



Supplier Clearance Check Process

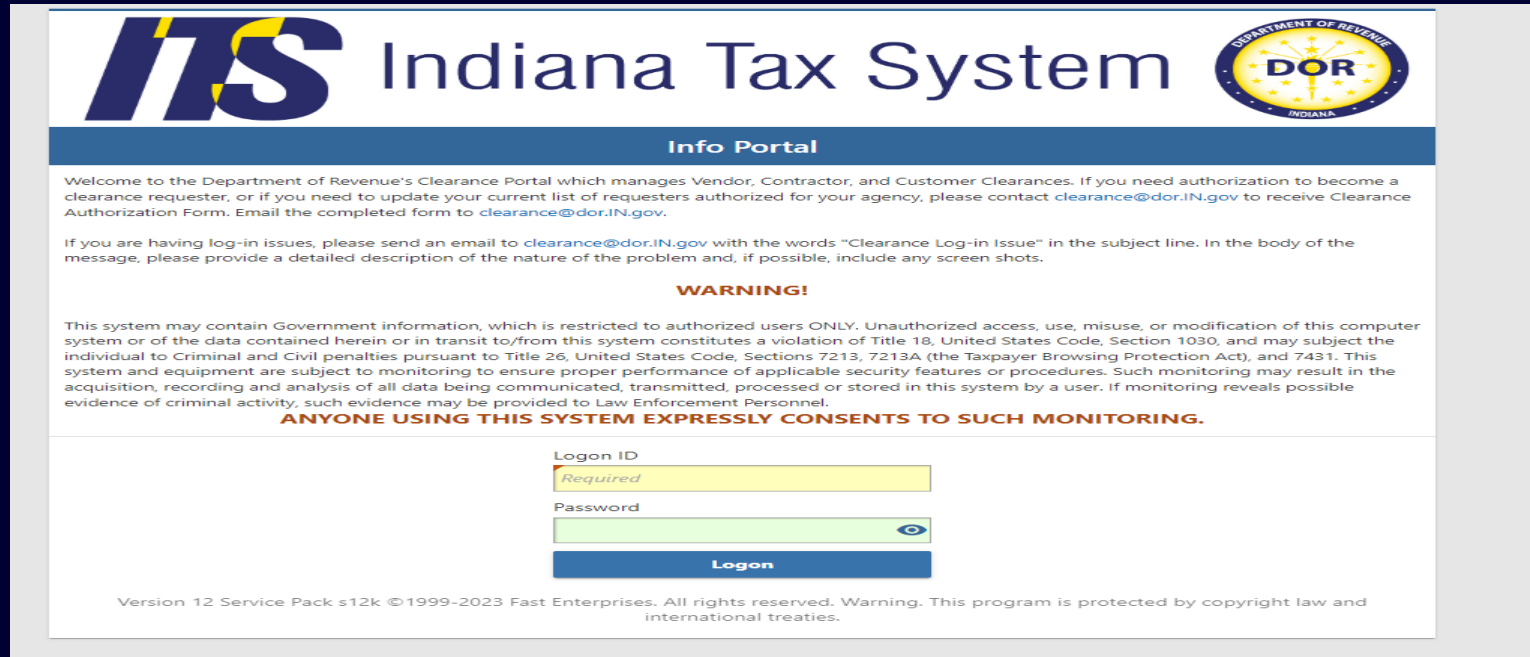



Five Supplier Clearance Checks

1. Indiana Department of Revenue
2. Indiana Department of Workforce Development
3. Indiana Suspended Vendors List
4. Indiana Secretary of State
5. Federal Suspended Vendors List (SAM.GOV)

Indiana Department of Revenue Clearance

- <https://infoportal.dor.in.gov/Portal/Mb4tDWxf/#1>



ITS Indiana Tax System 

Info Portal

Welcome to the Department of Revenue's Clearance Portal which manages Vendor, Contractor, and Customer Clearances. If you need authorization to become a clearance requester, or if you need to update your current list of requesters authorized for your agency, please contact clearance@dor.IN.gov to receive Clearance Authorization Form. Email the completed form to clearance@dor.IN.gov.

If you are having log-in issues, please send an email to clearance@dor.IN.gov with the words "Clearance Log-in Issue" in the subject line. In the body of the message, please provide a detailed description of the nature of the problem and, if possible, include any screen shots.

WARNING!

