1. Log in to Ohio Buys. From the homepage, click **Procurement** in the Main Menu Navigation Bar and select **Browse Orders** from the drop-down menu.

2. Search for the purchase order that you want to send to the Supplier. Once you have found it, click the **Pencil** (✏️) icon to open it.

3. To review payment information, navigate to the following three tabs:

   a) **Invoices** – The invoices tab will display a table containing any invoices created by the order Supplier in Ohio Buys.

   1) **Internal ID:** The Invoice’s ID number in Ohio Buys
   2) **Supplier Invoice #:** A Supplier’s internal invoice identification number
   3) **Supplier**
   4) **Currency**
   5) **Ordered:** The total value of the PO
   6) **Received:** The value of the PO that has been received by the State
   7) **Invoiced:** The value of the PO that has been invoiced against so far
   8) **Invoice Date:** The date that the invoice was created
   9) **Payment Date:** The date payment was issued for the invoice
   10) **Status:** Whether the invoice’s approval is in progress, it has been approved, or it has been cancelled
b) **Payments** – The payments tab will display a table containing any payments associated with the purchase order once they are fully processed and issued to the Supplier.

1) **Voucher:** The voucher ID from OAKS
2) **Payment Ref Cod:** A system-generated number tied to the payment method utilized
3) **Invoice Date**
4) **Voucher Amount**
5) **Payment Amount**
6) **Payment Status:** The status of the payment (e.g., P – Paid)
7) **Recon Status:** The status of the payment reconciliation (e.g., UNR – Unreconciled)
8) **Payment Method:** Can be either check, direct deposit, electronic transfer, or cash

![Payments Table]

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c) **Vouchers** – The Vouchers tab will display a table containing any vouchers sent over on the purchase order from OAKS

1) **Voucher Num:** The voucher ID from OAKS
2) **Business Unit:** The business unit from which the voucher was sent
3) **Voucher Date**
4) **Status:** The voucher’s status (e.g., D – Dispatched)
5) **AP Status:** Whether the payment is posted, (P) unposted, (U) or not applied (N)
6) **Amount**

![Vouchers Table]

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▲ If the Supplier does not submit their invoices for the purchase order through Ohio Buys, only the Vouchers and Payments tabs will contain 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).*