

State of Ohio Vendor Portal Reporting Quarterly Revenue Share

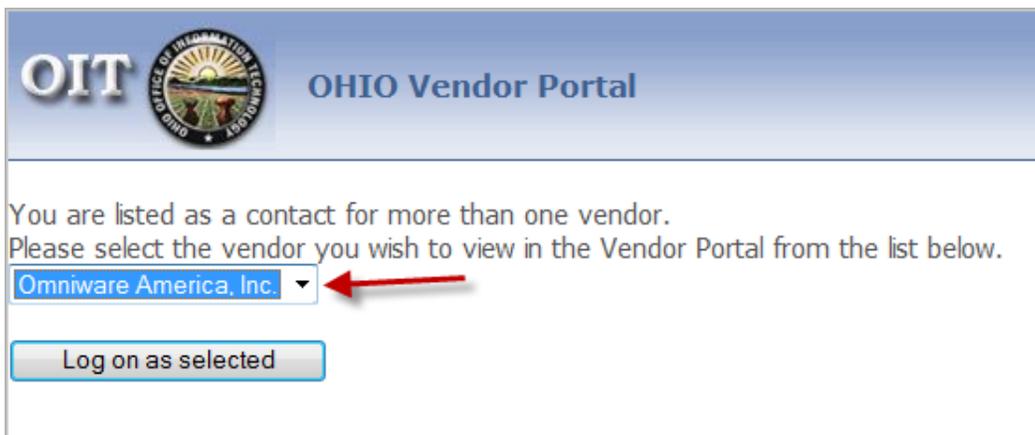
Login

1. Navigate to <https://cm.ohio.gov>



The screenshot shows the login interface for the Ohio Vendor Portal. At the top left is the OIT logo and the Ohio state seal. To the right, it says "OHIO Vendor Portal". Below this, there are two input fields: "Username:" with a placeholder "(your email address)" and "Password:". A link for "Forgot your password?" is located below the password field. A "Logon" button is positioned below the fields. At the bottom left, it says "(c) Omniware AS, 2007".

2. Enter your username and password. Vendors should use their e-mail address as their username.
3. If you are listed as a revenue share contact for multiple vendors, select the vendor you wish to report revenue share for from the pick-list provided and select "Log on as selected". If you are not a contact for multiple vendors, please skip to step 4.



This screenshot shows a message: "You are listed as a contact for more than one vendor. Please select the vendor you wish to view in the Vendor Portal from the list below." Below the message is a dropdown menu with "Omniware America, Inc." selected. A red arrow points to the dropdown arrow. Below the dropdown is a "Log on as selected" button.

4. Your Account details page will display.



The screenshot shows the "OHIO CONTRACT MANAGEMENT PORTAL" header. Below the header, it says "You are Logged in as: Cheryl Reed (cheryl.reed@oit.ohio.gov)". There are five tabs: "Your Account", "Revenue Reporting", "Your Contracts", "Price Lists", and "Log Out". The "Your Account" tab is active. Below the tabs, there is a sub-section titled "Your Account" with two sub-tabs: "General info" and "Contact Persons".

5. Select the Revenue Share Reporting Tab.
6. To report quarterly revenue share, select the Report Revenue button.

OIT OHIO CONTRACT MANAGEMENT PORTAL
 You are Logged in as: Cheryl Reed (cheryl.reed@oit.ohio.gov)

Your Account | **Revenue Reporting** | Your Contracts | Price Lists | Log Out

Current Sales Report Period is Q1 of fiscal year 2012 (July - September). Sales Reports are now due.

To make a Sales Report:
 1. Click the "Report Revenue" button and follow the instructions for reporting revenue.
 2. Click the "Remittance Report" button to print the sales report to be sent with your check.

To review the Sales Reporting and Revenue Share provisions of your contract, click the "Contract Obligations" button.

Previously Reported Revenue

Report Revenue	- Contract: [redacted]
Remittance Report	+ FY08
Contract Obligations	+ FY09
	+ FY10
	+ FY11

7. Select the Quarter you would like to report for and select OK. You may report online for the last eight (8) reporting periods.
8. Enter in the Total Payments Received for State Agencies and the Total Payments Received for Local Governments for each contract listed and select OK.

Revenue Report for Q1 / 12

Directions
 Enter the dollar amounts of payments received from Ohio state agencies and from Ohio "political subdivisions/local governments" in the space below provided for each contract.
 Enter amounts as whole dollars. If your company received no payments during the quarter, enter 0 (zero).

Contract Number 1. Total Payments Received from State Agencies 2. Total Payments Received from Local Governments

534067	100,000	2,000
Total Each Column	100,000	2,000
Total Payments Received (Columns 1+2 added)		102,000
Revenue Share Due		765.00

After entering all amounts in whole dollars, or zero, click OK.

OK Cancel

9. Highlight the Fiscal Year and Quarter you just entered. Row will appear dark blue.

Previously Reported Revenue

Report Revenue	- Contract: 534067 -Omniware America, Inc.			
Remittance Report	+ FY08			
Contract Obligations	+ FY09			
	+ FY10			
	- FY11			
Quarter	Revenue State Agencies	Revenue Local Governments	Revenue Share Due	Reported by
Q1	\$ 15,000	\$ 0	\$ 113	Cheryl Reed
Q3	\$ 10,000	\$ 0	\$ 75	Cheryl Reed

- 10. Select the Remittance Report button.
- 11. Your Quarterly Sales and Revenue Share Remittance Report will display.
- 12. Please print this report and mail along with your payment to the address on the report.

Should you have any questions, please contact Angie Stasiak at 614-466-4764 for Non-IT Contracts or contact Rose Perkins at 614-466-3605 for IT Contracts for assistance.

Logout

To end your session on the vendor portal, select Log Out.