

ASSOCIATING A SUPPLIER RECORD TO YOUR OH|ID

Register in OH|ID (<https://ohid.ohio.gov>) by creating an account with a username/password that can be used for the Supplier Portal. Click on Create OH|ID Account to set up an account in OH|ID. For assistance with creating an OH|ID, click here.

Associating a Supplier Record (Business or Individual) to Your OH|ID


If you or your business have a Supplier ID and you have not used the Supplier Portal you need to associate your OH|ID with your existing Supplier ID. This will allow you to log in with your personal credentials (OH|ID) to access your supplier record on file with the state.

Follow the steps below to locate a Supplier Record that is currently or has previously done business with the state of Ohio to associate it to your OH|ID account.

How to Look Up an Existing Supplier Record (Business or Individual)

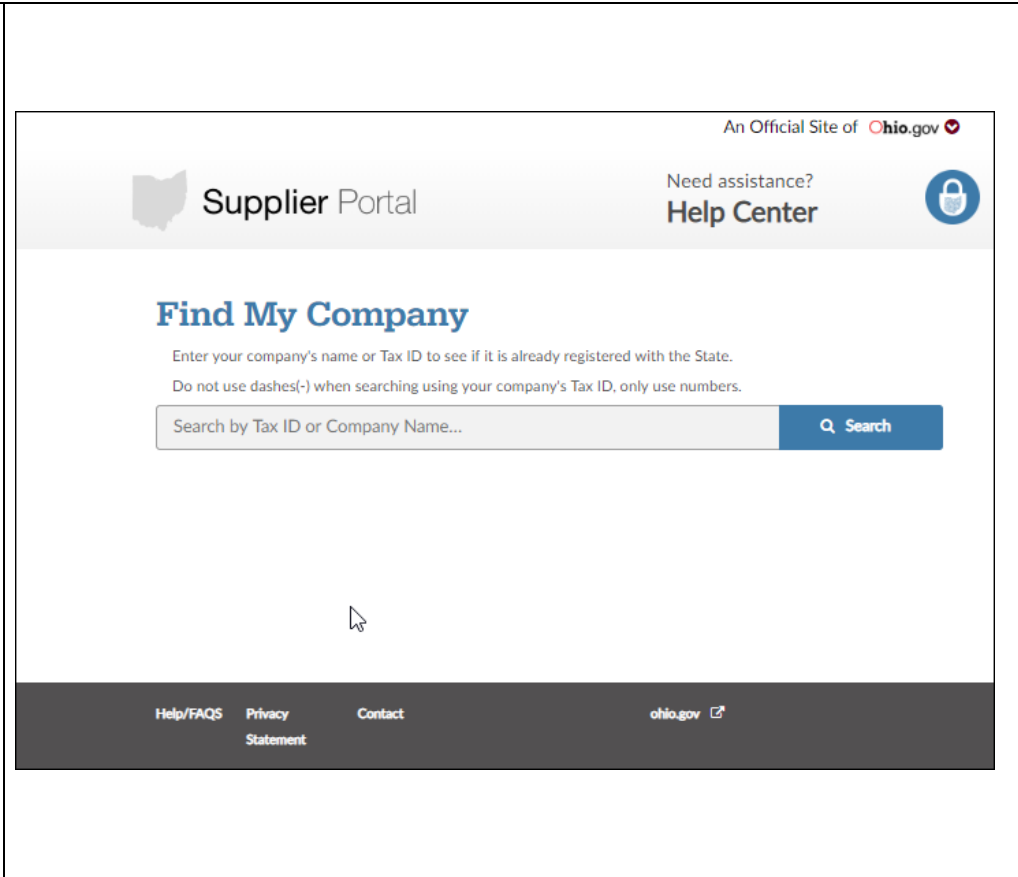
'Existing businesses' are those that were previously registered in the state's accounting system (and therefore, has a Supplier Record).

Upon completing this process, an email will be sent to the administrator for the selected business. This administrator will need to approve your access in order for you to view the business in the Supplier Portal.