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Logon ID

Password

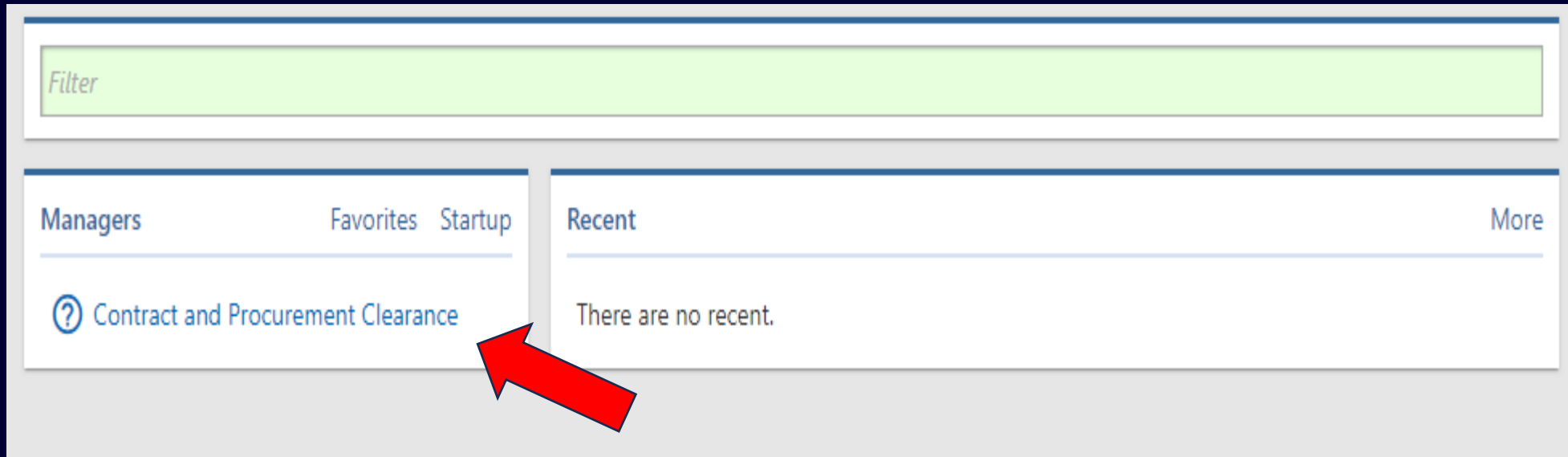
Logon

Version 12 Service Pack s12k ©1999-2023 Fast Enterprises. All rights reserved. Warning. This program is protected by copyright law and international treaties.

- Login using your State login username and password
- Logon ID will have `isd-shared\` before your username

Indiana Department of Revenue Clearance

- Click Contract and Procurement Clearance



The screenshot shows a web interface with a light green filter bar at the top. Below it, there are two main sections. The left section is titled 'Managers' and contains a link for 'Contract and Procurement Clearance' with a red arrow pointing to it. The right section is titled 'Recent' and contains the text 'There are no recent.' and a 'More' link.

Filter

Managers Favorites Startup

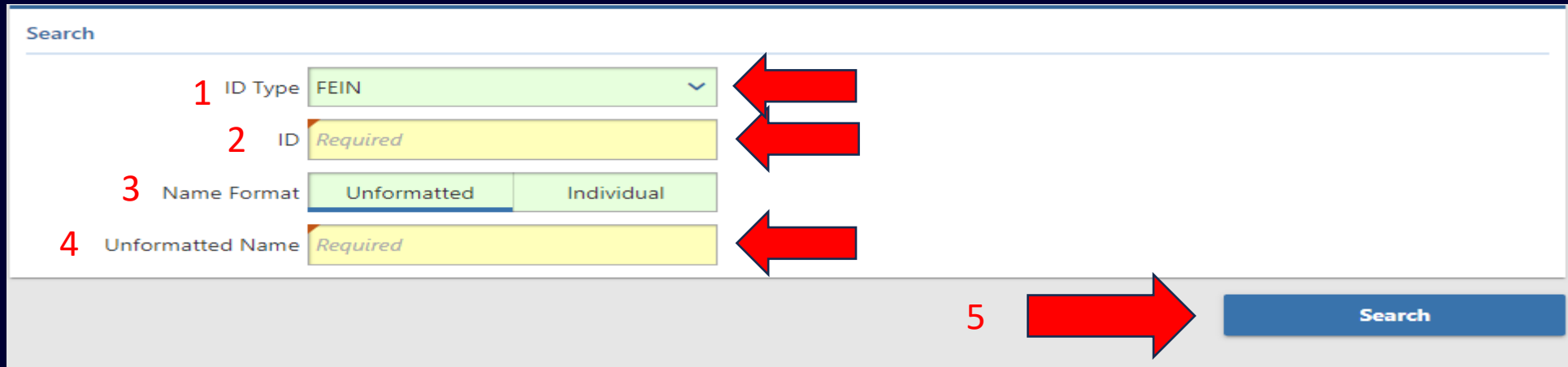
Recent More

[Contract and Procurement Clearance](#)

There are no recent.

