

Respite Voucher Caregiver Guide to Vendor Registration

The following pages are intended to help guide you through the vendor registration and vendor update process. Once caregivers are notified that they are an eligible for a caregiver respite voucher, they will need to set up a vendor account with the State of Arkansas in order to receive the voucher payment. All vendors, either new or previously registered in Arkansas, must register online to access AR Vendor Services.

Documents or information you will need in order to set up your vendor account:

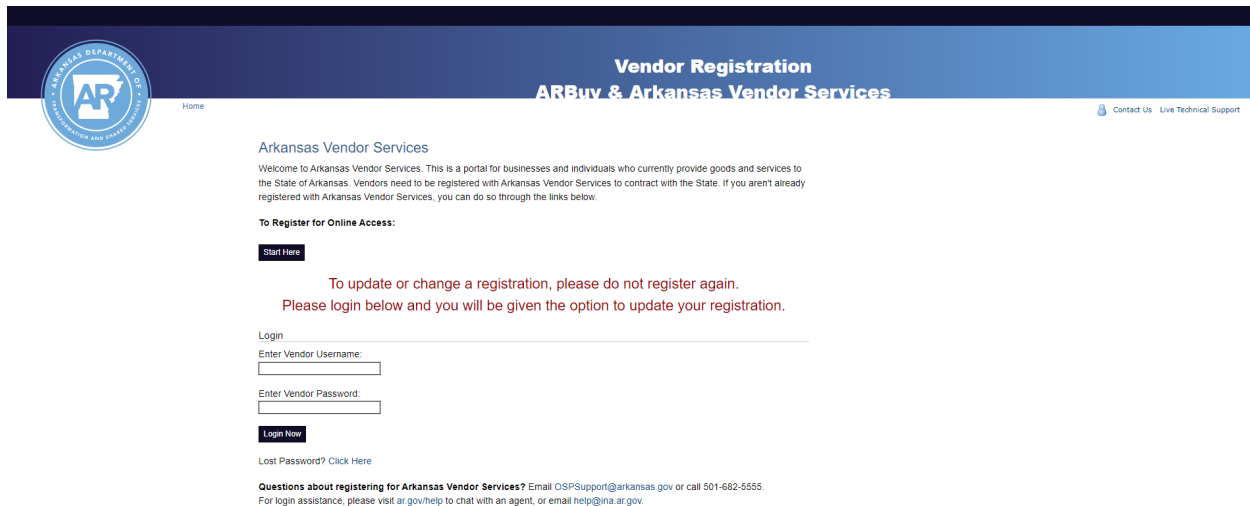
- Caregiver's Tax ID or Social Security Number
- Banking Information (including routing and account number)
- Valid email address that can receive notifications from the State of Arkansas and its agencies.

To set up, or update, a vendor account, a caregiver will need to access the following link:

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

If you have logged into the vendor services system before, enter your username and password and click "Login Now". All account information will load to the screen, and you will have the option to update any information as needed.

If you are a new user to the vendor services system, click the "Start Here" to register.



The screenshot shows the 'Vendor Registration' page for ARBuy & Arkansas Vendor Services. The page has a dark blue header with the Arkansas Department of Social Services logo on the left and the text 'Vendor Registration ARBuy & Arkansas Vendor Services' on the right. Below the header, there is a 'Home' link and a 'Contact Us Live Technical Support' link. The main content area is titled 'Arkansas Vendor Services' and includes a welcome message. It features a 'To Register for Online Access:' section with a 'Start Here' button. Below this, there is a message: 'To update or change a registration, please do not register again. Please login below and you will be given the option to update your registration.' This is followed by a 'Login' section with fields for 'Enter Vendor Username:' and 'Enter Vendor Password:', and a 'Login Now' button. At the bottom, there is a 'Lost Password? Click Here' link and a section for 'Questions about registering for Arkansas Vendor Services?' with contact information for email and phone.

Vendor Registration
ARBuy & Arkansas Vendor Services

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Arkansas Vendor Services

Welcome to Arkansas Vendor Services. This is a portal for businesses and individuals who currently provide goods and services to the State of Arkansas. Vendors need to be registered with Arkansas Vendor Services to contract with the State. If you aren't already registered with Arkansas Vendor Services, you can do so through the links below.

To Register for Online Access:

[Start Here](#)

To update or change a registration, please do not register again.
Please login below and you will be given the option to update your registration.

Login

Enter Vendor Username:

Enter Vendor Password:

[Login Now](#)

Lost Password? [Click Here](#)


Questions about registering for Arkansas Vendor Services? Email OSPsupport@arkansas.gov or call 501-682-5555.
For login assistance, please visit ar.gov/help to chat with an agent, or email help@ina.ar.gov.

FOR NEW REGISTRATION:

In the Contact Information section- complete all required fields (as shown with the *). These include the caregiver's name, address, and social security number as provided on the W-9 form with your voucher application.

