

Vendor Registration Requirements

State Contracting

The State of Indiana requires contract vendors to be registered with the State through three separate agencies: Secretary of State's Office, Indiana Department of Administration, and Auditor of State's Office. If you are currently not registered with any of the three, or are not active with your registration, please see the information below for assistance.

Secretary of State's Office (SOS)

If you are not already registered with the Secretary of State, please review their website, <https://inbiz.in.gov/BOS/Home/Index>, or call 317-232-6581 to determine if your registration is required. You may verify if your organization's registration is active using this link: <https://bsd.sos.in.gov/PublicBusinessSearch>. Please note, individuals are not required to register with SOS.

Auditor of State's Office (AOS)

If you are not already registered as a vendor with the State of Indiana, please fill out [W9](#) and [Direct Deposit](#) forms and submit to Accounts Payable; accountspayable@doe.in.gov. Direct deposit by electronic funds transfer is required by IC 4-13-2-14.8 unless a waiver is obtained from the Auditor of State.

Indiana Department of Administration (IDOA)

The Indiana Department of Administration (IDOA) has launched the Supplier Contract Management System (SCM) for the processing of state contract and grant agreements. On November 1, 2016, the Indiana Department of Education (IDOE) began utilizing SCM for our contract and grant agreements between the State and Vendors. To meet the requirements of SCM and to accomplish this collaboration on your agreement(s), your organization must register to use the SCM system. Instructions for bidder profile registration is located [here](#). The Supplier Portal can be accessed [here](#).

Please complete these registrations at your earliest convenience to avoid any delays in the processing of your agreement(s) and/or payment(s). Also, please note, if you are behind with Indiana taxes, this may also cause delays in processing. Finally, please let us know when you have completed your registrations and inform us of your bidder number which should be provided at the completion of your IDOA Registration.