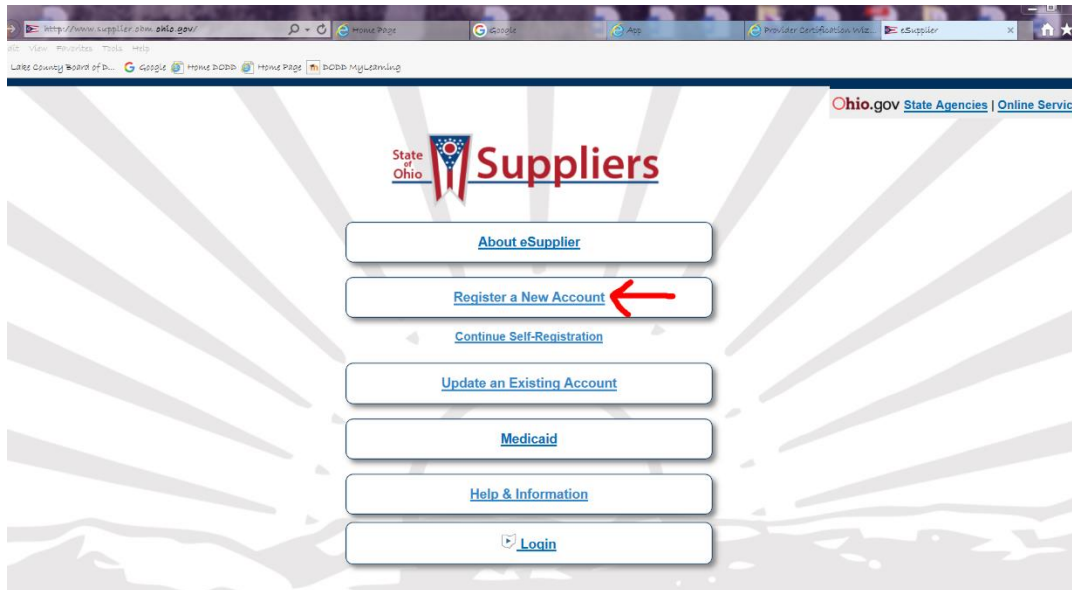


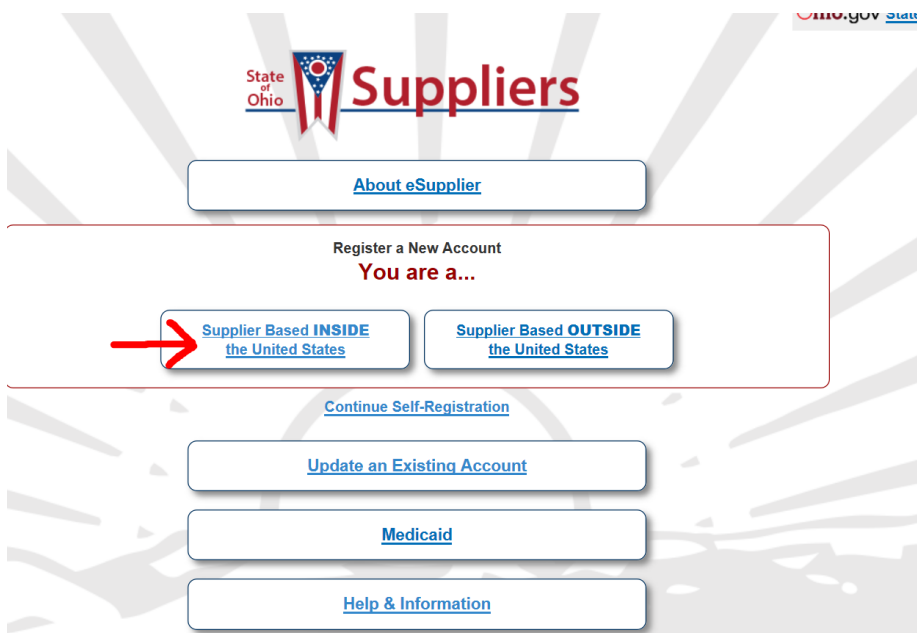
Setting Up a Supplier ID Number

Go to <http://www.supplier.obm.ohio.gov/>

Click on Register a New Account

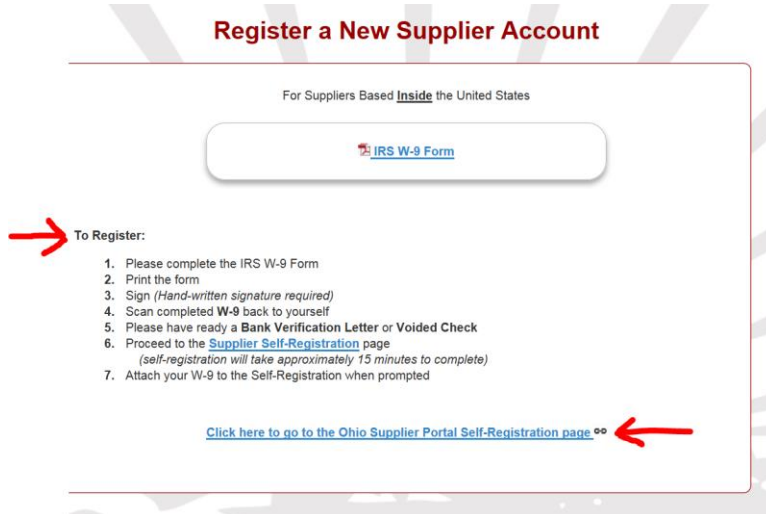


This screen will appear. Click on Supplier Based INSIDE the United States

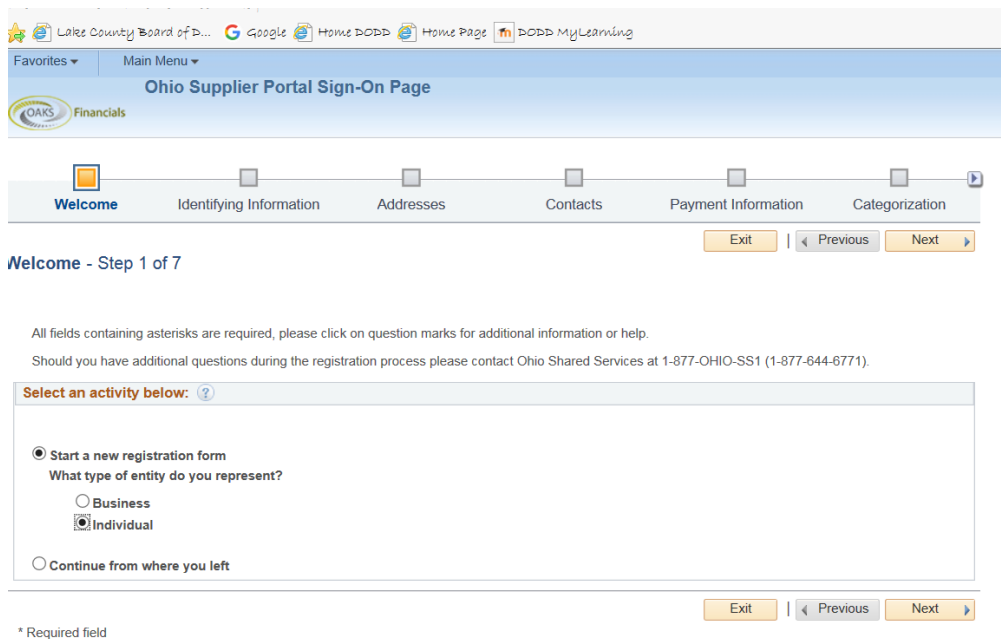


This screen appears. Follow the directions. You will need access to a printer, the ability to scan a document back to yourself and one of the following:

- Voided Check OR
- Bank Verification Letter
 - This must be on bank letter head with your name, account and routing number and a signature of a bank employee



Click on the link on the bottom to go to the Ohio Supplier Portal Self-Registration Page. That takes you to the following page.



Select what type of entity you represent and then Next.

The screenshot shows the 'Ohio Supplier Portal Sign-On Page' at the 'Identifying Information' step. The navigation bar includes 'Welcome', 'Identifying Information' (highlighted), 'Addresses', 'Contacts', 'Payment Information', and 'Categorization'. Below the navigation are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Identifying Information - Step 2 of 7' and contains a message: 'All fields containing asterisks are required, please click on question marks for additional information or help.' The form is divided into two sections: 'Unique ID & Company Profile' and 'Profile Questions'. The 'Unique ID & Company Profile' section includes fields for: '* Tax Identification Number', '* Legal Business Name', 'Additional Name', 'http://URL' (with an 'Open URL' link), and '* Federal Tax Classification' (a dropdown menu). The 'Profile Questions' section includes: '* Please attach a copy of your signed W9' (with an 'Add Attachment' button and a paperclip icon), 'Which state agency(s) are you in the process of doing business with?', and 'Please enter the state agency(s) contact name and email address if known.' At the bottom, a URL is visible: 'https://oesupplier.fin.oaks.ohio.gov/psp/esupplier/17SUPPLIER/ERP/c/'.

Fill out the required information. The menu across the top shows you how far along in the process you are.

This is a partial screenshot of the Ohio Supplier Portal Sign-On Page, showing the navigation menu and the 'Identifying Information' step highlighted. The navigation bar includes 'Welcome', 'Identifying Information' (highlighted), 'Addresses', 'Contacts', 'Payment Information', and 'Categorization'. Below the navigation are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'.

Once you have finished this process, you will be assigned a Supplier ID Number. Take a screen shot of that page OR print a copy of the email containing this number. You need that screenshot/email to attach to your DODD application.