ASSOCIATING A BUSINESS TO YOUR OH|ID

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).

ASSOCIATING A BUSINESS TO YOUR OH|ID

Associating a Business or Registered Provider with Your OH|ID

When you first log in to the Supplier Portal with your OH|ID, you must associate (i.e., link) your personal OH|ID to an existing Supplier record (if your business is currently or has previously done business with the state) or register your company (or yourself if you're a Provider) as a new Supplier (if this is the first time that your company is conducting business with the state).

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

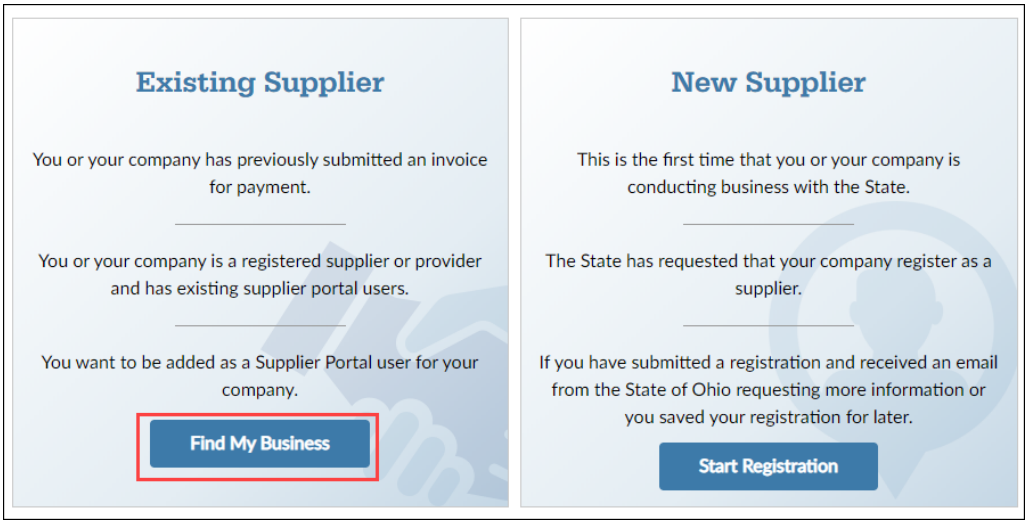
Note: Existing Business Look Up is only available on new OH|ID accounts. If you need to add an existing business to an OH|ID account that already has a business associated with it, the current Supplier Portal administrator can add you as a user to that business or you can submit the form to request to become an administrator for the business.

How to Look Up an Existing Business

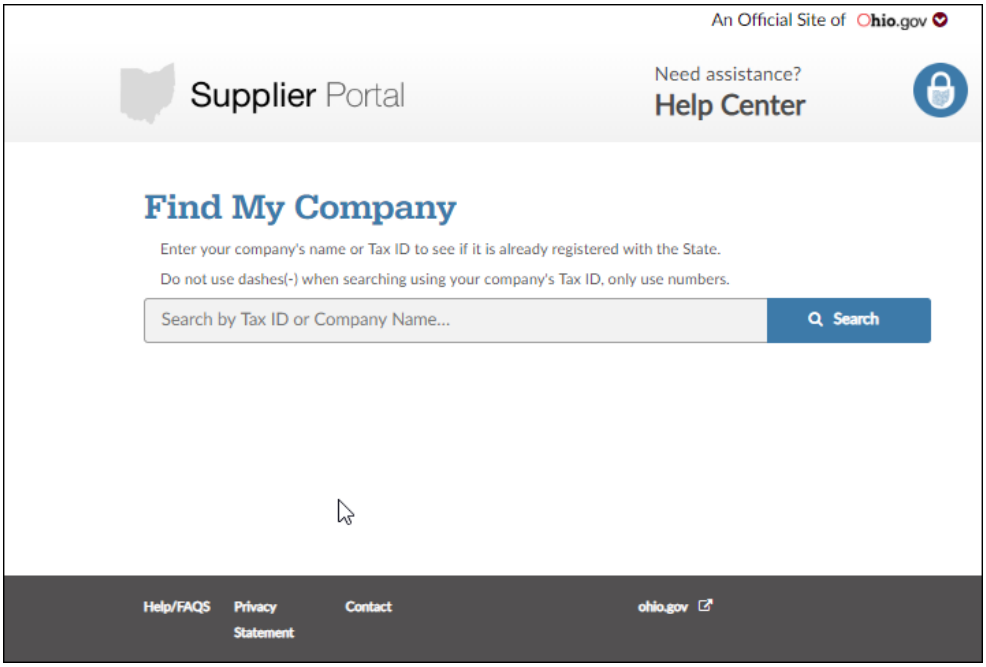
'Existing businesses' are those that were previously registered in the state's accounting system.

