REVIEWING PAYMENT DETAILS

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 OHID. OHID provides an 8-digit user ID that can be used to access a variety of the State of Ohio's online applications. OHIID 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 OHIID account, you can either:

- Register your business (or yourself if you're a Provider) to conduct business with the state.
- OR associate your personal OHIID 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 OHIID, 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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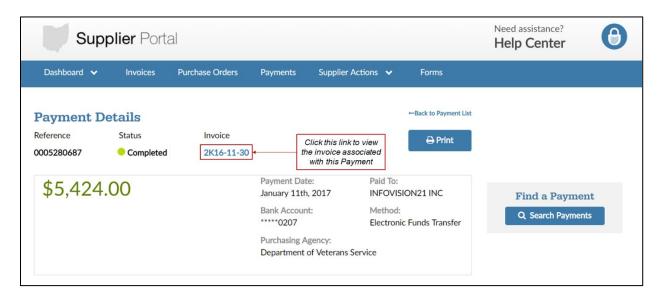


REVIEWING PAYMENT DETAILS

The Supplier Portal displays information from individual invoices, purchase orders, and payments, pulled directly from the state's accounting system at the time that you load the detail page.

Payments

The **Payment Details** page displays the full details for a single payment as shown here. Access Payment Details pages through either selecting **Payments** from the top menu and selecting a Payment entry from the list or clicking on the purchase order hyperlink in an associated invoice.



Key Terms and Field Definitions:

Term	Definition
Reference	A reference number assigned to the payment in the State's accounting system
Status	 The status of the payment can be: Prenote – State is reviewing the electronic payment account info (e.g., bank transit number and account number) Overflow – used for payments that reference more than eleven-line items Paid – the payment was made to the supplier Stop – the payment was stopped by the State Void – the payment was voided by State Accounting per request by the agency
Invoice	Number assigned to the invoice when it was entered into the state's accounting system – this is a hyperlink to the invoice details page
Bank Account	The last four digits of the bank account the payment was made to – if applicable based on the payment method
Method	Payment method - will be either 'Electronic Funds Transfer' or 'Check'

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