Indiana Department of Revenue Clearance

1. Select Supplier FEIN, SSN, Location ID, or TID
2. Enter in FEIN, SSN, Location ID, or TID (FEIN and SSN are most common)
3. If SSN is being used, select individual.
4. Enter in Supplier's full name
5. Select Search



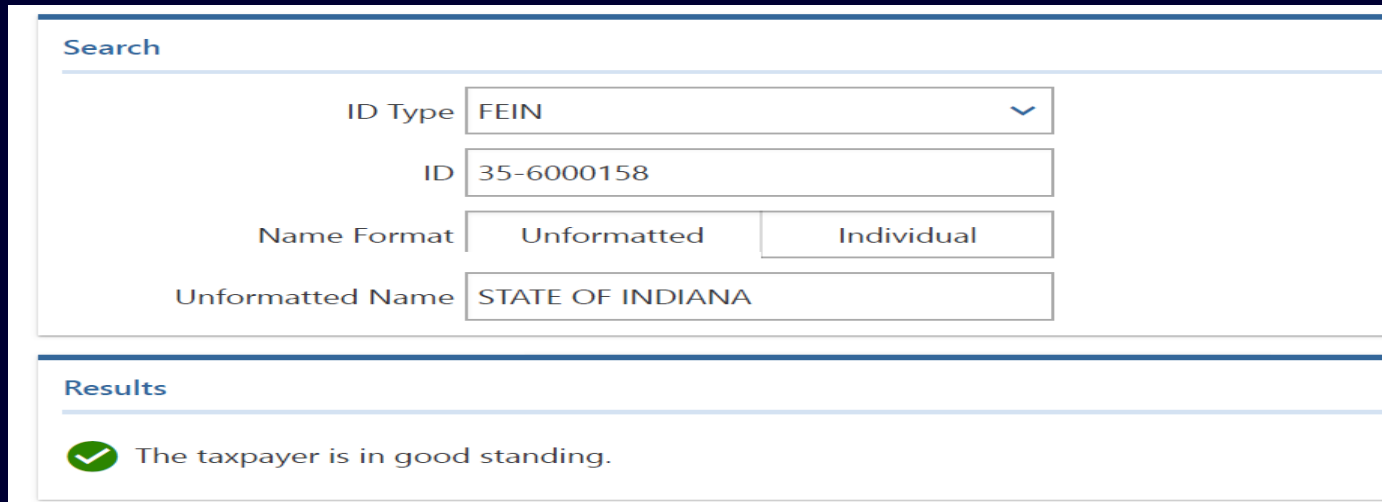
The screenshot shows a search form titled "Search" with the following fields and controls:

- 1** ID Type: A dropdown menu with "FEIN" selected.
- 2** ID: A text input field with "Required" written in red.
- 3** Name Format: Two radio buttons, "Unformatted" (selected) and "Individual".
- 4** Unformatted Name: A text input field with "Required" written in red.
- 5** Search: A blue button labeled "Search".

Red arrows point from the numbered labels to the corresponding form elements: arrow 1 points to the ID Type dropdown, arrow 2 points to the ID input field, arrow 3 points to the Name Format radio buttons, arrow 4 points to the Unformatted Name input field, and arrow 5 points to the Search button.

Indiana Department of Revenue Clearance

- Any results with “bad standing” need to be addressed with the Indiana Department of Revenue
- If result is in “good standing”, then save results in clearance folder as a pdf.



Search


ID Type

ID

Name Format

Unformatted Name

Results


 The taxpayer is in good standing.

- If result is in bad standing, the supplier should contact DOR <https://www.in.gov/dor/contact-us/contact-phone-numbers-by-tax-type/>
- Supplier should notify user once issue has been resolved, user should rerun clearances in 1-2 days


Indiana Department of Workforce Development Clearance

- <https://uplinkinternal.in.gov/Tax/login.htm>
- Contact dwd servicedesk@dwd.in.gov to get an account created