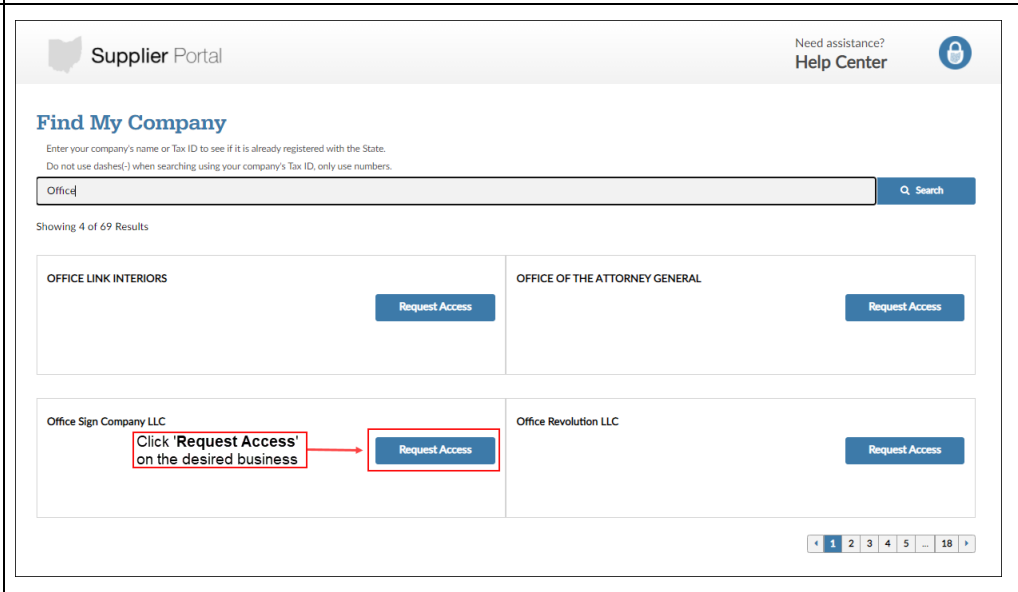
<p>1. Log in to the Supplier Portal (supplier.ohio.gov) using your OH ID.</p> <p>2. Select 'Find My Business' to locate an existing Supplier record.</p> <p>Note: If you don't see this screen, refer to the "If OH ID is already associated to an existing Supplier Record" section below.</p>	 <p>Thank you for creating an account with OH ID. To continue, please choose one of the options below.</p> <table border="1"><tr><td data-bbox="479 1102 787 1407"><p>Existing Supplier</p><p>You or your company has previously submitted an invoice for payment.</p><p>You or your company is a registered supplier or provider and has existing supplier portal users.</p><p>You want to be added as a Supplier Portal user for your company.</p><p>Find My Business</p></td><td data-bbox="787 1102 1096 1407"><p>New Supplier</p><p>This is the first time that you or your company is conducting business with the State.</p><p>The State has requested that your company register as a supplier.</p><p>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>Start Registration</p></td><td data-bbox="1096 1102 1404 1407"><p>Ohio Bidders</p><p>Your company would like to be notified about opportunities to do business with the State.</p><p>Your company would like to respond to solicitations.</p><p>Ohio Buys</p></td></tr></table>	<p>Existing Supplier</p> <p>You or your company has previously submitted an invoice for payment.</p> <p>You or your company is a registered supplier or provider and has existing supplier portal users.</p> <p>You want to be added as a Supplier Portal user for your company.</p> <p>Find My Business</p>	<p>New Supplier</p> <p>This is the first time that you or your company is conducting business with the State.</p> <p>The State has requested that your company register as a supplier.</p> <p>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>Start Registration</p>	<p>Ohio Bidders</p> <p>Your company would like to be notified about opportunities to do business with the State.</p> <p>Your company would like to respond to solicitations.</p> <p>Ohio Buys</p>
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- The search function can use either the Federal Tax ID (recommended) or business' name. Enter a search term and click '**Search**' to generate a list based on that term.
- When searching by name, enter the name as it is listed on the W9.
 - Note: Do not use dashes (-) when searching using your company's Federal Tax ID, only use numbers.



