

REGISTERING YOUR BUSINESS IN THE SUPPLIER PORTAL

The State of Ohio Supplier Portal is accessed at <https://supplier.ohio.gov/>.

The Supplier Portal is designed to provide you, a supplier or provider that is conducting business with the State of Ohio, with convenient access to information about your business's financial interactions with the state.

FIRST STEP FOR USING THE PORTAL

To begin using the Portal, State of Ohio Supplier Users will log into the site using their OH|ID. OH|ID provides an 8-digit user ID that can be used to access a variety of the State of Ohio's online applications. **OH|ID is your personal account (it is for you, not for your business)**. It delivers a more secure and private experience for users during online interactions with the state – with advanced fraud detection, prevention, and analytics features.

SECOND STEP FOR USING THE PORTAL

Once you obtain and sign into the Supplier Portal with your OH|ID account, you can either:

- Register your business (or yourself if you're a Provider) to conduct business with the state.
- OR associate your personal OH|ID with one (or many) business(es) that are already in the state's accounting system to conduct business with the state

USING THE PORTAL

The Supplier Portal is meant to be explored, so make yourself at home. We encourage you to sign up for an OH|ID, log in, add your business to your account (either as a new or existing supplier), and begin clicking around. Most information you need (such as invoices, purchase orders, payments – and the financial details in them) is only a few clicks away – and can be found through the top menu bar options and/or by searching for specific items on the applicable pages.

If you run into challenges, don't hesitate to reach out by email (ohiosharedservices@ohio.gov) or phone (877-644-6771).

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How to Register a Business

Companies or Providers that would like to do business with the State of Ohio can follow these instructions to register their business in the Ohio Supplier Portal. Upon completing the registration, your business will display in your OH|ID account. As some financial transactions with the State occur, you will be able to view information about the associated invoices, purchase orders, and payments for these transactions in the Supplier Portal.



Before you begin registering your business, make sure you have:

- A scanned copy of your hand-signed W9 form
- Banking information (bank name, routing number, account number)
- Full payment address (the address linked to your electronic funds transfer account (for direct deposit))

<p>1. (a) If you do not already have a business associated with your account, you will see this screen when you log in. Select 'Start Registration.'</p>	<p>Thank you for creating an account with OH ID. To continue, please choose one of the options below.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; color: #0070c0;">Existing Supplier</p> <p style="font-size: 8px;">You or your company has previously submitted an invoice for payment.</p> <p style="font-size: 8px;">You or your company is a registered supplier or provider and has existing supplier portal users.</p> <p style="font-size: 8px;">You want to be added as a Supplier Portal user for your company.</p> <p style="text-align: center; background-color: #0070c0; color: white; padding: 2px;">Find My Business</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; color: #0070c0;">New Supplier</p> <p style="font-size: 8px;">This is the first time that you or your company is conducting business with the State.</p> <p style="font-size: 8px;">The State has requested that your company register as a supplier.</p> <p style="font-size: 8px;">If you have submitted a registration and received an email from the State of Ohio requesting more information or you saved your registration for later.</p> <p style="text-align: center; background-color: #0070c0; color: white; padding: 2px;">Start Registration</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; color: #0070c0;">Ohio Bidders</p> <p style="font-size: 8px;">Your company would like to be notified about opportunities to do business with the State.</p> <p style="font-size: 8px;">Your company would like to respond to solicitations.</p> <p style="text-align: center; background-color: #0070c0; color: white; padding: 2px;">Ohio Buys</p> </div> </div>
<p>1. (b) If you already have a business associated with your account, login and click the arrow next to 'Supplier Actions' and then select 'Register Another Business.'</p>	<p>Supplier Portal</p> <p>Need assistance? Help Center</p> <p>Dashboard Invoices Purchase Orders Payments Bid Center Supplier Actions Forms</p> <p>Supplier information for ACME COMPANY</p> <p>Pending Invoices POs w/Remaining Balance Pending Payments</p> <p>There is no information</p> <p>Supplier Portal News</p> <p>Now You Can Invite Your Colleagues to be a Part of Your Business'</p> <p>Thanks to all that attended online and in-person to the recent "How to do Business with the State" presentation. The presentation overview is now available for you to download.</p> <p>Supplier Portal News - Feb 21, 2018, 4:01:56 PM EST</p> <p>Know the New Supplier Portal Functions</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.</p> <p>- Feb 21, 2018, 3:59:47 PM EST</p> <p>Supplier Profile Update UNSPS Codes Manage My Users Register Another Business</p> <p>OHIO STATE AGENCIES ordered by their level of involvement with your business. We have no data about this year. We can not create a graph.</p>

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2. Complete the information on each of the subsequent screens. Note that all fields with asterisks are required and some fields may display an error message if the input is not formatted correctly. Click **'Submit'** when you reach the final screen.

You can also click **'Save for later'** to save the information entered so far and return to the registration later to complete it.

