

The Grand River Dam Authority (GRDA) requires the following information for all new vendors/payees. This information is used to establish the company listed below in GRDA's vendor/payee records and shall serve the purposes of: 1) registration as a supplier with the Grand River Dam Authority to receive bid notices, and 2) registration as a payee for goods or services purchased by GRDA from the supplier listed below.

**FOR GRDA USE ONLY**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ GRDA Vendor # \_\_\_\_\_

**A. BUSINESS INFORMATION**

Name on FTI (Federal Taxpayer Identification) Record or Full Legal Business (must be the same name that will be listed on any contract with GRDA)

Company Name (D/B/A or Trade Name) \_\_\_\_\_ Data Universal Numbering System (DUNS) Number (provided by Dun & Bradstreet company), if available \_\_\_\_\_

Taxpayer ID Number (TIN) or Social Security Number (SSN) \_\_\_\_\_ Oklahoma Sales Tax Permit Number (if applicable) \_\_\_\_\_

**B. ADDRESS & CONTACT INFORMATION**

**Main Office/Headquarters:**

(PO Box or Street) \_\_\_\_\_ (Website Address) \_\_\_\_\_

(City) \_\_\_\_\_ (Telephone) \_\_\_\_\_ (Toll-Free Telephone) \_\_\_\_\_

(State) \_\_\_\_\_ (9-Digit Zip Code) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Toll-Free Fax) \_\_\_\_\_

**Quotation Department/Contact (to which RFQs and RFPs will be directed):**

(Contact Name) \_\_\_\_\_ (Contact Title) \_\_\_\_\_

(PO Box or Street) \_\_\_\_\_ (E-Mail Address) \_\_\_\_\_

(City) \_\_\_\_\_ (Telephone) \_\_\_\_\_ (Toll-Free Telephone) \_\_\_\_\_

(State) \_\_\_\_\_ (9-Digit Zip Code) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Toll-Free Fax) \_\_\_\_\_

**C. ADDITIONAL ADDRESSES**

**Order Department** (to which Purchase Orders will be directed):

Same as Quotation Dept. Address

\_\_\_\_\_  
(PO Box or Street)

\_\_\_\_\_  
(E-Mail Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Toll-Free Telephone)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(9-Digit Zip Code)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Toll-Free Fax)

**Remittance Address:**

Visa (p-card)

Wire

Check

\_\_\_\_\_  
(Website Address for Electronic Payments)

\_\_\_\_\_  
(PO Box or Street)

\_\_\_\_\_  
(PO Box or Street – Line 2)

\_\_\_\_\_  
(E-Mail Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Toll-Free Telephone)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(9-Digit Zip Code)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Toll-Free Fax)

**Accounts Receivable Department:**

\_\_\_\_\_  
(Contact Name)

\_\_\_\_\_  
(Contact Title)

\_\_\_\_\_  
(PO Box or Street)

\_\_\_\_\_  
(E-Mail Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Toll-Free Telephone)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(9-Digit Zip Code)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Toll-Free Fax)

**D. BUSINESS DESCRIPTION**

Type of Business: \_\_\_\_\_

*(Manufacturer, Manufacturer's Representative, Distributor, Retail Dealer, etc.)*

Number of years company has been in business? \_\_\_\_\_

*(If less than two years, please attach additional information to this application to further establish the qualifications of company. This information may include affiliations with other companies, references from customers, or identification of personnel that possess experience and knowledge of your respective business field.)*

List all Officers, Directors, Owners and/or Partners (Attach additional pages, if necessary):

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Title)*

**E. HISTORY**

If company has changed name or address within the past five years, list all former names and addresses:

\_\_\_\_\_  
*(Previous Company Name)*

\_\_\_\_\_  
*(Previous Company Name)*

\_\_\_\_\_  
*(PO Box or Street)*

\_\_\_\_\_  
*(PO Box or Street)*

\_\_\_\_\_  
*(City, State, Zip Code)*

\_\_\_\_\_  
*(City, State, Zip Code)*

\_\_\_\_\_  
*(Dates of business under this name – MM/YY to MM/YY)*

\_\_\_\_\_  
*(Dates of business under this name – MM/YY to MM/YY)*

Have any owners, officers, directors, partners or affiliated companies declared bankruptcy in the past seven years?

No

Yes (Attach letter of explanation)

If so, when? \_\_\_\_\_

Has any state agency or the State of Oklahoma filed an official complaint with the Oklahoma Department of Central Services against you or your merchandise or service, or has your company ever been debarred by the federal government?