Thursday, July 27, 2023



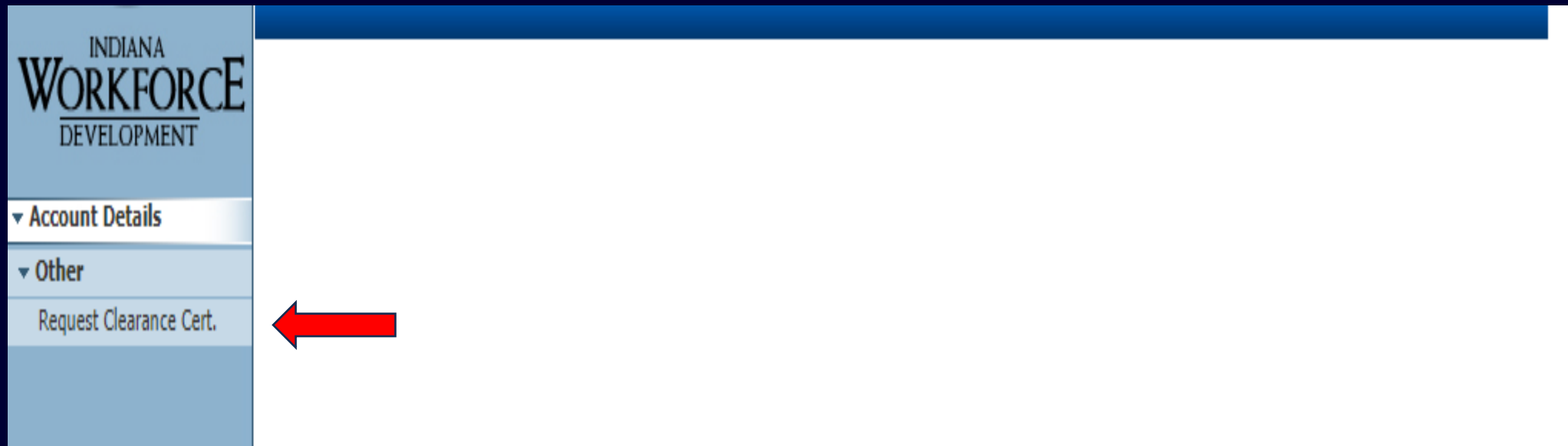
UPLINK LOGON



Please Logon	Important Information
<p>Fields marked with an asterisk * are required.</p> <p>Username * <input type="text"/></p> <p>Password * <input type="password"/></p> <p>Note: Please do not bookmark this page. Bookmark either the home page of the application that you are trying to access or the Uplink Applications page.</p>	<p>Welcome to the Indiana Department of Workforce Development Website.</p> <p>As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.</p> <p>Use of this application is authorized only to State of Indiana Workforce Development employees and its designated representatives. Proceeding indicates your agreement to abide by the State of Indiana Information Resource Use Agreement (IRUA) and your consent to monitoring and recording. Access to State of Indiana or U.S. Government information resources without authorization is prohibited and subject to criminal and civil penalties. All system activities may be recorded or monitored and subject to audit.</p>

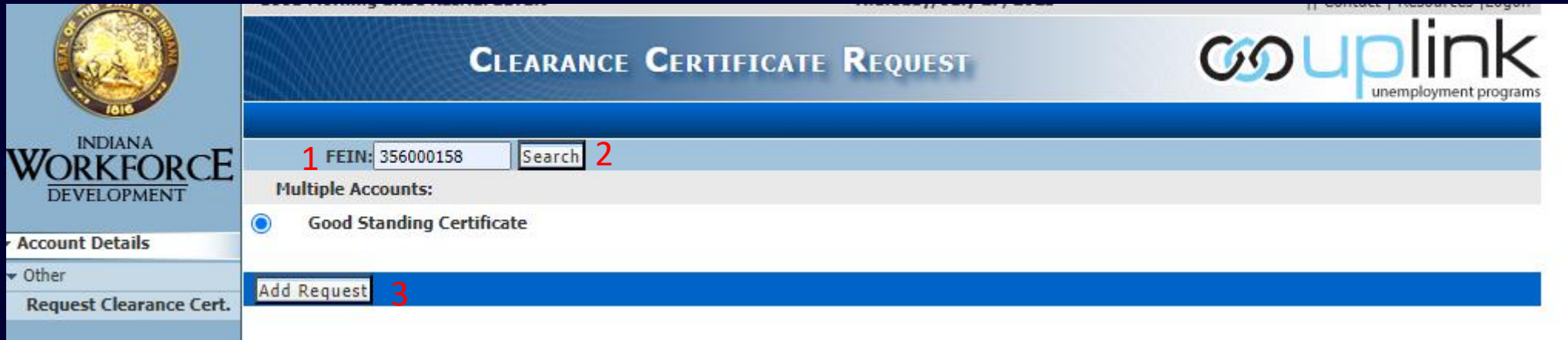
Indiana Department of Workforce Development Clearance

- Click Account Details > Other > Request Clearance Cert.



Indiana Department of Workforce Development Clearance

1. Enter FEIN or SSN
2. Click Search
3. Select Add Request



The screenshot shows the 'CLEARANCE CERTIFICATE REQUEST' web form. On the left is the Indiana Workforce Development logo. The main header includes the 'uplink' logo for unemployment programs. The form contains a search field with the FEIN '356000158' and a 'Search' button. Below this is a 'Multiple Accounts:' section with a radio button selected for 'Good Standing Certificate'. At the bottom, there is a blue bar with an 'Add Request' button.

INDIANA WORKFORCE DEVELOPMENT

CLEARANCE CERTIFICATE REQUEST

uplink
unemployment programs

1 FEIN: 356000158 Search 2

Multiple Accounts:

Good Standing Certificate

Add Request 3

Indiana Department of Workforce Development Clearance

- If search results appear and the status is “passed”, click the image button to save the pdf. in your clearance folder.

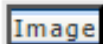
The good standing certificate has passed.

