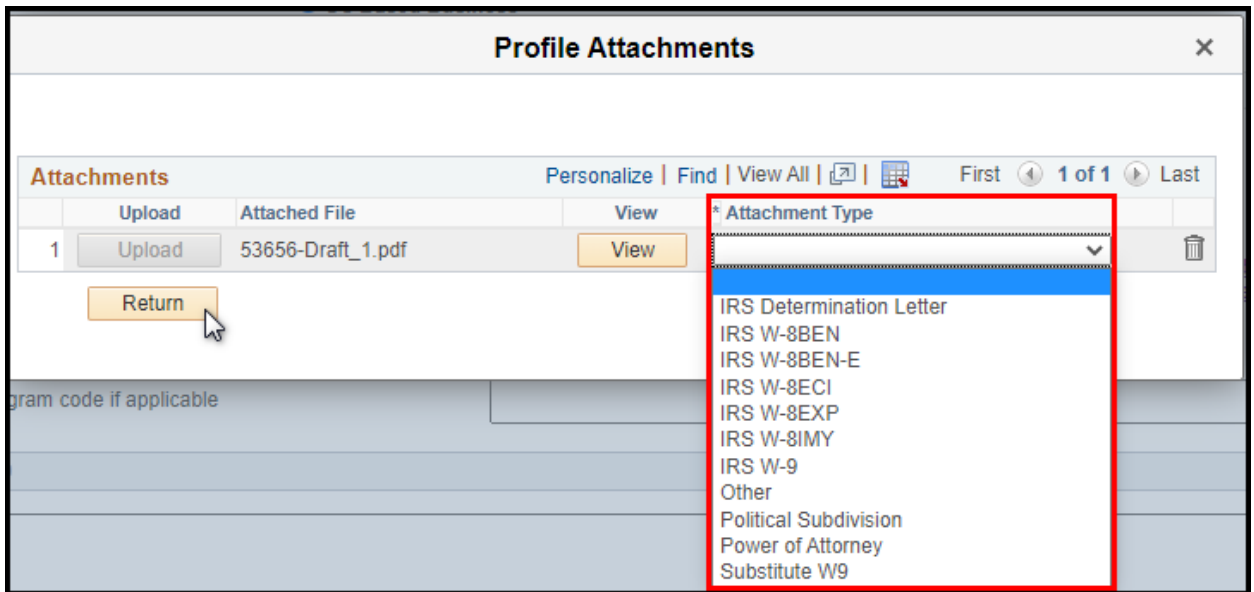
The screenshot shows a web form titled "Profile Questions" with a search icon. It contains four numbered questions:

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



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.

Additional Address ?

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

Find First 1 of 1 Last

Address Nickname

* Country USA 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

Welcome

Contacts - Step 4 of 5

To ensure you receive correspondence, each contact must be designated as a primary contact. You can designate one contact's email as the primary contact's email.

Company Contacts ?

You have not added any contacts.

Add Contact

* Required field

Add Contacts [X]

Contact Information ?

* First Name: Elvis

* Last Name: Presley **Primary Contact**

Title: []

* Email: epresley@domain.com

* Telephone: 555-123-4567 Ext: []

Fax Number: []

* **Contact Type**: Account Administrator

User Profile Information ?

