

# REGISTERING AS A SUPPLIER FOR eSOURCING

In order to do business with the State of Ohio, specific supplier forms must be completed and submitted to Ohio Shared Services.

The State of Ohio eSourcing system allows businesses to receive electronic bid notifications and submit bid responses electronically.

This job aid provides the steps needed to register for the Ohio Supplier Portal and eSourcing.

Begin by navigating to the **Ohio Shared Services** website:

[www.ohiosharedservices.ohio.gov](http://www.ohiosharedservices.ohio.gov)

**Ohio Shared Services**  
a division of the Ohio Office of Budget and Management

Ohio.gov State Agencies | Online Services

Search the OSS website

HOME ABOUT US OUR SERVICES SUPPLIERS CONTACT US OFFICE OF BUDGET AND MANAGEMENT

**Ohio Shared Services**  
Service First  
a division of OBM

**Past Due Receivables**

**New Suppliers**

**Supplier Forms**

**Travel and Expense**

Ohio Shared Services, a division of the Ohio Office of Budget and Management, is a business processing center that processes common administrative transactions for state agencies and business suppliers, with an emphasis on efficiency and customer service.

The cornerstone of Ohio Shared Services is Service First, a customer service philosophy woven within the organization, which is fundamental in setting the standard for business processing within the State of Ohio.

Ohio Shared Services partners with agencies through consolidated management of business activities, including accounts payable, travel and expense reimbursements, supplier management, enterprise content management and contact center assistance.

Through these partnerships, Ohio Shared Services focus is to deliver a single, standardized approach for processing all business transactions. This standardization is done in an effort to bring cost savings through efficiency, therefore, enabling state agencies to focus on their core mission while allowing Ohio Shared Services to grow as a best-in-class, high-performing organization.

**Travel Announcements**

The FY 2015 CONUS rates for meal per diem and lodging reimbursement are now available. [To access the GSA website, Click here.](#)

**Quick Links**

- [eSupplier \(Supplier Self-Service\)](#)
- [OBM Forms](#)
- [Ohio Business Gateway](#)
- [Supplier EFT Payment Status](#)
- [The Source](#)

**Ohio Shared Services** PO Box 182880, Columbus, OH 43218-2880  
A Division of OBM 614.338.4781 or 1.877.OHIOSS1 (1.877.644.6771)

Home Page | Privacy Policy | Contact OSS

# REGISTERING AS A SUPPLIER FOR ESOURCING

## Step-by-step:

1. Click the **New Suppliers** button.

Ohio Shared Services  
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Ohio.gov State Agencies | Online Services

Search the OSS website

HOME ABOUT US OUR SERVICES SUPPLIERS CONTACT US OFFICE OF BUDGET AND MANAGEMENT

Ohio Shared Services > Supplier Operations > FORMS Printer Friendly Version

### New Supplier Information

In order to do business with the State of Ohio, specific supplier forms must be completed and submitted to Ohio Shared Services. As a State of Ohio Potential Supplier, prior to completing any supplier forms, please review the information contained in the below letter.

[Dear State of Ohio Potential Supplier Letter \(OBM-7502\)](#)

2. Click the **Dear State of Ohio Potential Supplier Letter** link provided under **New Supplier Information**.

Ohio Shared Services  
Service First  
a division of OBM

Re: Potential State of Ohio Supplier Registration

We appreciate the opportunity to do business with you. Please complete the following forms in order to register as a supplier and conduct business with the State of Ohio.

1. Supplier Information Form (OBM-5657-Rev. 9/08/2015)
2. IRS Form W-9 Request for Taxpayer Identification Number & Certification
3. Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310-Rev. 9/08/2015)

➤ The checklists on the pages below may help you in avoiding common errors that delay processing. Use these checklists at your convenience.

Upon completion of the forms, please send the completed and **signed** forms to our Supplier Operations team by one of the following methods:

FAX	Email	Address:
614-485-1052	<a href="mailto:supplier@ohio.gov">supplier@ohio.gov</a>	P.O. Box 182880 Columbus, Ohio 43218-2880

**Authorization Agreement for Direct Deposit of EFT Payments**  
(OBM-4310-Rev. 9/08/2015)

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3. Read the information provided and complete the required documents to register as a supplier and conduct business with the State of Ohio.
4. Return to the internet tab containing the Ohio Shared Services web page.

**Ohio Shared Services**  
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Ohio.gov State Agencies | Online Services

Search the OSS website

HOME ABOUT US OUR SERVICES SUPPLIERS CONTACT US OFFICE OF BUDGET AND MANAGEMENT

Ohio Shared Services > Supplier Operations > FORMS [Printer Friendly Version](#)

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[Dear State of Ohio Potential Supplier Letter \(OBM-7502\)](#)

### Ohio Shared Services Supplier Forms

<a href="#">Supplier Information Form (OBM-5657)</a>	(0.23mb)
<a href="#">IRS Form W-9</a>	(0.12mb)
<a href="#">IRS Form W-8ECL</a>	(0.14mb)
<a href="#">Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310)</a>	(0.59 mb)
<a href="#">Change of Tax Identification Number</a>	(0.17mb)
<a href="#">Change of Supplier Name</a>	(0.25mb)
<a href="#">State Employee Information Form (OBM-3458)</a>	(0.10mb)
<a href="#">1099 Correction Duplicate Form (OBM-7501)(for State Agency Use only)</a>	(0.11mb)

### Where to Send Your Forms

Ohio Shared Services strives to provide all of our customers with an exceptional customer service experience, or as we like to call it, Service First. To help us serve you better, please download and complete the forms and send them to:

Mail: Ohio Shared Services  
PO Box 182880  
Columbus, OH 43218-2880

Fax: 614.485.1052

Email: [Supplier@ohio.gov](mailto:Supplier@ohio.gov)

For more information on Ohio Shared Services supplier forms, please submit an inquiry via our contact us page or call 614-338-4781 or 1.877.OHIOSS1 (1.877.644.6771).

For assistance with submitting invoices or any of the above forms by email or fax, the job aid provides step-by-step instructions:

5. Download and complete the following required forms and send them to Ohio Shared Services:
  - Supplier Information Form (OBM-5657)
  - IRS Form W-9
  - Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310)

Additional Job Aids are located on the [FIN Home page](#) on myOhio.gov. Alternatively, search the [OAKS FIN Online Process Manual](#) or contact the Ohio Shared Services Service Center at 877-644-6771.