Multiple Accounts:No

Good Standing Certificate

Add Request

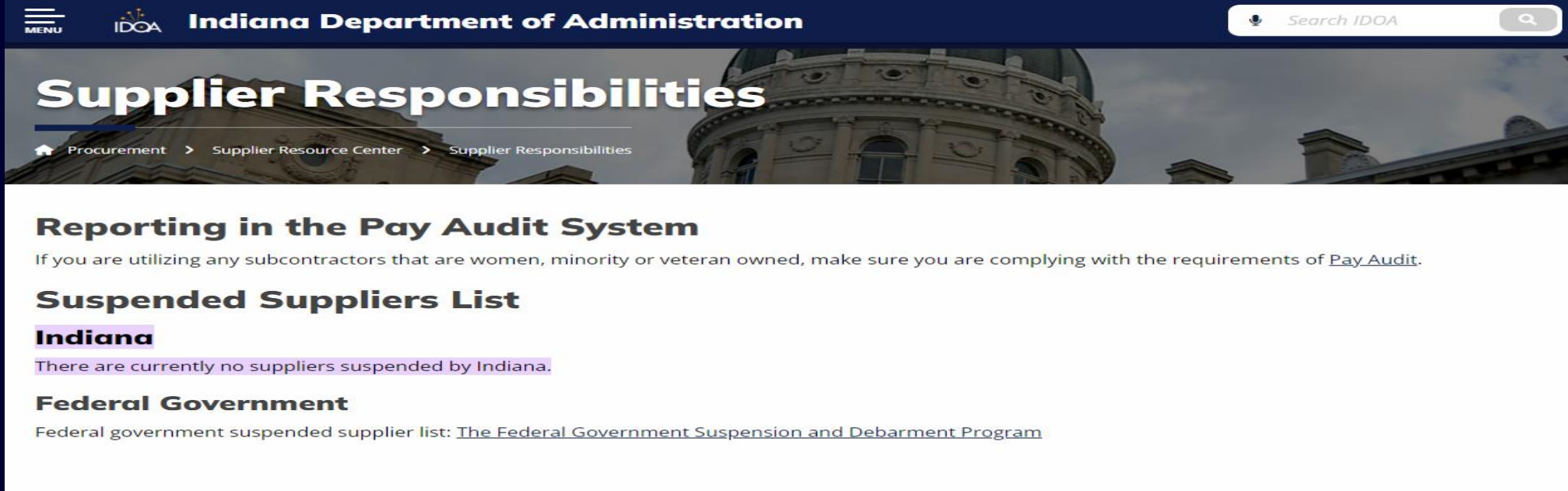
items found, displaying all items.1

Request Date	Request UserID	Type	Last Payroll Date	Dissolution Date	Status	Status Reason	
07/27/2023		Good Standing			Passed		

- No search results is still a “passed” clearance. Save a screenshot to the clearance folder
- If the DWD clearance is in bad standing, supplier should contact (800) 891-6499 option 2
- Supplier should notify user once issue has been resolved, user should rerun clearances in 1-2 days

Indiana Suspended Vendors List Clearance

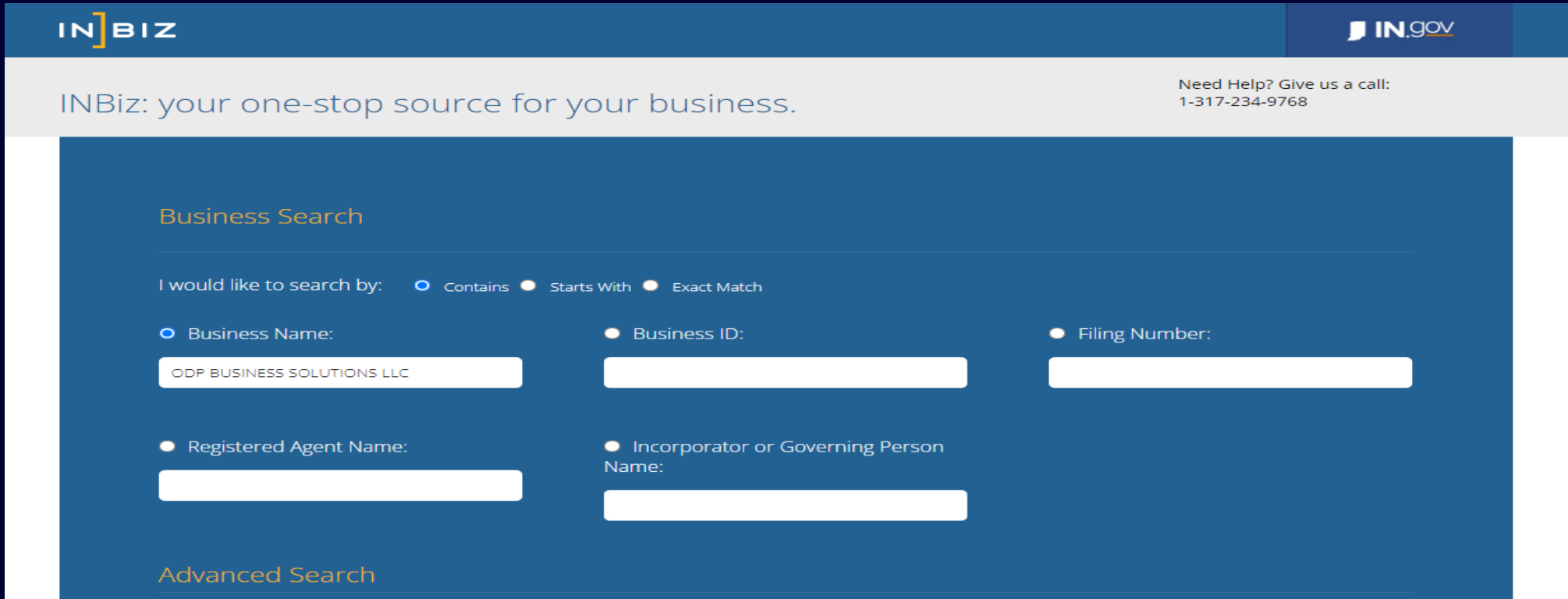
- <https://www.in.gov/idoa/procurement/supplier-resource-center/supplier-responsibilities/#:~:text=Suspended%20Suppliers%20List-Indiana,no%20suppliers%20suspended%20by%20Indiana.>
- Save a screenshot to the clearance folder



