

# SUPPLIER OPERATIONS: SUBMITTING DOCUMENTS TO OSS

Suppliers that do (or are preparing to do) business with the State of Ohio submit supplier forms and other documentation to Ohio Shared Services via mail, email attachments, or fax. Accurate and complete email and fax submissions reduce processing time.



All supplier forms must be properly completed, legible, and signed.



Once Ohio Shared Services receives the form(s) and required documentation; the supplier information will be processed within five business days.

## Special Instructions for Email Attachments

Suppliers can choose to reduce processing time by emailing documents to Ohio Shared Services. When emailing documentation each attachment must be supporting documentation for **ONE** supplier.




Combining documentation for multiple suppliers in one attachment may cause delays in processing time.







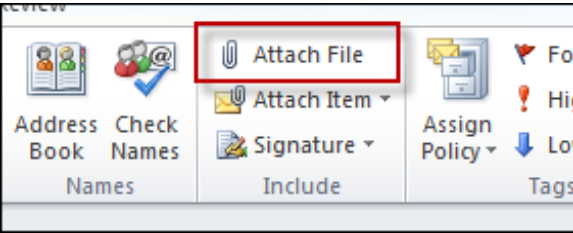

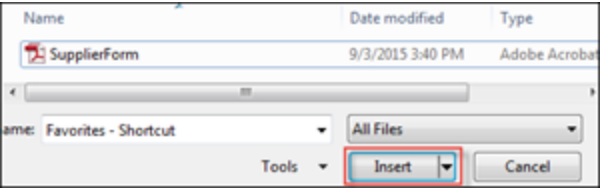

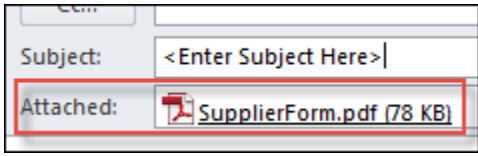

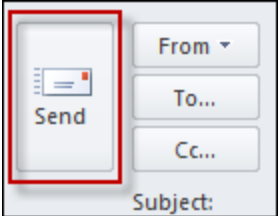
**Navigation:** Access your email account to create a new mail message. Example in the step-by-step table below uses Outlook.



**Note:** Some steps may be slightly different if you use another email provider. However, the overall process is the same regardless of the email provider used.

Step-by-Step	Screen
<p>1. Click <b>New E-mail</b> to create a new mail message.</p>	

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<p>2. Enter <b>To</b> using <a href="mailto:supplier@ohio.gov">supplier@ohio.gov</a> address.</p> <p> Emails <b>with attachments</b> that are sent to <a href="mailto:supplier@ohio.gov">supplier@ohio.gov</a> are routed to an automated email repository and are <b>not</b> monitored for questions.</p> <p> If a question must be emailed, send a separate email to <a href="mailto:supplier@ohio.gov">supplier@ohio.gov</a> with <b>no</b> attachments.</p> <p>3. No specific <b>Subject</b> line is needed.</p>	
<p>4. Click <b>Attach File</b>.</p> <p> Acceptable file types are: <b>TIF, PDF, TXT, JPEG, or JPEG2000.</b></p>	
<p>5. Select desired <b>File</b>.</p> <p> Up to 99 attachments may be included (the total file size of the email cannot exceed 10 MB), but must be for <b>one</b> supplier.</p>	
<p>6. Click <b>Insert</b>.</p> <p> <b>Note:</b> No specific naming convention is required for attachments.</p>	
<p>8. Click <b>Send</b>.</p> <p> When necessary, include specific instructions and/or additional information in the body of the email.</p>	

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An automated confirmation will be sent indicating that OSS has received the email.

## *Special Instructions for Fax Submissions*

When faxing supplier forms and other documentation to OSS, each fax must only contain supporting documentation for **ONE** supplier. Faxes that include documentation for multiple suppliers in one attachment may delay processing.



Automated confirmation is **not** sent in response to a fax received by Ohio Shared Services.

OSS Fax Number: 614-485-1052

## *Instructions for Mailing*

Supplier forms and other documentation can also be sent to OSS by the conventional postal system (rather than email or fax) at the address shown below.

Ohio Shared Services  
P.O. Box 182880  
Columbus, OH 43218-2880



For additional information, contact Ohio Shared Services at 614-338-4781 or 877-644-6771 or inquiries can be emailed to [supplier@ohio.gov](mailto:supplier@ohio.gov).