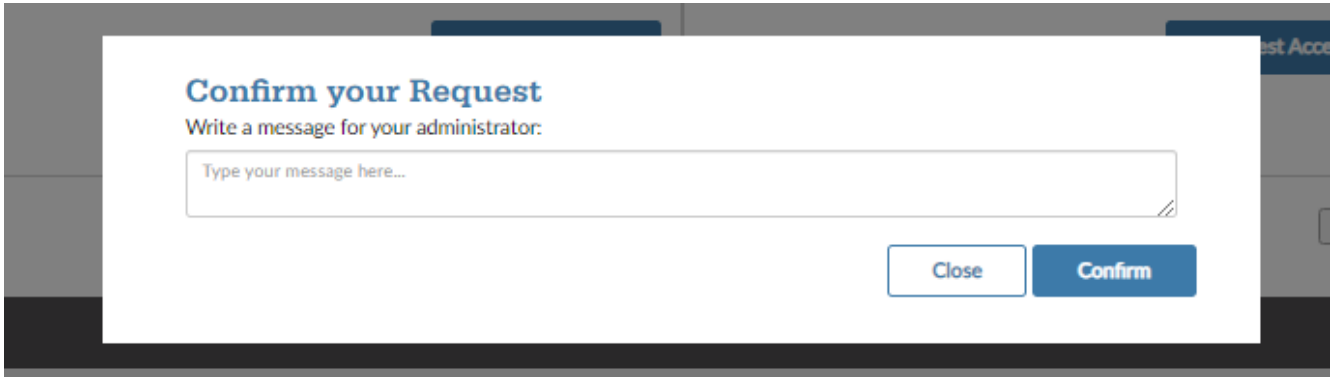
- Click '**Request Access**' next to the desired Supplier Record.
- Note: Depending on the search criteria used, there may be multiple pages of results.



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If the Supplier Record (a business or individual) already has a Supplier Portal Administrator assigned:

- A pop-up window will display.

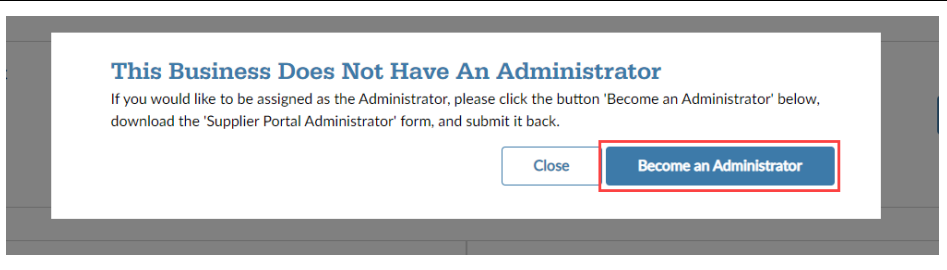
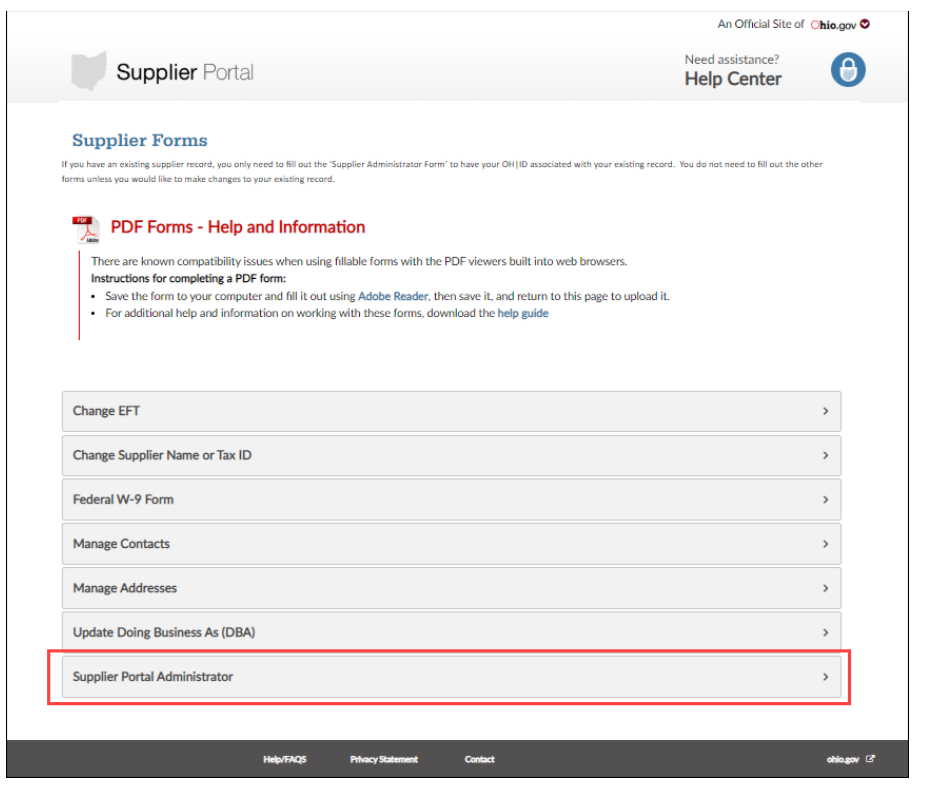