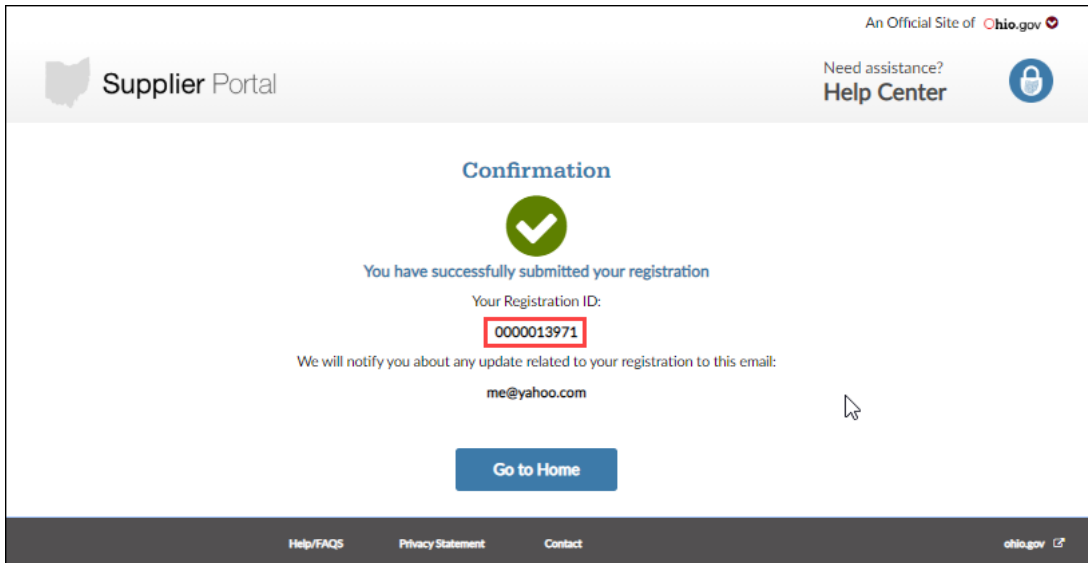
The screenshot shows the 'Supplier Portal' registration interface. At the top, there is a 'Need assistance? Help Center' link and a user profile icon. Below this is a progress bar with steps: Welcome, Identifying Information (current), Addresses, User Information, Payment Information, Commodity Codes, and Submit. The 'Identifying Information' section includes a 'Unique ID & Company Profile' section with fields for Tax Identification Number, Legal Business Name, Additional Name, Company Website Address, and Federal Tax Classification. Below that is a 'Profile Questions' section with a file upload field for a signed W9, a dropdown for the state agency, and a text field for the agency's contact name and email. A 'Comments' section is also present. At the bottom, there are three buttons: '< Prev', 'Exit', and 'Save for later >', with 'Save for later >' highlighted by a red box.

3. Read the Terms & Conditions, click the button to accept the Terms of Agreement, and click **Submit**.

The screenshot shows a 'Terms & Conditions' dialog box. The text inside reads: 'Make sure you read terms of agreement fully before submitting your registration. By submitting this Supplier self-registration, the Supplier (hereafter, you) certify and warrant that you are authorized to: (i) register as a Supplier for the State of Ohio; (ii) file all of the information requested in this registration process; and (iii) enter into this Terms of Agreement with the State of Ohio. By submitting this Supplier self-registration, you understand that registration alone does not guarantee that any contract will be awarded to you. Unless agreed to in writing elsewhere between the parties, by submitting this...'. Below the text is a checkbox with the label 'Click here to accept the Terms of Agreement', which is highlighted by a red box. At the bottom right of the dialog are two buttons: 'Cancel' and 'Submit >', with 'Submit >' highlighted by a red box.

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Upon clicking **Submit**, a Confirmation message will display. It is recommended that you take note of your Registration ID.

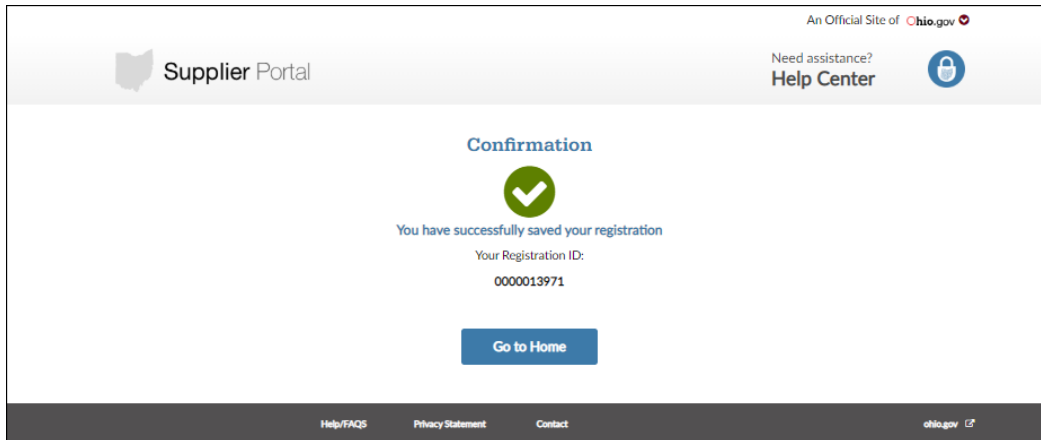


Your registration information will be reviewed by the state to ensure all required information has been submitted. Once reviewed, if additional information is needed, you will receive an email (at the address listed on the Confirmation page) detailing additional required information. If approved, you will receive an email with your Supplier ID that has been created in the state of Ohio's accounting system.

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Pending Registrations

When the **Save for later** button is clicked, a Confirmation page will display with a Registration ID.



To continue the pending registration, log back into the Supplier Portal using your OH|ID and click **Start Registration**.

Click **Continue registration** on the pending registration.