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.

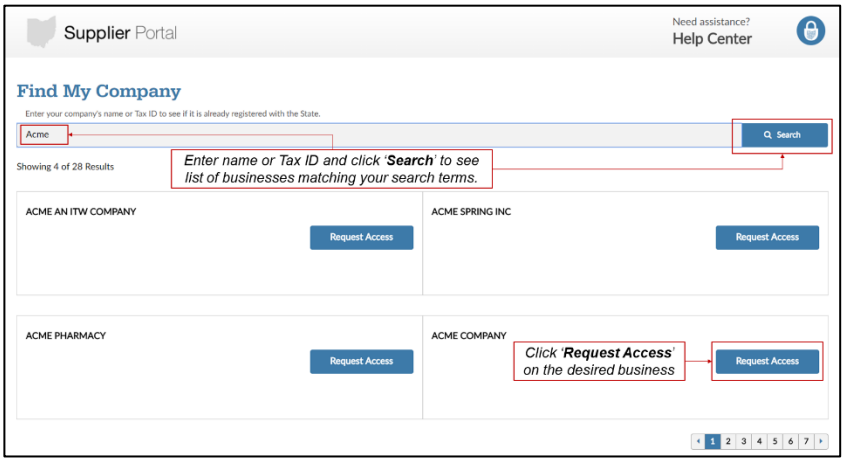
1. Log in to the Supplier Portal (supplier.ohio.gov) using your new OH|ID. On the home page, you will see two options for adding a supplier to your account. Select '**Find My Business**' to look up a supplier that is already registered to do business with the state.



2. The search function can use either the business' name or Tax ID. Enter a search term and click '**Search**' to generate a list based on that term.

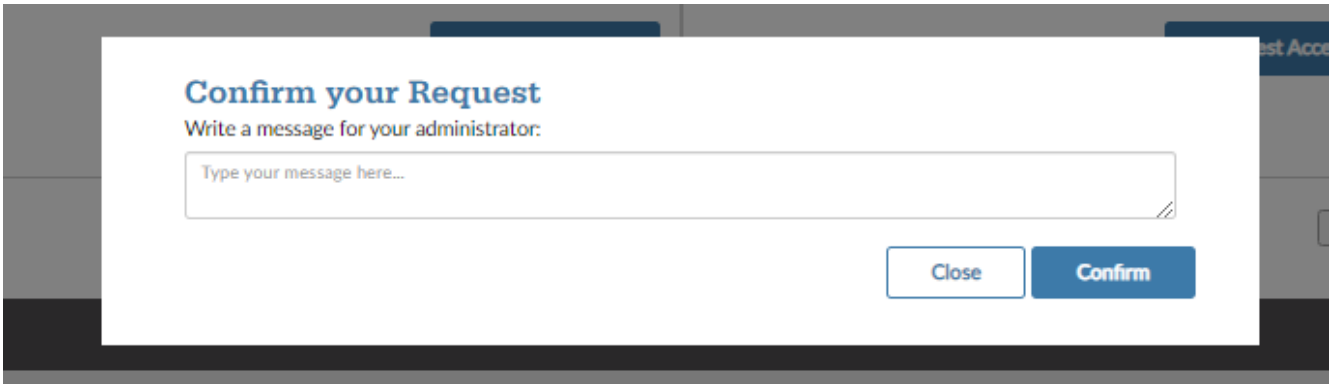


3. The numbers and arrows at the bottom of the screen allow moving between multiple screens of results. Click '**Request Access**' next to the desired business.



