

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 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).

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.

The screenshot shows the 'Supplier Portal' interface. At the top, there is a navigation bar with 'Dashboard', 'Invoices', 'Purchase Orders', 'Payments', 'Supplier Actions', and 'Forms'. The 'Payments' section is active. Below the navigation bar, the 'Payment Details' page is displayed. It features a 'Reference' number of 0005280687, a 'Status' of 'Completed' (indicated by a green dot), and an 'Invoice' number of 2K16-11-30. A callout box with a red border and arrow points to the invoice number, containing the text: 'Click this link to view the invoice associated with this Payment'. To the right of the invoice number is a 'Print' button. Below the invoice information, the payment amount '\$5,424.00' is displayed in large green text. Further down, details include 'Payment Date: January 11th, 2017', 'Paid To: INFOVISION21 INC', 'Bank Account: ****0207', 'Method: Electronic Funds Transfer', and 'Purchasing Agency: Department of Veterans Service'. On the right side, there is a 'Find a Payment' search box with a 'Search Payments' button. A 'Back to Payment List' link is also visible at the top right of the main content area.

Key Terms and Field Definitions:

Term	Definition
<i>Reference</i>	A reference number assigned to the payment in the State’s accounting system
<i>Status</i>	The status of the payment can be: <ul style="list-style-type: none"> - <i>Prenote</i> – State is reviewing the electronic payment account info (e.g., bank transit number and account number) - <i>Overflow</i> – used for payments that reference more than eleven-line items - <i>Paid</i> – the payment was made to the supplier - <i>Stop</i> – the payment was stopped by the State - <i>Void</i> – the payment was voided by State Accounting per request by the agency
<i>Invoice</i>	Number assigned to the invoice when it was entered into the state’s accounting system – this is a hyperlink to the invoice details page
<i>Bank Account</i>	The last four digits of the bank account the payment was made to – if applicable based on the payment method
<i>Method</i>	Payment method - will be either ‘Electronic Funds Transfer’ or ‘Check’