* Requested User ID: epresley

* 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 | [trash icon] |

Add Contact

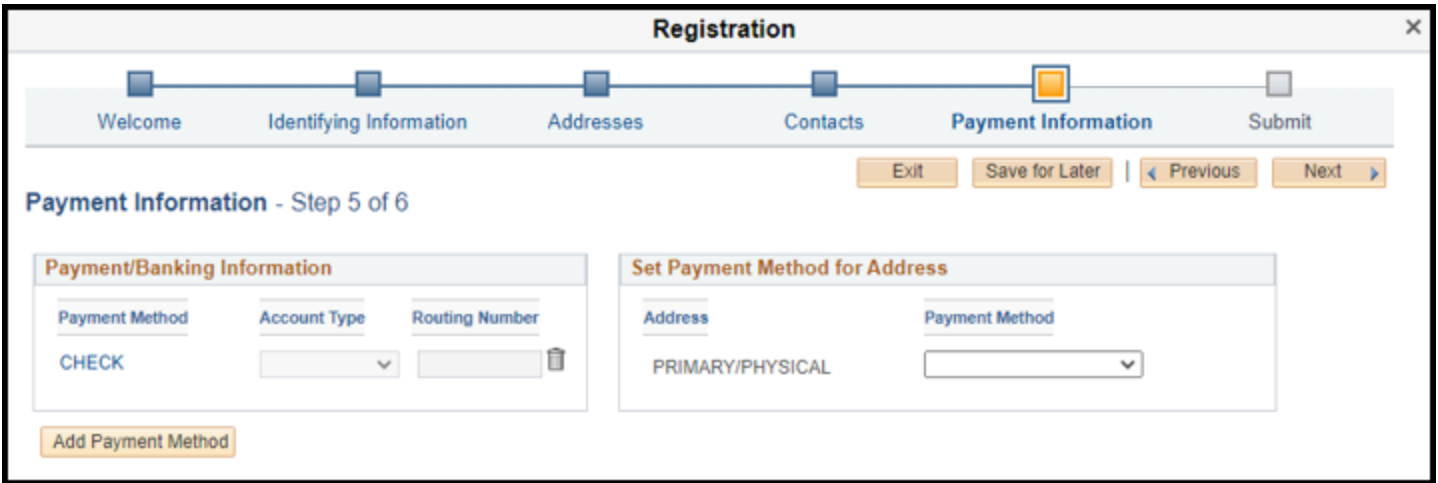
* Required field

Exit **Save for Later** | **Previous** **Next**

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

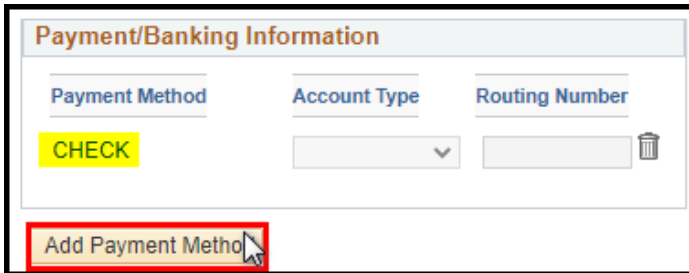
Payment Information – Step 5 of 6

Each address requires a payment method.

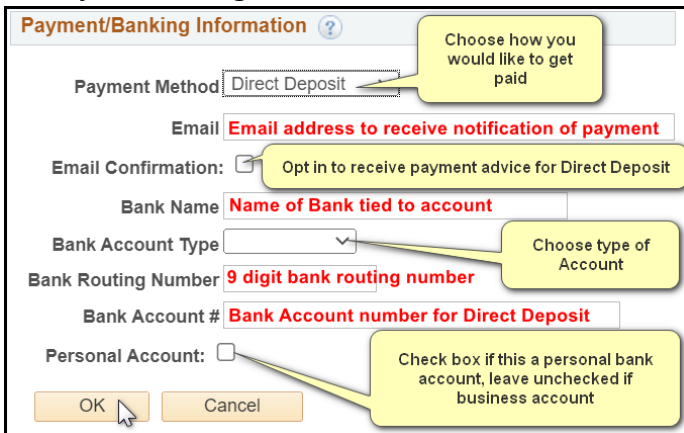


Payment/Banking Information -

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.

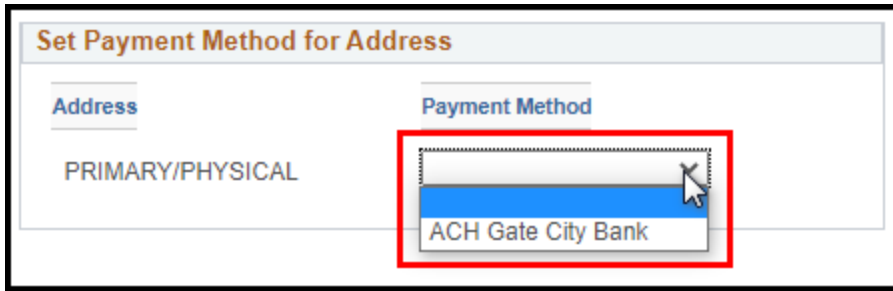


3. Enter your banking information.



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. 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.



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](#)

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.