If the business already has a Supplier Portal Administrator assigned:

- A pop-up window will display.



- 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 business asking them to grant you access to the 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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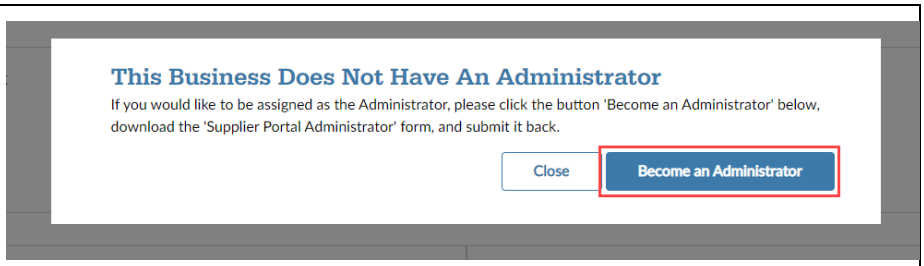
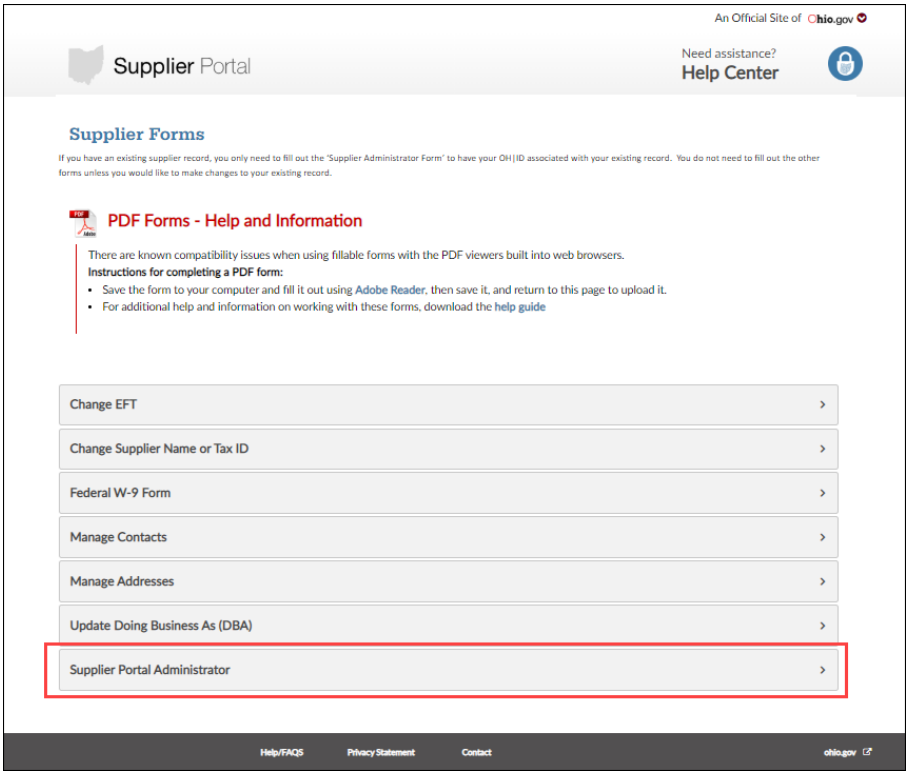
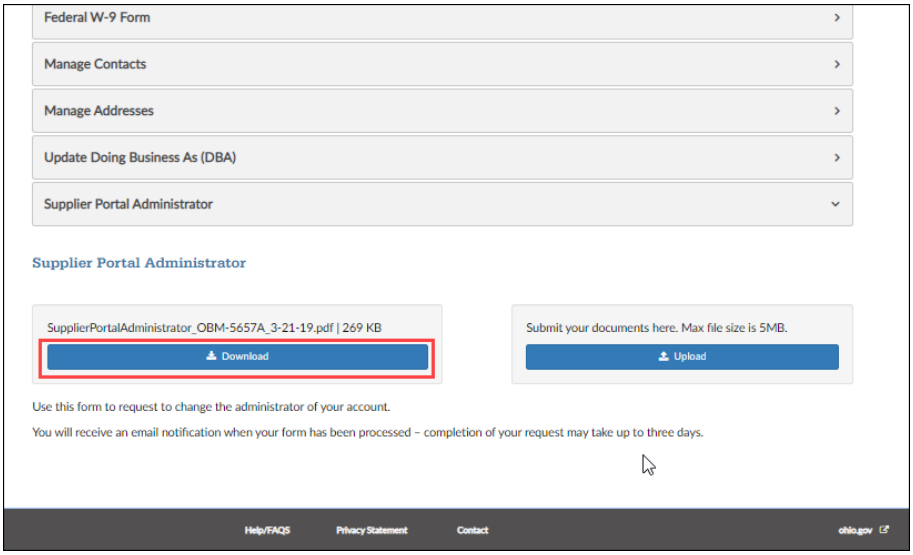
