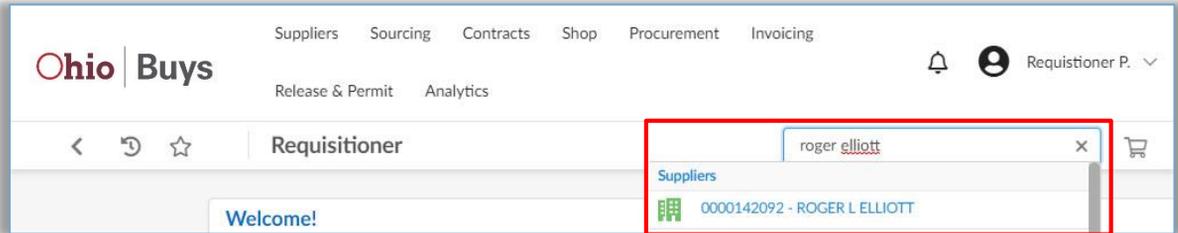


Step-by-Step Instructions for Reviewing a Supplier's Record

Enter the Supplier's name in the **Universal Search field** and then select their name from the displayed search results.

A



Ohio Buys provides State users a comprehensive Supplier record which contains an overview of a particular Supplier's key contacts, addresses, contracts, and other business information. When you open a Supplier's record in Ohio Buys, information will be displayed across the following tabs:

B

Supplier Overview	Displays a dashboard of the Supplier's information, including their registration status, active contracts, contract items, orders, invoices, contacts, exceptions, etc.
Company Identity	Displays the Supplier's registration information purchasing information, hierarchy, and main address.
Contact	Displays the contacts (internal and external) and their associated roles.
Documents & Certs	Displays any Supplier submitted documents and associated certification, such as Equal Opportunity Division (EOD) documentation and certification status.
P2P (Procure to Pay) Information	Displays the Supplier's order address, payment address, and payment information.
Additional Information	Displays the Controlling Board survey, including company size, revenue, etc.
Locations	Shows the Supplier's location codes, remit to address information, and payment terms.

Clicking on a tab will display its associated information.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).