

REVIEWING PAYMENTS

eSupplier is a self-service module that provides suppliers access to view the real-time status on payment information that exists between the supplier and the agency they are doing business with. This job aid provides step-by-step instructions on how to log into the eSupplier portal and review payment information.

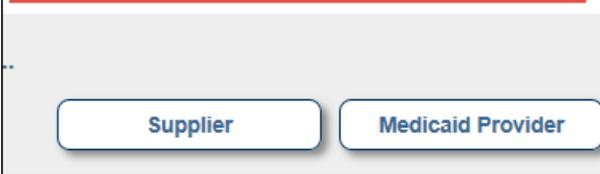
Logging Into the eSupplier Portal



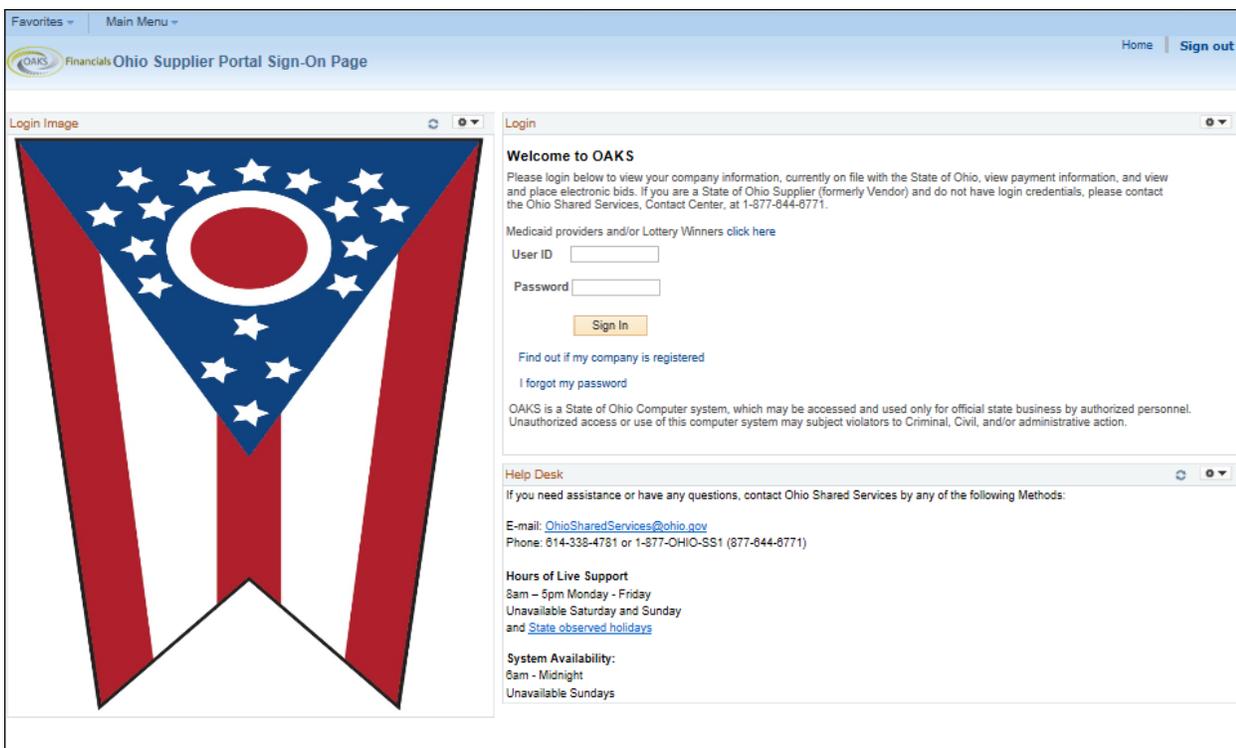
Before beginning the steps below, navigate to <http://www.obm.ohio.gov/supplier/>.