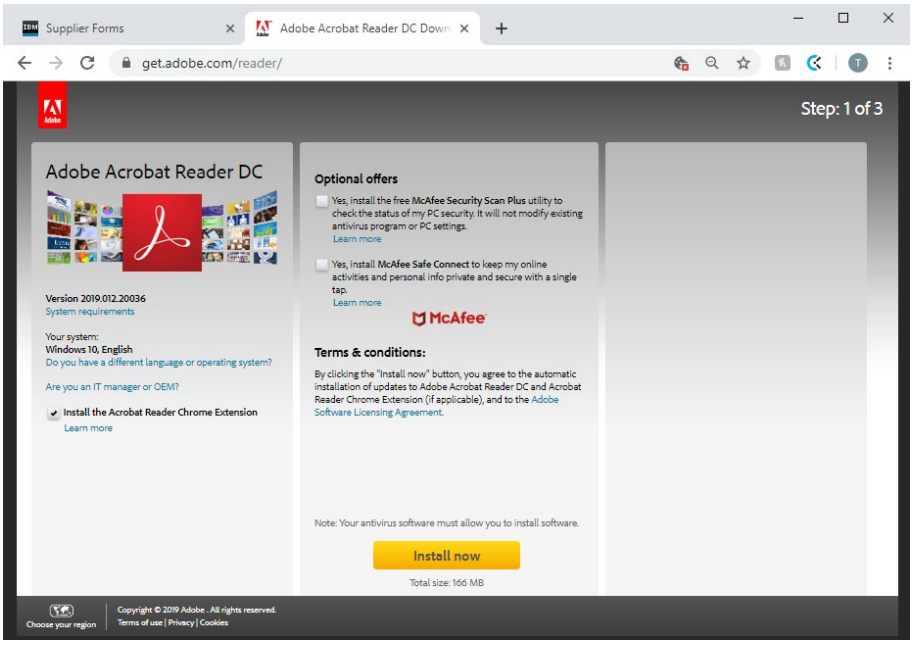
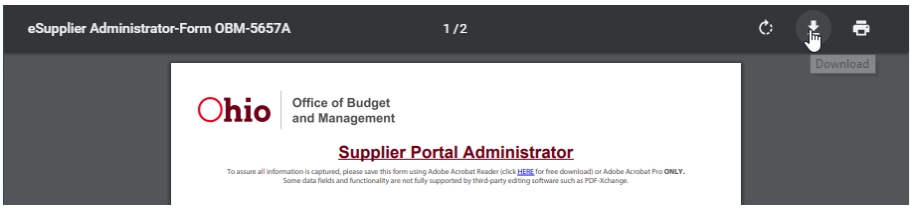
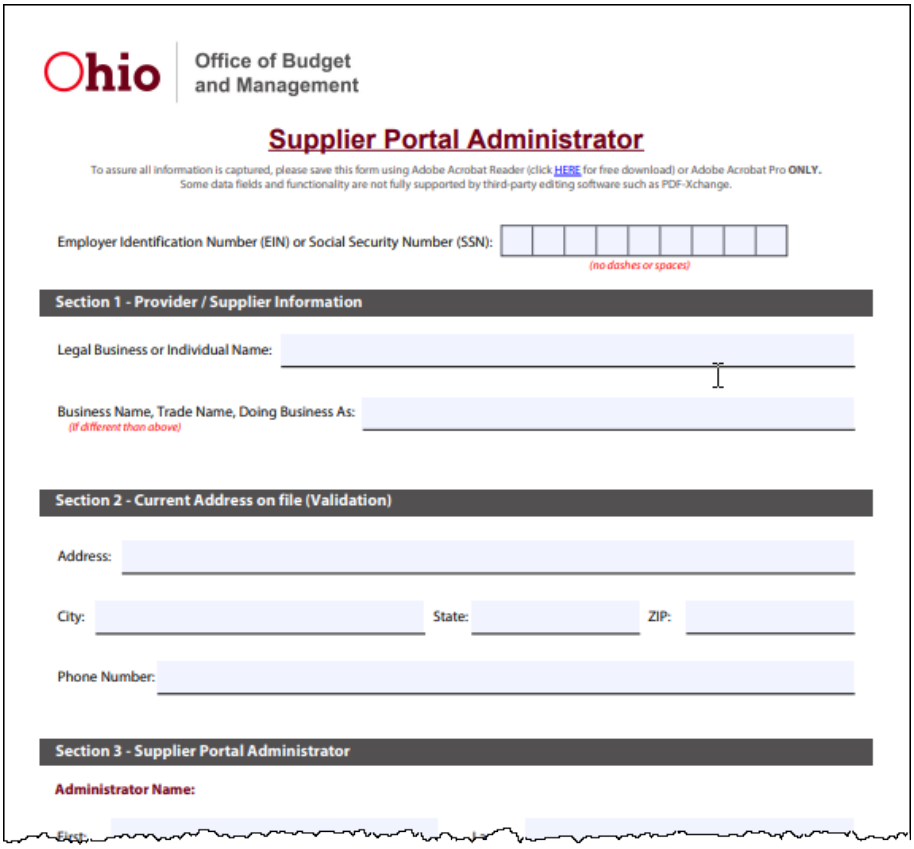
If the business does not already have a Supplier Portal Administrator assigned:

1. Click **Become an Administrator** on the pop-up message that displays.	
2. You will be navigated to the "Supplier Forms" page. Expand the bottom menu, "Supplier Portal Administrator."	

3. Click the **Download** button.	
4. Go to https://get.adobe.com/reader/ to install Adobe Acrobat Reader if you do not already have it on your computer.	
5. Download or 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).	

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.


Ohio Office of Budget and Management

Supplier Portal Administrator

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.

Employer Identification Number (EIN) or Social Security Number (SSN):
(no dashes or spaces)

Section 1 - Provider / Supplier Information

Legal Business or Individual Name:

Business Name, Trade Name, Doing Business As:
(If different than above)

Section 2 - Current Address on file (Validation)

Address:

City: State: ZIP:

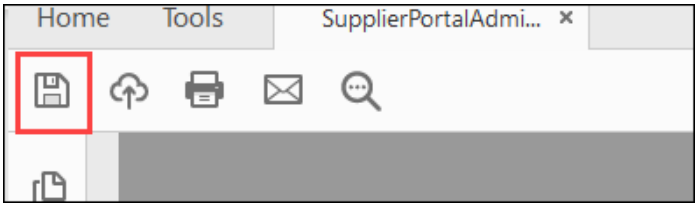
Phone Number:

Section 3 - Supplier Portal Administrator

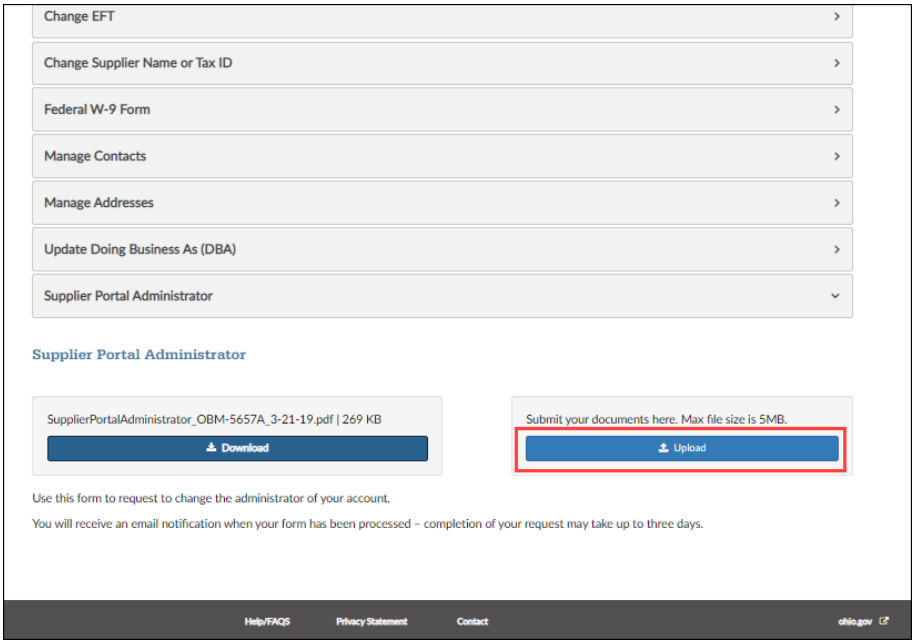
Administrator Name:

First: Last:

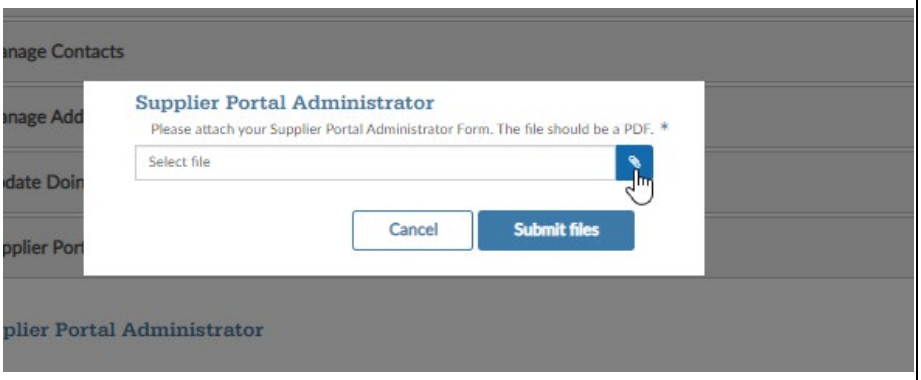
7. Save the completed form.