No

Yes (Attach letter of explanation)

If so, when? \_\_\_\_\_

**F. SUPPLEMENTAL INFORMATION**

You must submit a completed and signed W-9 or W-8 (whichever is applicable to you or your organization) with this vendor registration form. Failure to provide this information may prevent you from being able to do business with the State, or may result in the State having to deduct backup withholding amounts from its remittances to you.

**NOTE:** If you have a foreign residency status and legal structure of business, or are a non-resident alien, you must complete an Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

**G. APPLICANT CERTIFICATION**

The undersigned, being duly authorized to submit and certify the information contained herein on behalf of the applicant, hereby certifies that:

1. To the best of my knowledge, the information provided herein is true and accurate to the date of this application;
2. The applicant desires to be included on the Qualified Supplier List maintained by the Central Purchasing Unit of the Grand River Dam Authority so the applicant may be notified of solicitations;
3. If Oklahoma laws require the applicant to be licensed by an Oklahoma state agency in order to provide products or services to the State of Oklahoma, a copy of such license or governmental authorization shall be provided before proceeding with work on a contract;
4. The applicant agrees to disclose any subcontractors to be used in the performance of any service;
5. If required, applicant will register with the Oklahoma Secretary of State; and,
6. The vendor identified herein shall comply with all state and federal laws prohibiting discrimination because of race, color, sex, religion, age, national origin or disability in all of its facilities or work spaces under its control.
7. The vendor identified herein shall comply with all Terms and Conditions of solicitation and contractual documents, regulations and laws of the State of Oklahoma.

**I. SIGNATURE**

\_\_\_\_\_  
*Signature of Vendor Representative or Individual Payee*

\_\_\_\_\_  
*Vendor/Payee (Same as Company Name from page one)*

\_\_\_\_\_  
*Printed Name of Vendor Representative or Individual Payee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

This checklist is intended as an aid to vendors desiring to register with the Grand River Dam Authority (GRDA) to receive bid notifications. GRDA is an agency of the State of Oklahoma, and Oklahoma statutes shall apply to all vendors and procurement activities except where expressly excluded or those for which special statutes are in existence. GRDA's Purchasing and P-Card policies and procedures describe requirements related to GRDA procurement. Vendors are responsible for compliance with Oklahoma statutes and GRDA policies and procedures.

Registration is valid until otherwise requested and consists of the following procedure. Please refer to the detailed instructions on the following page for additional information.

- 1. Complete and sign Vendor Registration Application/Payee Form
- 2. Complete and sign W-9 or W-8 Form (whichever is applicable to you or your organization)
- 3. Attach company literature (line sheets, brochures, etc.) or a detailed list describing the products, services and manufacturers for which you wish to receive bid solicitations. This information will be used to categorize your company in GRDA's supplier list. Please do not include catalogs or technical literature at this time.
- 4. Upon completion, return all forms and literature to:  

Vendor Registration Unit	Fax: Vendor Registration Unit
Administrative Headquarters	918-256-5289
Grand River Dam Authority	
226 West Dwain Willis Avenue	
P.O. Box 409	
Vinita, OK 74301	E-Mail: <a href="mailto:vendor@grda.com">vendor@grda.com</a>
- 5. You will receive an e-mail to confirm your registration from the Vendor Registration Unit.
- 6. Upon registration, catalogs and technical reference material may be forwarded to GRDA's Central Purchasing Unit. Please reference your assigned GRDA Vendor Number on this material and forward to:  

Purchasing Unit
Administrative Headquarters
Grand River Dam Authority
226 West Dwain Willis Avenue
P.O. Box 409
Vinita, OK 74301

Should you have any questions or require additional information not included in these instructions, please utilize the following:

Telephone: Vendor Registration Unit at 918-256-5545  
Fax: Vendor Registration Unit at 918-256-5289  
E-Mail: Vendor Registration at [vendor@grda.com](mailto:vendor@grda.com)

**GENERAL INSTRUCTIONS:** Complete each question of the application. This form can be either completed online, printed and manually signed or saved to your computer, completed, and digitally signed it. A completed and signed application must be submitted to the Vendor Registration Unit for processing.

- A manually signed application can be either scanned and submitted via email or submitted via fax.
- A digitally signed application must be submitted via email.

**BUSINESS INFORMATION:** Please provide the Grand River Dam Authority with basic information about your business. Each of the questions is necessary in order to provide you with proper bid solicitations or to permit GRDA and your company to enter into a legal contract. Please complete all information accurately.

**FTI or Legal Name of Business:** Print the complete, legal name under which you will do business with the Grand River Dam Authority in the state of Oklahoma. The name that you designate must be the same name that will be listed on a contract or other legal document with the Grand River Dam Authority.