An email address will also need to be provided. This email address is used to alert you once a payment has been made via direct deposit. This email address should match the email address provided with your voucher application.

Required Fields include Name, Street Address, Zip/Postal Code, City, State, County, Telephone Number, and Email Address

**Vendor Registration Submission from Arkansas Vendor Services.**[Home](#)[Contact Us](#)[Live Technical Support](#)

* Please scroll down to correct errors in red

Contact Information

Required Fields *

Name (as shown on your tax return):*

Business name, if different from above:

Street Address:*

ZIP/Postal Code:*

(for Street Address) The ZIP Code and city/state you entered do not match. The options for this ZIP Code are:

City: * (Please do not use abbreviations)

State: *

Country: *

Post Office Box:

ZIP/Postal Code:

(for PO Box)

Telephone Number:*

(115-111-1111)

Fax Number:

(115-111-1111)

Corporate E-Mail Address:*

Salesperson Name:

Salesperson Phone:

(115-111-1111)

Salesperson E-Mail Address:

Business Information

Required Fields *

Payment Terms:*

1099 Reporting:*

Federal Tax ID or SSN

Federal Tax ID #:

(11-11111111) Please enter a Federal Tax ID or SSN.

Social Security #:

(111-11-1111)

[Continue](#)

In the Business Information section, select “Pay Immediately” in the Payment Terms dropdown box.

Business Information

Required Fields *

Payment Terms:*

Pay Immediately ▼

Pay Immediately

Payable upon receipt ▼

Net due in 7 days

Net due in 10 days

Net due in 15 days

Net due in 30 days

Net due in 45 days

Net due in 60 days

(111-11-1111)

SSN

Please enter a Federal Tax ID or SSN.

Next, select "Exempt from 1099" in the 1099 Reporting drop down options. Click Continue.

Business Information

Required Fields *

Payment Terms:*

Pay Immediately ▼

1099 Reporting:*

Exempt from 1099 ▼

Exempt from 1099

Rents

Royalties

Prizes, awards

Federal income tax withheld

Fishing boat proceeds

Medical and health care payments

Nonemployee compensation

Substitute payments (dividends/interest)

Payer made direct sales of \$5,000 or more

Crop insurance proceeds

State income tax withheld


Gross proceeds paid to attorneys

Federal Tax ID or SSN.

Continue

In the Direct Deposit Information section, enter your banking information including:

Routing number, Account number, Type of Account (Checking or Savings), and the name of the Account Holder. *NOTE: The Account Holder must match the Respite Caregiver and the Information provided in the next section for the W-9 tax form.*



Vendor Registration Submission from Arkansas Vendor Services.

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Direct Deposit Information

Required Fields *

Bank Routing#:

Bank Account #:

Bank Country:

Type of Account:

Account Holder Name:

Type of Account:*

Pull Down Menu ▼

- Pull Down Menu
- Checking
 - Savings

Remittance Information

In the Remittance section, you will enter the name, email address, and address for where you would like notification to be sent that a direct deposit has been made to your account. Once complete, click continue.

Remittance Information

Required Fields *

Contact Name:*

E-Mail Address for Payment Remittance Information:*

Department:

Address 1:*

Address 2:

Post Office Box:

City:*

State*


Country:*

Zip/Postal Code:*

Continue

Next you will complete the W-9 section. This information needs to match the W-9 form that you submitted with your respite application.

For Business Type, select the “Individual/Sole Proprietor” option.

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Form W-9 - Department of the Treasury
Request for Taxpayer Identification Number and Certification

[Instructions - PDF](#)

Social Security Number:
(No dashes)

Employer Identification Number:
(No dashes)

Exempt from backup withholding: ☐ Yes ☐ No

Your Name:

Name (as shown on your tax return):

Business Type:

Street Address:

City:

State:

Zip Code:

Business Type:

Individual/Sole Proprietor
Corporation
Partnership
Other

State:

Review all information and check the certification box after making sure all information is accurate. Type in your name and click the “To Goods/Service Information” button.

Certification

Under penalties of perjury, I certify by checking this box ☐ that:


1. The number shown on this form is my correct taxpayer identification number (or I am waiting on for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Name:

To Goods/Services Information

In the final section, you will select the type of “goods or services” that you provide. For respite caregivers to receive voucher funding, you will select “96102- Administrative Services, All Kinds”.

Scroll to the bottom and click “Verify Information.”



Vendor Registration Submission from Arkansas Vendor Services.

Home

Please check the box next to the goods or services you would like to provide to the State of Arkansas. You will receive email notification of all bids concerning the goods and services you have selected.

When you are finished selecting all goods you would like to provide, please verify the information by clicking the button at the bottom.

If you would like to filter the material groups listed below, please enter part of the material group name for which you wish to search in the box below and click the Search button or you may search by selecting a category in the drop down menu and click the Search button.