The screenshot shows the Ohio Supplier Portal homepage. At the top left is the Ohio state flag logo. To its right is the text "Ohio Supplier Portal" in a large, bold, red font. In the top right corner, there is a navigation bar with "Ohio.gov" and "State Agencies | Online Services". Below the header, a paragraph of text explains the site's purpose: "This site provides information to state of Ohio Suppliers regarding how to view the real-time status of purchase orders, invoices and payment information, as well as placing bids and viewing address and contact information that the state has on file for your company. [Click here to go straight to the Ohio Supplier Portal Sign-On Page.](#)" Below this text is a section titled "Are you a..." with three buttons: "Supplier", "Medicaid Provider", and "Lottery Winner". Underneath is a "Need Help?" section with a button for "Training / Instructional Guide". At the bottom, there is a small image of a document titled "About eSupplier" with a red icon.

REVIEWING PAYMENTS

| Step-by-Step | Screen |
|--|---|
| 1. Click the Click here to go straight to the Ohio Supplier Portal Sign-On Page link. | <p>ent information, as well as placing bids and viewing address and contact information. Click here to go straight to the Ohio Supplier Portal Sign-On Page.</p>  |

The Ohio Supplier Portal Sign-On Page displays.



If you have not received your login credentials, contact the OSS Contact Center to gain access to the Ohio Supplier Portal.

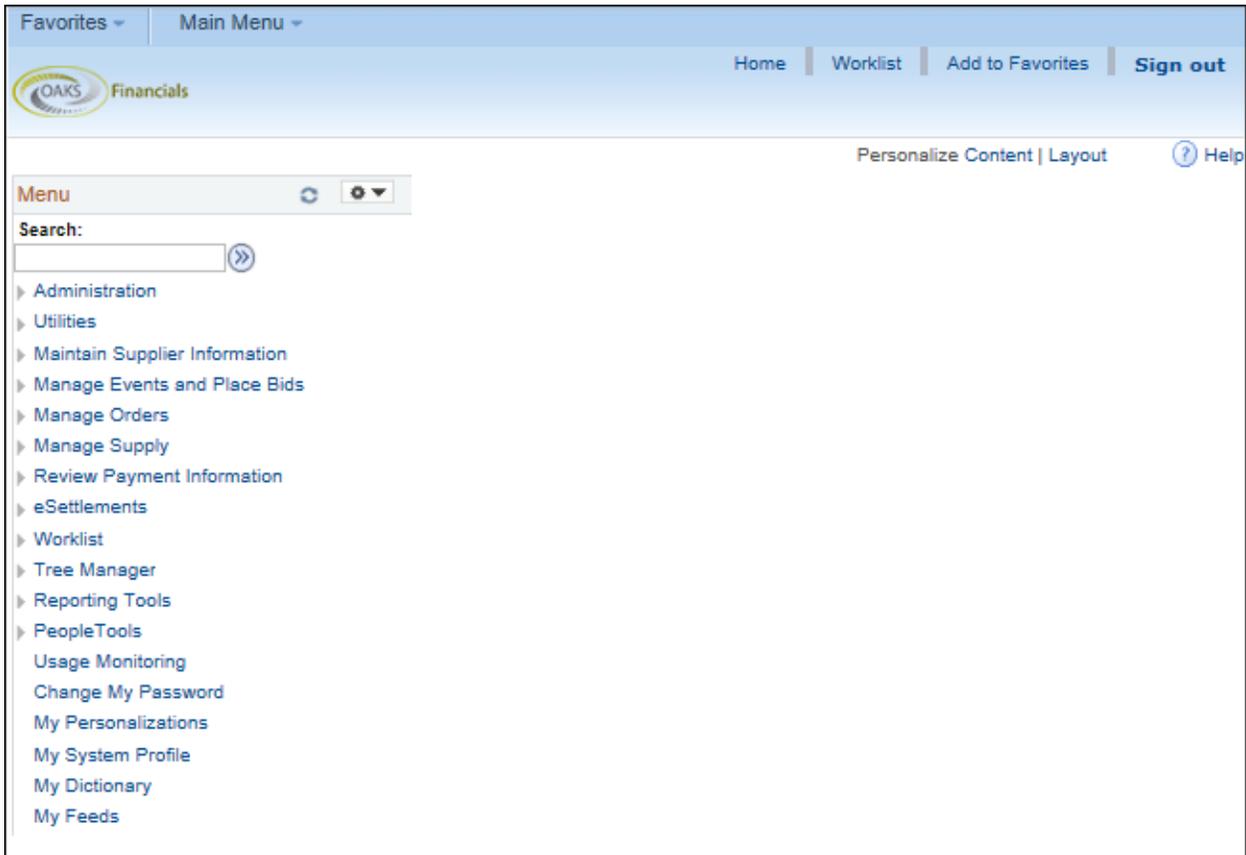
- Phone: 614-338-4781 or 1-877-OHIO-SS1 (877-644-6771)

