Vendor Registration Process Map

OKLAHOMA
Office of Management
& Enterprise Services

Vendor or Firm	Project Manager

START

1.
Requests registration or submits a CAP registration form to CAP@omes.ok.gov.

2.
Confirms the most current version of the form was submitted.

3.
Confirms all the pertinent information has been included.

4.
Approved?

DENIED

APPROVED

5.
Stamps the registration form as approved.

11.
Stamps the registration form as denied.

6.
Saves the form to the I:Drive under its vendor profile.

12.
Saves the form to the I:Drive under its vendor profile.

7.
Emails the requestor using the email template based on the registration type.

13.
Emails the requestor using the email template based on the registration type.

8.
Saves the email as a PDF to the I:Drive under the vendor profile.

14.
Saves the email as a PDF to the I:Drive under the vendor profile.

9.
Logs into Unifier and updates the vendor profile.

15.
Logs into Unifier and uploads the denial to the vendor profile.

10.
Uploads the approved registration form and approved registration email to the Unifier vendor profile.

END