



***How to become a Vendor in the
State of Arkansas***

What is a Vendor and Why become one?

A Vendor is a Client or Business entity with the Office of State Procurement (OSP) that is set up to receive Federal and State Funding via Direct Deposit

Direct Deposit is required to participate in the School Readiness Assistance (SRA) Program

OSP Registration Link:

<https://www.ark.org/vendor/index.html>

What to Expect After Registering?

- Vendors with the State of Arkansas must register their business entity with the Office of State Procurement in order to receive payment for SRA vouchers
- Once registered, you will receive an automatic email with further instructions
- You **must** submit a W-9 to OSP via email to AASIS-OSP@arkansas.gov for processing
- **OSP is currently on a 4+ week delay in processing**
 - **Failure to submit a W-9 will cause further delay**
- Once your registration is processed, you will receive an email with your facility name and a “vendor number” in the subject line. Please submit this information to Savannah.Southerland@ade.Arkansas.gov

Who can you contact if you want to become a Participant?

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Questions?