The screenshot shows the Indiana Department of Administration website. The header includes a menu icon, the IDOA logo, and the text "Indiana Department of Administration". A search bar on the right contains the text "Search IDOA". The main heading is "Supplier Responsibilities", with a breadcrumb trail: "Procurement > Supplier Resource Center > Supplier Responsibilities". Below the heading, there are three sections: "Reporting in the Pay Audit System" with a note about subcontractors, "Suspended Suppliers List" with a sub-section for "Indiana" stating "There are currently no suppliers suspended by Indiana.", and "Federal Government" with a link to "The Federal Government Suspension and Debarment Program".

Indiana Secretary of State Clearance

- <https://bsd.sos.in.gov/publicbusinesssearch>
- Search the business name in the Business Name field; Click Search



IN]BIZ IN.gov

INBiz: your one-stop source for your business. Need Help? Give us a call:
1-317-234-9768

Business Search

I would like to search by: Contains Starts With Exact Match

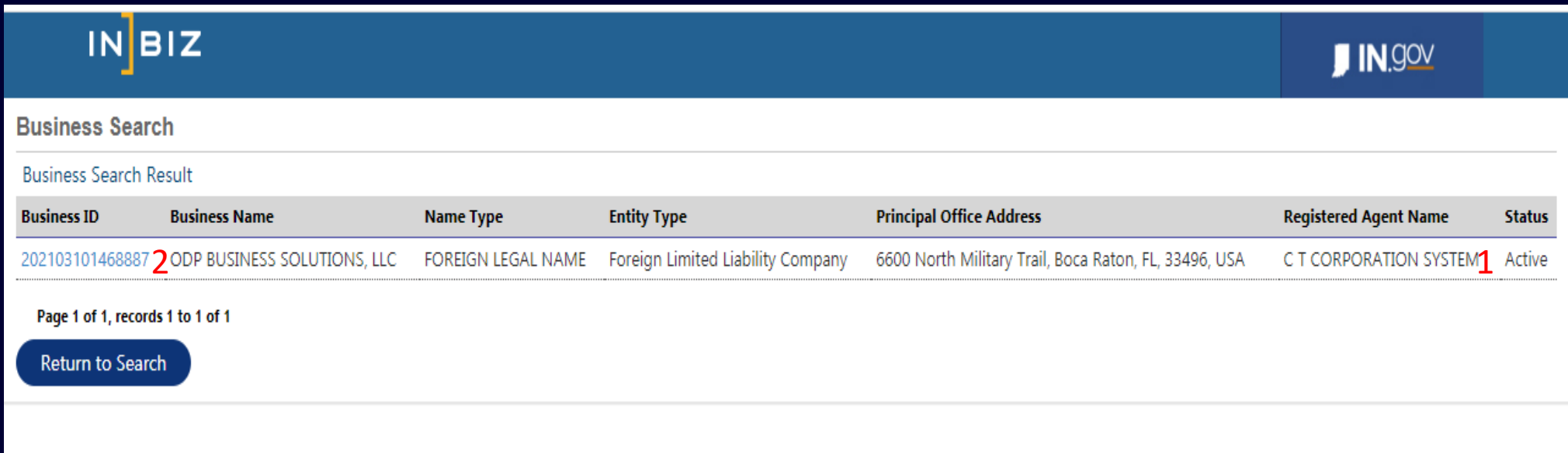
Business Name: Business ID: Filing Number:

Registered Agent Name: Incorporator or Governing Person Name:

[Advanced Search](#)

