

Growing Ohio's Minority-Owned Businesses

**Registering Your Company as a Supplier with
the State of Ohio**

April 19, 2016



OhioDAS
Service · Support · Solutions

Ohio | Development
Services Agency



Ohio Shared Services Registration

In order to do business with the State of Ohio, specific supplier forms must be completed and submitted to Ohio Shared Services (OSS). OSS is part of the Office of Budget and Management (OBM) and responsible for all supplier processing and maintenance.

Note: This is a separate process from registering as an MBE provider.



Ohio Shared Services Registration Forms:

1. Supplier Information form (OBM-5657-Rev. 09/08/2015)
2. IRS Form W-9 Request for Taxpayer Identification Number & Certification
3. Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310-Rev. 09/08/2015)

<http://ohiosharedservices.ohio.gov/SuppliersForms.aspx>



Form Submission(s)

Forms can be submitted via the following methods...

Email: Supplier@ohio.gov

Fax: 614.485.1052

Mail:

Ohio Shared Services

PO Box 182880

Columbus, OH 43218-2880



Ohio Shared Services Registration Completion

Once Ohio Shared Services has completed the registration process, Contacts listed in Section 5 of the Supplier Information form will be emailed login credentials (username and password) to access the eSupplier portal.

eSupplier portal:

<https://oesupplier.fin.oaks.ohio.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=DEFAULT>



Login Credentials

Login credentials are essential for the following...

- Viewing and Bidding on eSourcing Events
- Adding/Deleting Categorization Codes (ex: 50000000 Food Beverage and Tobacco Products)
- Adding/Deleting UNSPSC Codes (ex: 50130000 Dairy Products and Eggs)
- Viewing eSourcing Event Activity



UNSPSC Codes

To receive bid notifications you will need to have UNSPSC codes in your company's profile.

The State of Ohio uses the UNSPSC coding system to categorize services and items. Please visit <http://www.unspsc.org> to obtain your product or service code to use in your profile with the State of Ohio Office of Procurement Services. Use the '**Search-Code**' option located at the top of the page.



Categorization Codes

You have the option to select one or more categories that best describe your organization's bidding interests. There is no obligation to check any boxes, but doing so could result in more notifications of bid events.

It is recommended that you select the category that matches the UNSPSC code(s) you selected for your company.



Questions?



Be sure to grab hand-outs!



Thank you!

DIVIDER SLIDES FOR NEW AREAS