Confirm your Request
Write a message for your administrator:
Type your message here...
Close Confirm

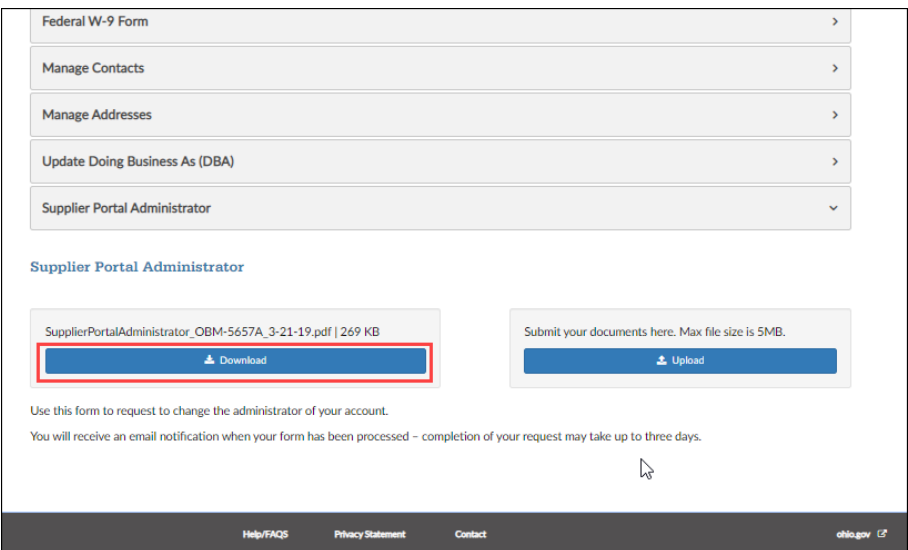

- Enter a message that you want to be sent to the existing Supplier Portal Administrator and click **Confirm**.
- An email will be sent to the administrator for the Supplier Record asking them to grant you access to the Supplier Portal business.
- You will continue to see the screen in Step 1 above when you log in to the Supplier Portal until an administrator at the business adds you to their business or the state processes the Supplier Portal Administrator Form.
- You will receive an email notification when you have been granted access to the business in the Supplier Portal.

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If the Supplier Record (a business or individual) does not already have a Supplier Portal Administrator assigned:

<p>1. Click Become an Administrator on the pop-up message that displays.</p>	
<p>2. You will be navigated to the “Supplier Forms” page. Expand the bottom menu, “Supplier Portal Administrator.”</p>	

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<p>3. Click the Download button.</p>	 <p>Federal W-9 Form ></p> <p>Manage Contacts ></p> <p>Manage Addresses ></p> <p>Update Doing Business As (DBA) ></p> <p>Supplier Portal Administrator v</p> <p>Supplier Portal Administrator</p> <p>SupplierPortalAdministrator_OBM-5657A_3-21-19.pdf 269 KB</p> <p>Submit your documents here. Max file size is 5MB.</p> <p>Use this form to request to change the administrator of your account. You will receive an email notification when your form has been processed – completion of your request may take up to three days.</p> <p>Help/FAQS Privacy Statement Contact ohio.gov</p>
<p>4. Click Download button. 5. Save the PDF form to your computer (pay very close attention to the name you're saving the file as and the location where it's being saved).</p>	 <p>eSupplier Administrator-Form OBM-5657A 1 / 2</p> <p>Ohio Office of Budget and Management</p> <p>Supplier Portal Administrator</p> <p>To assure all information is captured, please save this form using Adobe Acrobat Reader (click here for free download) or Adobe Acrobat Pro ONLY. Some data fields and functionality are not fully supported by third-party editing software such as PDF-Xchange.</p>

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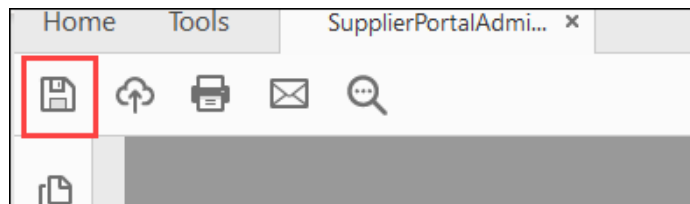
6. Open the form from the location that it was saved on your computer and follow the directions on the fillable PDF form to complete it.