Indiana Secretary of State Clearance

1. Make sure that SOS status is “active”
 2. Click the Business ID # of the correct supplier from the search results
- If status isn't active or no search results, supplier needs to contact SOS.
 - <https://inbiz.in.gov/about/contact>



INBIZ IN.gov

Business Search

Business Search Result

Business ID	Business Name	Name Type	Entity Type	Principal Office Address	Registered Agent Name	Status
202103101468887	2 ODP BUSINESS SOLUTIONS, LLC	FOREIGN LEGAL NAME	Foreign Limited Liability Company	6600 North Military Trail, Boca Raton, FL, 33496, USA	C T CORPORATION SYSTEM	1 Active

Page 1 of 1, records 1 to 1 of 1

[Return to Search](#)

Indiana Secretary of State Clearance

- Click Print Entity Details and save the document to the clearance folder

IN BIZ IN.gov

Business Details

[Print Entity Details](#)

Business Name: ODP BUSINESS SOLUTIONS, LLC	Business ID: 202103101468887
Entity Type: Foreign Limited Liability Company	Business Status: Active
Creation Date: 03/10/2021	Inactive Date:
Principal Office Address: 6600 North Military Trail, Boca Raton, FL, 33496, USA	Expiration Date: Perpetual
Jurisdiction of Formation: Delaware	Business Entity Report Due Date: 03/31/2025
Original Formation Date: 02/16/2021	Years Due:

Governing Person Information

Title	Name	Address
Manager	Sarah E. Hlavinka	6600 North Military Trail, Boca Raton, FL, 33496, USA
Manager	Diego Anthony Scaglione	6600 North Military Trail, Boca Raton, FL, 33496, USA

Page 1 of 1, records 1 to 2 of 2

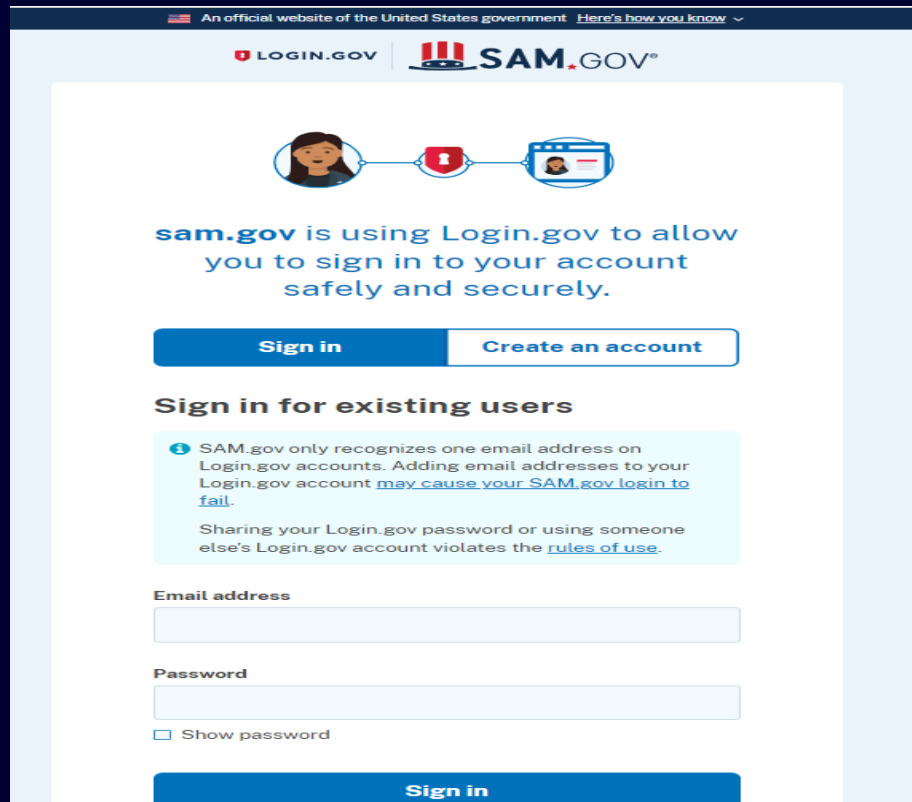
Registered Agent Information

Type: **Business Commercial Registered Agent**
Name: **C T CORPORATION SYSTEM**
Address: **334 North Senate Avenue, Indianapolis, IN, 46204, USA**

[Back](#) [Return to Search](#) [Filing History](#) [Name History](#) [Assumed Name History](#) [Certified Copies Request](#)




Federal Suspended Vendors List (SAM.GOV)

- <https://secure.login.gov/>
- You will need to create an account if you do not have one



An official website of the United States government [Here's how you know](#)

LOGIN.GOV | SAM.GOV®

sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

i SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address


Password

Show password

[Sign in](#)

Federal Suspended Vendors List (SAM.GOV)

