



## VENDOR REGISTRATION & PAYEE CHECKLIST

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.

1. Complete and sign Vendor Registration & Payee Application.
2. Complete and sign W-9 or W-8 Form (whichever is applicable to you or your organization) and send with form.
3. Send 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.
4. Upon completion, return all forms and literature to the Vendor Registration Unit:

Email: [Vendor.RegistrationForms@grda.com](mailto:Vendor.RegistrationForms@grda.com)

Fax: 918-236-3041

Mail: Grand River Dam Authority  
Vendor Registration Unit  
PO Box 669  
Chouteau, OK 74337

Should you have any questions or require additional information not included in these instructions, please contact the Vendor Registration Unit:

Phone: 918-256-5545

Email: [Vendor.RegistrationForms@grda.com](mailto:Vendor.RegistrationForms@grda.com)



# VENDOR REGISTRATION & PAYEE APPLICATION

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 GRDA 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 Federal Taxpayer Identification (FTI) Record or Full Legal Business Name

\_\_\_\_\_  
Company Name (DBA or Trade Name)

\_\_\_\_\_  
Data Universal Numbering System (DUNS) Number

\_\_\_\_\_  
Taxpayer ID Number (TIN) or Social Security Number (SSN)

\_\_\_\_\_  
Oklahoma Sales Tax Permit Number

**B. ADDRESS & CONTACT INFORMATION**

Main Office/Headquarters:

\_\_\_\_\_  
PO Box or Street City State Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Website Address

Quotation Department:

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
PO Box or Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax



# VENDOR REGISTRATION & PAYEE APPLICATION

## C. ADDRESS & CONTACT INFORMATION CONTINUED

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

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Email

\_\_\_\_\_

PO Box or Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Fax

Remittance Address/Accounts Receivable Department:

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Email

\_\_\_\_\_

PO Box or Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Fax

## D. ACCEPTED PAYMENT TYPES\*

Check

Wire

ACH

Visa (p-card)

EPay\*\*

\*You will have the opportunity to select a specific payment method at time of bid. Preference may be given to vendors that accept EPay as a method of payment if estimates appear to result in a lower cost to GRDA. Additional payment terms may also be taken into consideration in the analysis process.

\*\*To learn more about EPay, please visit [www.bankofamerica.com/epayablesvendors](http://www.bankofamerica.com/epayablesvendors).

## E. 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.



# VENDOR REGISTRATION & PAYEE APPLICATION

## F. 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 as of 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 ([www.sos.state.ok.us](http://www.sos.state.ok.us)); 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.

## G. SIGNATURE

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

**SUBMIT BUTTON**