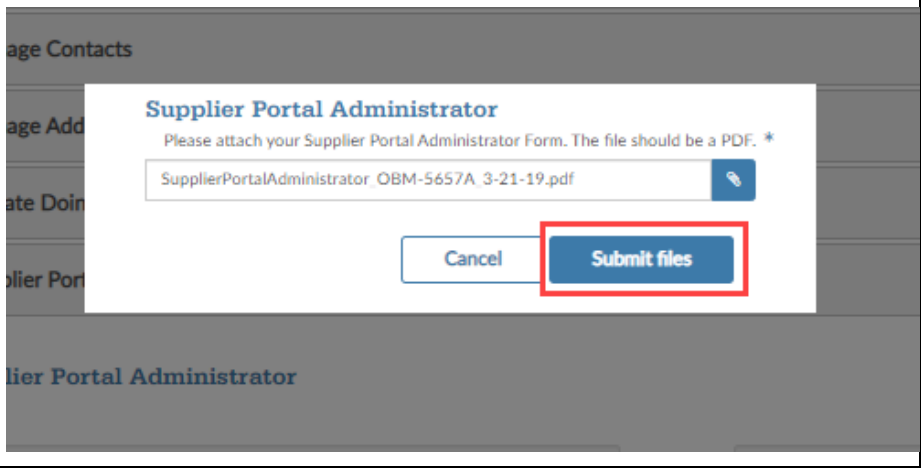
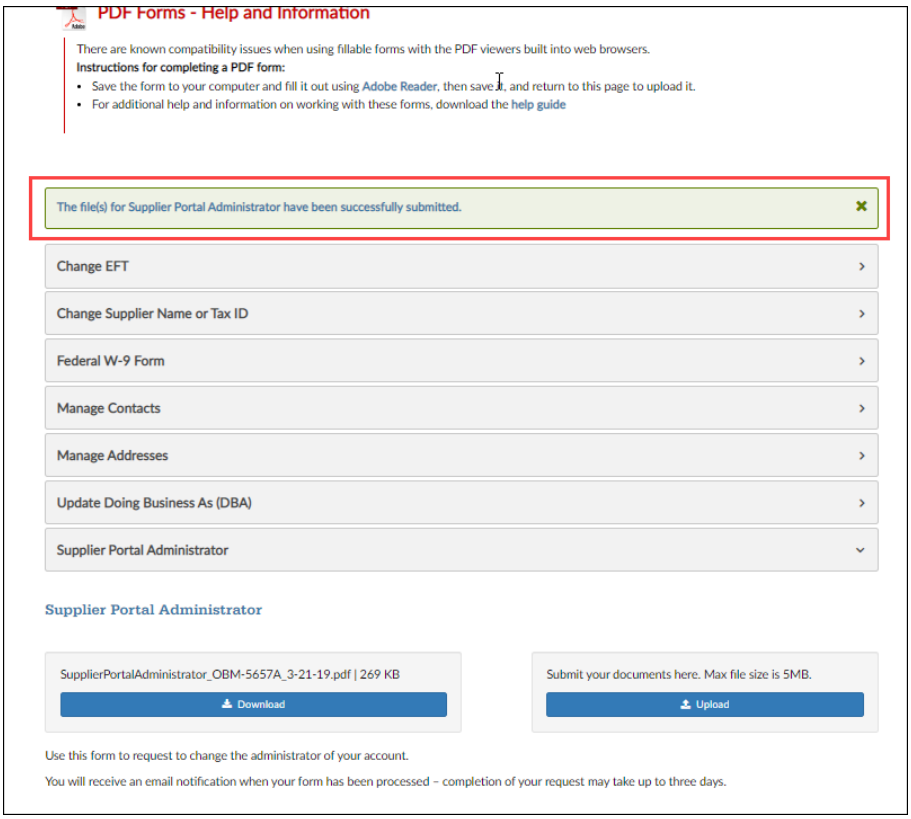
8. Return to the **Supplier Forms** page and click the “Upload” button.



9. Navigate to the completed form that you saved on your computer.



10. Click the **Submit files** button.



11. A confirmation message will display on the page.