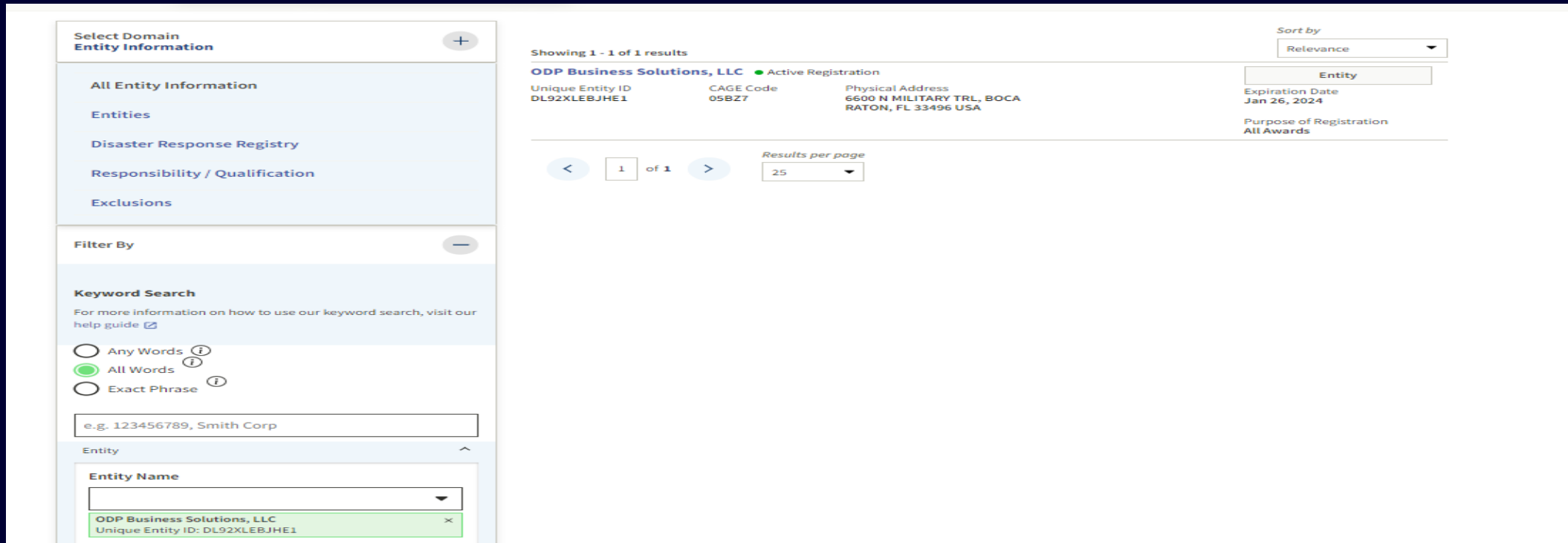
1. Select All Entity Information
2. Select Entity
3. Search by Entity Name, Unique Entity ID, or CAGE/NCAGE



The screenshot shows the SAM.GOV search interface. On the left, a sidebar titled "Select Domain Entity Information" is expanded to show "All Entity Information" (annotated with a red "1"). Below this, there are sections for "Filter By" and "Keyword Search". The "Keyword Search" section has three radio buttons: "Any Words", "All Words" (which is selected), and "Exact Phrase". Below the radio buttons is a search input field containing "e.g. 123456789, Smith Corp". At the bottom of the sidebar, there are three dropdown menus: "Entity" (annotated with a red "2"), "Entity Name", "Unique Entity ID" (with the example "e.g. HTYR9VJHK65L"), and "CAGE / NCAGE". A red "3" is placed to the left of the "Entity" dropdown. On the right, a "Select Criteria" panel is visible, containing a back arrow and the text "Choose your filters and run your report to begin."

Federal Suspended Vendors List (SAM.GOV)

- Save a screenshot or save print as pdf. of the search results to the clearance folder
- Status must be active for clearance to be valid.
- Supplier will need to contact SAM.GOV if status is not active



The screenshot shows the SAM.GOV search results page. On the left is a navigation sidebar with sections for 'Select Domain Entity Information', 'All Entity Information', 'Entities', 'Disaster Response Registry', 'Responsibility / Qualification', and 'Exclusions'. Below this is a 'Filter By' section with a 'Keyword Search' area. The search criteria are set to 'All Words' (indicated by a green radio button). The search input field contains 'e.g. 123456789, Smith Corp'. Below the search input is an 'Entity' section with a dropdown menu showing 'ODP Business Solutions, LLC' and 'Unique Entity ID: DL92XLEBJHE1'.

Showing 1 - 1 of 1 results

ODP Business Solutions, LLC ● Active Registration

Unique Entity ID DL92XLEBJHE1	CAGE Code 05BZ7	Physical Address 6500 N MILITARY TRL, BOCA RATON, FL 33496 USA
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Sort by: Relevance

Entity

Expiration Date
Jan 26, 2024

Purpose of Registration
All Awards

Results per page: 25

1 of 1