

## **Vendor Registration Guide**

Businesses interested in selling their goods or services to state government can access details and support resources from the [Kentucky Finance and Administration Cabinet](#). Please utilize the following procedure on how to become a vendor with the Office of Vocational Rehabilitation.

1. Self-Register in the eMARS vendor portal. [Click here](#) to access the portal.
  - a. eMARS (Management Administrative & Reporting System) is the accounting system for the Commonwealth of Kentucky, which allows our office to pay for goods and services. For detailed instructions on how to complete self-registration in this system, please see page 2.
    - i. If you need additional assistance with this step, please contact the Finance and Administration Cabinet. Contact information is located at the bottom of page 4.
    - ii. Make note of the vendor number you are assigned (begins with KS or KY). You will submit this number with your application.
2. Complete and sign the Office of Vocational Rehabilitation Vendor Application Form. [Click here](#) to access the application.
3. Forward your eMARS vendor number and Vendor Application Form to Central Office via one of the following:
  - b. Email: [OVRSystemsupport@ky.gov](mailto:OVRSystemsupport@ky.gov)
  - c. Fax: (502) 564-6745
  - d. Mail: Office of Vocational Rehabilitation  
500 Mero Street, 4<sup>th</sup> Floor NE  
Frankfort, KY 40601

Additional documents are required for most services. Central Office will contact the provider with further information, if applicable. Applications may take up to thirty (30) calendar days to process. Central Office will contact the applicant with confirmation of approval or denial once review of the application is complete.

Please note that no payment is guaranteed for any goods or services provided prior to approval by Central Office.

## Instructions for Self-Registration in eMARS

The eMARS vendor portal allows you, as a payee/vendor, to manage your own account information, view current business opportunities, current catalog items, and much more.

When you make your entries into the vendor portal, please ensure that the name you enter matches exactly what the Internal Revenue Service (IRS) has for you. Your taxpayer identification number (FEIN) and legal name will be checked against the Internal Revenue Service database. Unless they match exactly, your vendor registration will not be approved by the state Finance Department.

### Steps

[Click here](#) to access the system. You will need to create a vendor profile with a unique username and password at the Vendor Self-Service Portal.

1. Click "Register"



The screenshot shows the eMARS Vendor Self-Service Portal interface. At the top is the Commonwealth of Kentucky seal. Below it is a "Guest Access" button with a list of options: "View Solicitations" and "View Catalog Items". Underneath are input fields for "User ID" and "Password". Below these fields are a "Login" button and a "Password Reset" link. A list of options follows: "Account Maintenance", "Respond to Solicitations", and "View Financial Information". At the bottom, a "Register" button is highlighted with a red rectangular box. Below the "Register" button is a list of options: "Create New Account", "Activate Vendor Account", and "Add Location to Existing Account".

1. Read and Accept the Terms.
2. Registration tips will appear and then click “Next”.
3. You will need to ensure that either your business or self has not previously registered.
  - a. **If you are registering as a business**, please enter either your Federal Employer Identification Number or Legal Business Name under the “Company Search” option. Then click “Search”.
  - b. **If you are registering as an individual**, please enter your last name and last four of your Social Security Number under the “Individual Search” option. Then click “Search”.

[Contact Us](#)

## Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

**Company Search**

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number <input style="width: 100%;" type="text"/>	OR	Legal Business Name <input style="width: 100%;" type="text"/>
<input type="button" value="Search"/>		

OR

**Individual Search**

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Name Last <input style="width: 100%;" type="text"/>	AND	Last 4 digits of SSN <input style="width: 100%;" type="text"/>
<input type="button" value="Search"/>		

**Additional Resources & Information:**

**As you complete each step and move to the next step, the system will check for errors.**

**If there are errors:**

- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next steps.

4. If you are already registered, please skip the registration process and contact the Kentucky Finance and Administration Cabinet by email at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) or by phone at (502) 564-9641 for further assistance.
5. If you have not previously registered, you will need to create a New Registration.



6. When you are registering:
  - a. Keep a record of the username and password that you select.
  - b. Ensure that the Vendor Name and Federal Employer Identification Number you enter match exactly with your Internal Revenue System name and number.
    - i. If you do not have your Federal Employer Identification Number, you will need to contact the Internal Revenue System. Click [here](#) for further information.
  - c. Keep a record of the personal vendor number that you were assigned in the portal (begins with KS or KY). You will utilize that number for any business with any state agency.

**For additional assistance navigating eMARS, please contact the Kentucky Finance and Administration Cabinet by email at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) or by phone at (502) 564-9641.**