

REVIEWING PURCHASE ORDERS

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).

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Supplier Portal is designed to make it quick and easy to navigate through information about your financial transactions with the State and find the details you need.

Understanding the Dashboard View

After you have associated a business with your account, the dashboard will be the first page you see when you log in. The dashboard contains a wealth of summarized information about your financial interactions with the State of Ohio, as shown below.

Supplier Portal

Need assistance? Help Center

Dashboard Invoices Purchase Orders Payments Supplier Actions Forms

Supplier information for ACME COMPANY

Pending Invoices POs w/Remaining Balance Pending Payments

POs w/Remaining Balance

\$17,260.00 USD
from 01/01/2017 to 31/12/2017

Agency: All Agencies

Timeframe: 2017

View All

Agencies by Activity
Ohio State Agencies ordered by their level of involvement with your business.

2017

Job and Family Services: 1738

Hovering over and / or clicking on a section will reveal more details

Selected Agency

Job and Family Services \$1,738.00

Supplier Portal News

Now You Can Invite Your Colleagues to be a Part of Your Business'

Thanks to all that attended online and in-person to the recent "How to do Business with the State" presentation. The presentation overview is now available for you to download.

Supplier Portal News - Feb 21, 2018, 4:01:56 PM EST

Know the New Supplier Portal Functions

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- Feb 21, 2018, 3:59:47 PM EST

Helpful Hints:

- The invoice, purchase order, and payment information shown on this page is all in summary form, by year and agency. For details on a specific invoice, purchase order, or payment, click on the applicable page in the menu bar and use the list or search functions to find the desired item and view the details page for it.
- The total amount and pie chart will only appear if there is data available for the options selected. If these are blank, change your selections to options where you have transactional data available.
- On rare occasions, errors in data transfers between Supplier Portal and the state's accounting system may result in the total amount and pie chart being empty. Clicking 'ctrl + R' will reload the page and therefore refresh data for the selections you have made.
- eSettlements invoice data is not included in the summaries found on the dashboard. eSettlements invoices can be viewed by navigating to the eSettlements functionality under 'Invoices'.

REVIEWING PURCHASE ORDERS

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. The three sections below highlight key features, define the fields displayed, and provide additional guidance on understanding the information on each details page.

Purchase Orders

The Purchase Order Details page displays the full details for a single purchase order associated with a paid invoice, as shown here. Access the Purchase Order Details page by clicking on **Purchase Orders** from the menu along the top and selecting a purchase order from a list or clicking on the purchase order hyperlink in an associated invoice.

Supplier Portal | Need assistance? [Help Center](#)

Dashboard | Invoices | **Purchase Orders** | Payments | Supplier Actions | Forms

Purchase Order Details

PO # 000005111 | Status **Completed** | [Print](#)

\$5,424.00 USD

Payment Terms: Net 30

Last Dispatch: January 4th, 2017 | PO Date: November 23rd, 2016

Billing Location: DVS01 - Department of Veterans Service

Purchasing Agency: Department of Veterans Service

[Find a PO](#) | [Search Purchase Orders](#)

Purchase Order Lines

Status	Due Date	Description	Price Per Item	Quantity	Total Amount
Closed	2016/11/23	COMPUTER: Dell Latitude E5470; Dell Std 14" Notebook, Intel Core i5-6300u, 4GB RAM, 128GB SSD, Intel HD 520 GRAPHICS, Webcam, 3Cell Bat, Bluetooth, Win 10 downgrade Win 7W/ Card Reader	\$5,154.00	1	\$5,154.00
Closed	2016/11/23	EXTERNAL DRIVE: 429-AAUX; Dell External USB Slim dvd + / - RW Optical Drive DW3 16	\$270.00	1	\$270.00

Invoice List

A P Business Unit	Due Date	Entered Date	Invoice Amount	Invoice Date	Invoice Id	Voucher Id	Payment Terms
DVS01	2016/12/15	2017/01/06	\$5,424.00	2016/12/15	2K16-11-30	00151356	Due Immediately

Click this link to view the Invoice associated with this Purchase Order

Key Terms and Field Definitions:

Term	Definition
PO #	The ID assigned to the purchase order in the state’s accounting system
Status	The purchase order status can be: <ul style="list-style-type: none"> - <i>Open</i> – PO has been entered in the system, but not yet approved - <i>Approved</i> – PO has been approved but not yet sent to the supplier - <i>Dispatched</i> – PO has been approved and sent to the supplier - <i>Complete</i> – PO has been fulfilled and paid - <i>Canceled</i> – PO has been canceled by the State
Amount	The total amount set aside

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<i>Payment Terms</i>	The timeframe in which the supplier will be paid, based on the contract agreement
<i>Last Dispatch Date</i>	The date when the PO was sent to the supplier
<i>PO Date</i>	The date when the PO was entered into the state's accounting system
<i>Billing Location</i>	State-used code
<i>Purchase Order Lines</i>	This section displays information about each of the line items that were included in the PO. The status of each line item can be: <ul style="list-style-type: none">- <i>Active</i> – the line still has an available balance that can be billed against- <i>Closed</i> – the line item has been fully received and paid for by the State
<i>Invoice List</i>	Summary information about each invoice that has been linked to this PO. Click on the 'Invoice ID' link to view more details for each invoice. See the 'Invoice Details' on page 19) above for definitions of each line item detail