The screenshot shows the 'Supplier Portal Administrator' form from the Ohio Office of Budget and Management. At the top, it features the Ohio logo and the text 'Office of Budget and Management'. Below this is the title 'Supplier Portal Administrator' and a note: 'To assure all information is captured, please save this form using Adobe Acrobat Reader (click [HERE](#) for free download) or Adobe Acrobat Pro ONLY. Some data fields and functionality are not fully supported by third-party editing software such as PDF-Xchange.'

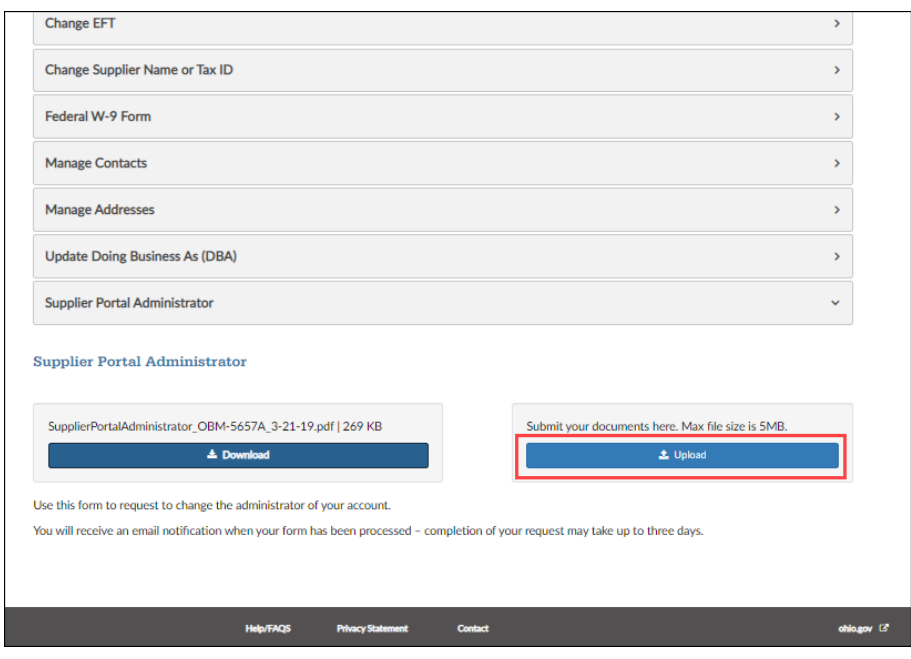
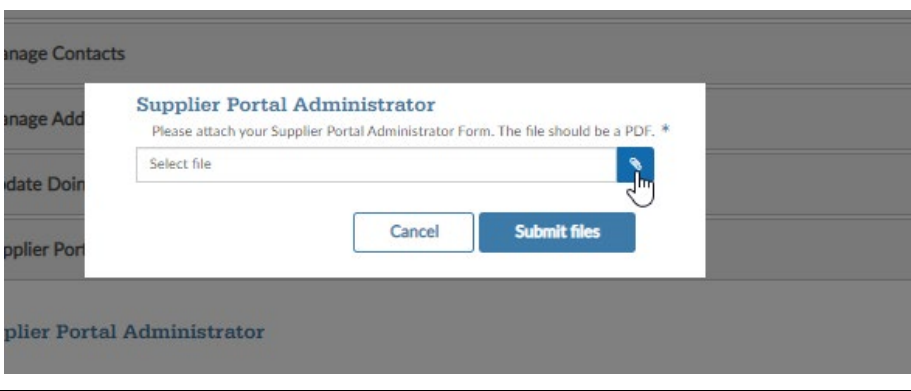
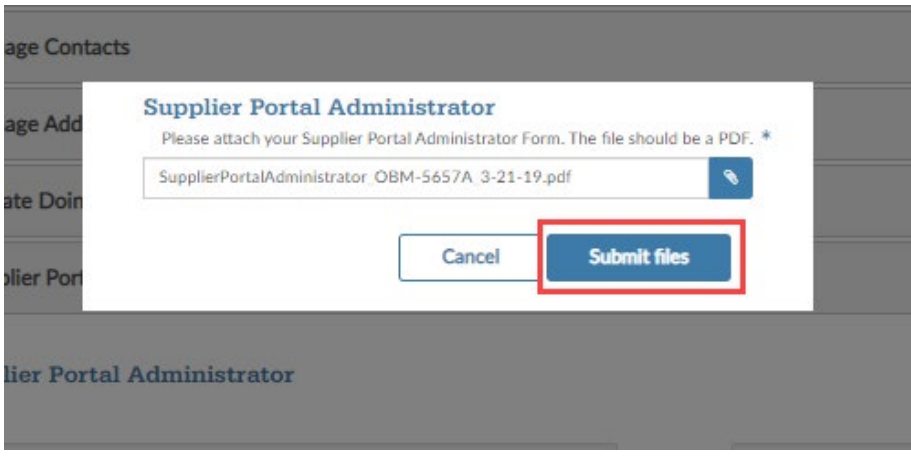
The form includes a field for 'Employer Identification Number (EIN) or Social Security Number (SSN):' with a grid of 11 boxes and the instruction '(no dashes or spaces)'. It is divided into three sections:

- Section 1 - Provider / Supplier Information:** Contains fields for 'Legal Business or Individual Name:' and 'Business Name, Trade Name, Doing Business As:' (with the note '(if different than above)').
- Section 2 - Current Address on file (Validation):** Contains fields for 'Address:', 'City:', 'State:', 'ZIP:', and 'Phone Number:'.
- Section 3 - Supplier Portal Administrator:** Contains a field for 'Administrator Name:'.

7. Save the completed form.



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<p>8. Return to the Supplier Forms page and click the “Upload” button.</p>	 <p>The screenshot shows a list of menu items: Change EFT, Change Supplier Name or Tax ID, Federal W-9 Form, Manage Contacts, Manage Addresses, Update Doing Business As (DBA), and Supplier Portal Administrator. Below the list is a section titled 'Supplier Portal Administrator' with a 'Download' button for a PDF file and an 'Upload' button highlighted with a red box. A note below the buttons states: 'Submit your documents here. Max file size is 5MB.' At the bottom, there is a footer with 'Help/FAQS', 'Privacy Statement', 'Contact', and 'ohio.gov'.</p>
<p>9. Navigate to the completed form that you saved on your computer.</p>	 <p>The screenshot shows a modal window titled 'Supplier Portal Administrator' with the instruction: 'Please attach your Supplier Portal Administrator Form. The file should be a PDF. *'. A file selection box contains the text 'Select file' and a blue icon. Below the box are 'Cancel' and 'Submit files' buttons. The 'Submit files' button is highlighted with a red box.</p>
<p>10. Click the Submit files button.</p>	 <p>The screenshot shows the same modal window as in step 9, but now the file selection box contains the filename 'SupplierPortalAdministrator_OBM-5657A_3-21-19.pdf'. The 'Submit files' button is highlighted with a red box.</p>

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11. A confirmation message will display on the page.

The state will review your request within 10 business days. Upon approval of your request, you will receive a confirmation email that it has been completed. At that time, you have been added as the Administrator.

The screenshot shows a web page titled "PDF Forms - Help and Information". It contains instructions for completing a PDF form and a list of menu items. A green confirmation message is highlighted with a red box: "The file(s) for Supplier Portal Administrator have been successfully submitted." Below this are menu items: Change EFT, Change Supplier Name or Tax ID, Federal W-9 Form, Manage Contacts, Manage Addresses, Update Doing Business As (DBA), and Supplier Portal Administrator. At the bottom, there is a download button for "SupplierPortalAdministrator_OBM-5657A_3-21-19.pdf | 269 KB" and an upload button. A note at the bottom states: "Use this form to request to change the administrator of your account. You will receive an email notification when your form has been processed - completion of your request may take up to three days."

If your OH|ID is already associated to an existing Supplier Record (business/individual):

Existing Business Look Up is only available on new OH|ID accounts. If you need to add an additional existing Supplier Record (business or individual) to an OH|ID account, the current Supplier Portal administrator can add you as a user to that Supplier Record or you can submit the Supplier Portal Administrator Form to request to become an administrator for the business.

1. Click on **Forms**.
2. Click on **Supplier Portal Administrator**.
3. Click **Download** beneath **SupplierPortalAdministrator_OBM-567A_3-21-19.pdf**.
4. Follow steps 5-11 above.

The state will review your request within 10 business days. Upon approval of your request, you will receive a confirmation email that it has been completed. At that time, you have been added as the Administrator.