--- All categories ---

Search

ALL SERVICES NOT OTHERWISE CLASSIFIED

☐ 91869 - Actuarial Services

☐ 91503 - Advertising/Public Relations Services

☐ 90505 - Aerial Photography Services

☐ 92614 - Air Pollution Control Services (Including Data Col

☐ 94812 - Ambulance Services

☐ 94616 - Appraisal Services

☐ 96717 - Assembly Line Services

☐ 92800 - Automobile and Transportation Equipment Maintenan

☐ 95210 - Barber/Beautician Services

☐ 91000 - Building Maintenance and Repair Services

☐ 96219 - Cafeteria & Restaurant Services

☐ 95215 - Case Management Services

☐ 94633 - Collection Services

☐ 92629 - Contaminated Groundwater Services (Including Disch

☐ 96618 - Copying Services (Reproduction)

☐ 96224 - Courier/Delivery Services (Including Air Courier S

☐ 94635 - Credit Card Services

☐ 95225 - Day Care Services

☐ 96102 - Administrative Services, All Kinds

☐ 92610 - Aerial Application Services

☐ 96103 - Agricultural Services (Production, Planting, Harve

☐ 90514 - Airplane/Helicopter Pilot Services

☐ 96205 - Amusement and Entertainment Services

☐ 96104 - Artists Services

☐ 96209 - Auctioneer Services

☐ 94625 - Banking Services

☐ 95924 - Boats and Motors Maintenance and Repair Services

☐ 95815 - Building Management Services

☐ 91520 - Call Center Services

☐ 94631 - Certified Public Accountant (CPA) Services

☐ 91500 - Communications and Media Related Services

☐ 92630 - Contaminated Soil Services

☐ 95221 - Counseling Services

☐ 96124 - Court Reporting Services

☐ 92024 - Data Conversion Services

☐ 94828 - Dental Services

☐ 90917 - Special Construction: Observatory, Security, Spec

☐ 91892 - Urban Planning Consulting

CONSTRUCTION SERVICES

☐ 90607 - Architect Services, Professional

☐ 91216 - Boring, Drilling, Testing, and Soundings Services

☐ 90922 - Building Construction Services, Non-Residential (O

☐ 91427 - Carpentry Services

☐ 91200 - Construction Services, General

☐ 91400 - Construction Services, Trade (New Construction)

☐ 91360 - Construction, Water System, Main and Service Line

☐ 91438 - Electrical Services

☐ 91244 - Excavation Services

☐ 91450 - Heating, Ventilating and Air Conditioning (HVAC)

☐ 91453 - Insulation Services

☐ 91455 - Masonry Services

☐ 91461 - Painting Services

☐ 91465 - Plastics Services

☐ 92544 - Professional Services General Construction

☐ 91479 - Structural Steel Services

☐ 92586 - Surveyor Services

☐ 91485 - Welding Services

☐ 90916 - Athletic Facility Construction Services

☐ 90921 - Building Construction Services, Industrial (Wareho

☐ 90923 - Building Construction Services, Residential (Apart

☐ 91430 - Concrete Services

☐ 91300 - Construction Services, Heavy

☐ 91223 - Construction, General (Digging, Ditching, Road Gra

☐ 91240 - Demolition Services

☐ 92500 - Engineering Services, Professional

☐ 91447 - Glass and Glazing Services

☐ 90954 - Home Construction, Single Family

☐ 92658 - Lead and Asbestos Inspection Services

☐ 91458 - Metal Work Services

☐ 91464 - Plastering Services

☐ 91468 - Plumbing Services

☐ 91473 - Roofing Services

☐ 91480 - Stucco Services


☐ 91483 - Tile and Marble Work Services, All Types

When you are finished selecting all goods you would like to provide, please verify the information by clicking the button at the bottom.

[Verify Information](#)

Next, you will be directed to a screen to review all of the information you have entered. If you need to make any corrections, use the EDIT button for that section to go back to the section and make changes. Once all information is correct, check the “Finalize Registration” button and click “Submit Vendor Registration.”

Once DHS has confirmed that the vendor account is established, the respite voucher payment will be issued.



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Please Review the Following Information.
To make changes, please click the appropriate button.

A copy of this information will be sent to your e-mail address once the information has been submitted.

[Edit Business Information](#)

[Edit Bank Information](#)

[Edit W-9 Information](#)

[Edit Goods/Services List](#)

Based on the information provided, your company will be added to the Arkansas Master Vendor file.

Finalize Registration

☐ This registration is for a Minority Business Enterprise, as certified by the Arkansas Department of Economic Development, Small Business Division.

[Submit Vendor Registration](#)

If you are needing to update your information at any time (for example: you changed addresses or banking accounts, return to the Arkansas Vendor Services link below and log in.

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

For any questions, please contact AR.LifespanRespite@dhs.arkansas.gov.