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.

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:

- **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](mailto:ohiosharedservices@ohio.gov)) or phone (877-644-6771).*