**D/B/A or Trade Name(s):** List all names under which the company may conduct business in Oklahoma.

**Data Universal Numbering System (DUNS):** DUNs are issued by Dun and Bradstreet (D&B) and consist of nine digits. Complete it, if applicable.

**TIN/Tax Identification Number (also known as FEIN/Federal Employer Identification Number) or SSN/Social Security Number:** Print the TIN issued to the business. If you or your company does not have a TIN, print the Social Security number normally used for tax purposes. Do not list a Social Security number if you have listed a TIN. You must provide the appropriate number on behalf of your business/organization.

**Oklahoma Sales Tax Permit Number:** Print the business sales tax permit number issued by the Oklahoma Tax Commission, if applicable.

## **ADDRESS & CONTACT INFORMATION**

**Main Office/Headquarters:** Print the principal office or headquarters address for the business.

**Quotation Department/Contact:** Print the address and contact information to which bid solicitations are to be mailed, faxed or e-mailed. Please include the name and title of the person or department in your organization that will act as your representative to the GRDA Purchasing Unit. Telephone and fax numbers must be provided, as well as e-mail addresses (if applicable). If you do not have an e-mail address, please print N/A. (Note: Bid notices will be sent to the address, fax number or e-mail address provided in this section.)

**Order Department:** If different than the address to which bid solicitations are to be mailed, print the address and contact information to which purchase orders are to be mailed, faxed or e-mailed.

**Remittance Address:** Print the address and contact information to which payments are to be remitted, and indicate whether your business accepts payment by Visa. Please also indicate the website or e-mail address for electronic payment, provided the site is secure.

**Accounts Receivable Department/Contact:** Print the contact information for the individual or department within your organization to which inquiries or notices regarding invoices and payments may be directed.

**BUSINESS DESCRIPTION:** Print a brief description of the type of business and the number of years in business. If in business less than two years, please attach additional information that further establishes the qualifications of the business. List the names and titles of all officers, directors, owners and/or partners, attaching additional pages if necessary.

**BUSINESS HISTORY:** If the company has changed names or addresses within the past five years, list all former names and addresses. Please include the dates the company conducted business under each former name listed. You must advise of any bankruptcies within the past seven years and attach a letter of explanation. You must also advise of any complaints filed against your company by the State of Oklahoma or any state agency and attach a letter of explanation.

**SUPPLEMENTAL INFORMATION (Important Note):** If required by Oklahoma law, foreign business entities (corporations, limited partnerships, limited liability partnerships and limited liability companies organized pursuant to the laws of a jurisdiction other than Oklahoma) should qualify with the Secretary of State's Office prior to transacting business in Oklahoma. Rules and regulations may also exist regarding the products or services you provide. For business information and forms, you may wish to contact the Secretary of State at 405-521-3911 or [www.sos.state.ok.us](http://www.sos.state.ok.us) and the Master Business License Information Office at 877-655-2287 or [www.okonestop.com](http://www.okonestop.com). *Failure to comply with business registration requirements may result in delays and/or receipt of awards.*

**SIGNATURE:** The application must be signed by the individual completing the form.

**ETHICS COMMISSION FILING REQUIREMENT:** Vendors seeking to do business with the State of Oklahoma may be required to complete and return Ethics Commission Form EC L-2 to the Oklahoma Ethics Commission two (2) times each applicable year. Although the form title indicates "Lobbyist", a vendor report falls under the "Or Other Person Gift Report" condition. You are encouraged to review the statute related to the requirement to report at [Oklahoma Statute Title 74 § 62 App. Title 257:23-1-3](http://www.ok.gov/oecl)). Ethics Commission forms and information are available at <http://www.ok.gov/oecl>.

We must have the appropriate tax information on file to be able to pay invoices owed to your company. Please see below and submit with your vendor registration, the appropriate, completed form as relates to your company.

Please provide the appropriate and properly completed IRS form: see IRS website for further instructions on which form to use:

- W-8BEN - Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) <https://www.irs.gov/uac/Form-W-8BEN,-Certificate-of-Foreign-Status-of-Beneficial-Owner-for-UnitedStates-Tax-Withholding>
- W-8BEN-E - Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities) <https://www.irs.gov/uac/About-Form-W-8BEN-E>
- W-8ECI - Certificate of Foreign Person's Claim that Income is Effectively Connected with the Conduct of a Trade or Business in the United States <https://www.irs.gov/uac/About-Form-W8ECI>
- W-9 - Request for Taxpayer Identification Number or Certification for a U.S. trade or business. <https://www.irs.gov/uac/About-Form-W9>

Supplier Signature: The information on this form is provided based on the best of my knowledge on this date.