State of Ohio
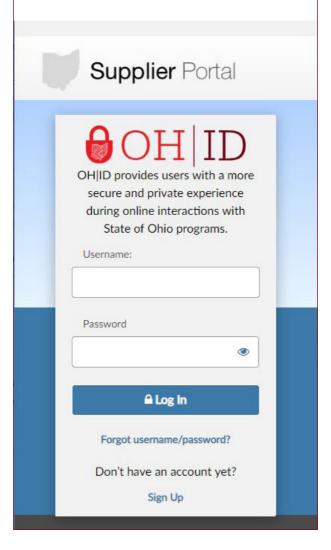
Supplier Operations

Ohio | **OBM
Shared Services**

What is OH|ID?

OH|ID is the official identity management solution for the State of Ohio's online government services. Users with an OH|ID account will be able to securely access multiple State applications with a single user ID and password.

OH|IDs are associated with an individual user, not a company or business account. In other words, OH|IDs are "user-based" not "business-based."

Supplier Portal

OH|ID

OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs.

Username:

Password

👁

🔒 Log In

Forgot username/password?

Don't have an account yet?

Sign Up

Supplier Operations

Supplier Operations is responsible for maintaining the state's supplier database in the Ohio Administrative Knowledge System (OAKS), the State of Ohio's Financial system.

Supplier Operations provides the following services:

- Supplier Self-Registration
- Supplier Electronic Funds Transfer (EFT) Setup and Maintenance
- Medicaid EFT Setup and Maintenance
- 1099 Form Processing
- Supplier Inquiries

Supplier Portal

The self-service online portal provides suppliers access to login and view the real-time status of purchase orders, invoices, and payment information.

The Supplier Portal is easy to use, and accessible across multiple devices (computer, smartphones and tablets) enabling 24/7 access to transactions.

The Portal is accessed using the state's Enterprise Identity Management System (OH|ID). To access the portal, suppliers must first register, then create a username and password which will assign an 8-digit UID (OH|ID).

Once suppliers have obtained their OH|ID, they can register to do business with the State of Ohio. If the supplier's business is already registered, the individual can request to have their OH|ID associated with their supplier record.

Users of the Supplier Portal also can:

- Access the Bid Center (Procurement)
- Update Commodity (UNSPC) codes
- Manage users
- Update information

To access the Supplier Portal, please visit:

Supplier.Ohio.Gov/

How to Update Supplier Information

The FORMS page in the Supplier Portal provides a digital way for suppliers to download, complete, and submit forms to update the information on file with OBM Shared Services.

Online forms enable suppliers to:

- Change EFT information

- Change Supplier Name or SS / Tax ID Number

- Manage Address Information

- Add / update Doing Business As (DBA) information

- Add Supplier Administrators

- W-9 Form, requires a handwritten signature

Please Note: The online form submission process is not currently available for mobile devices

An Official website of Ohio.gov

Need assistance?
Help Center

Frequently Asked Questions

Is an OH|ID required?

- The State of Ohio requires users to create an OH|ID account which will allow users to securely access multiple State applications, such as the Supplier Portal, with a single user ID and password.

What is a supplier?

- A supplier is a business or individual providing goods or services to the State of Ohio.

How will I get paid?

- You will be paid by electronic funds transfer (EFT) using the bank account setup during supplier self-registration.

Where do I register?

- Website: Supplier.Ohio.Gov/

How do I change my address?

- By completing the **Manage Address Form** located under FORMS on the Supplier Portal.

Are UNSPC codes required for registration?

- No, however codes can be added or modified after registration is complete to receive bid notifications.

How do foreign suppliers register?

- By completing the **Supplier Information Form: Foreign Supplier** and the **W-8 Form** located at: www.ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx

Reminders

Frequently Asked Questions can be viewed and downloaded from the Supplier Portal at: Supplier.Ohio.Gov/.

The **W-9 Form** requires a handwritten signature.

Completed supplier forms must be saved to the computer prior to uploading to the portal.

The Supplier Portal is not intended for use by State of Ohio employees. Please visit: www.ohiosharedservices.ohio.gov/ SupplierOperations/Forms.aspx for state forms.

Contact Us

Questions? Please contact:

Ohio | **OBM Shared Services**

Phone: (614) 338-4781
          1-877-OHIOSS1 (1-877-644-6771)

Email: Ohio.SharedServices@obm.ohio.gov

For more information on the Supplier Operations process or the OAKS Supplier module, please visit:

Supplier.Ohio.Gov/

www.OhioSharedServices.ohio.gov