REVIEWING PAYMENTS

| | |
|----------------------------|--|
| 2. Enter User ID . | <p>Login</p> <p>Welcome to OAKS</p> <p>Please login below to view your company information, currently o and place electronic bids. If you are a State of Ohio Supplier (for the Ohio Shared Services, Contact Center, at 1-877-644-6771.</p> <p>Medicaid providers and/or Lottery Winners click here</p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Sign In"/></p> |
| 3. Enter Password . | <p>Welcome to OAKS</p> <p>The Ohio Supplier Portal page is where suppliers can do m information, electronic bidding, and access eSettlements to</p> <p>Medicaid providers and/or Lottery Winners click here</p> <p>User ID <input type="text" value="ADMIN123"/></p> <p>Password <input type="password"/></p> |
| 4. Click Sign In . | <p>Medicaid providers and/or Lottery Winners click here</p> <p>User ID <input type="text" value="ADMIN123"/></p> <p>Password <input type="password" value="*****"/></p> <p><input type="button" value="Sign In"/></p> |

REVIEWING PAYMENTS

The **Main Menu** displays.



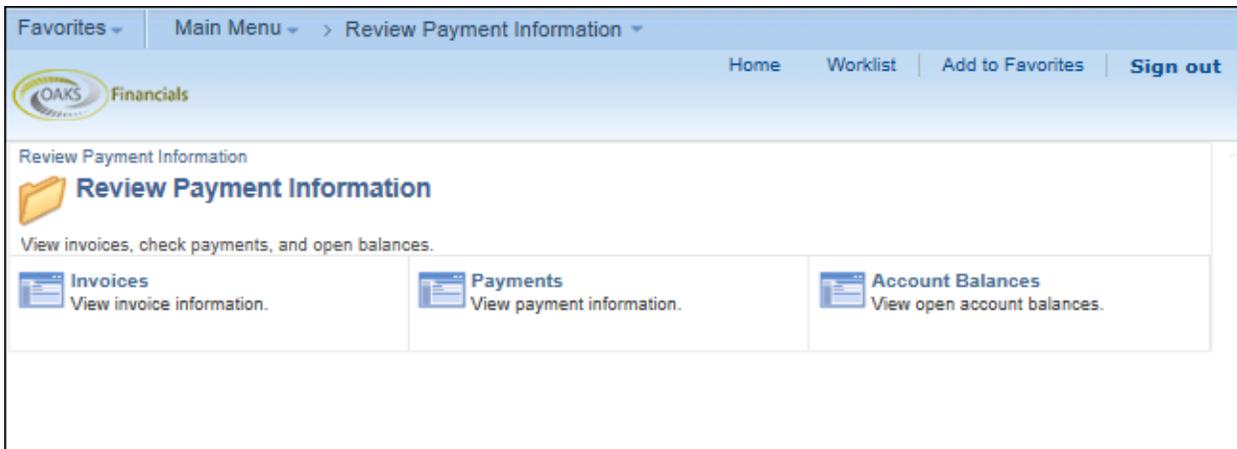
The screenshot shows the OAKS Financials Main Menu. At the top, there are navigation links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar is a search box and a list of menu items. The menu items are: Administration, Utilities, Maintain Supplier Information, Manage Events and Place Bids, Manage Orders, Manage Supply, Review Payment Information, eSettlements, Worklist, Tree Manager, Reporting Tools, PeopleTools, Usage Monitoring, Change My Password, My Personalizations, My System Profile, My Dictionary, and My Feeds.

Review Payments

A supplier can view details of all payments that the state has submitted to the supplier from the **Review Payment Information** page.



OAKS FIN > Main Menu > Review Payment Information

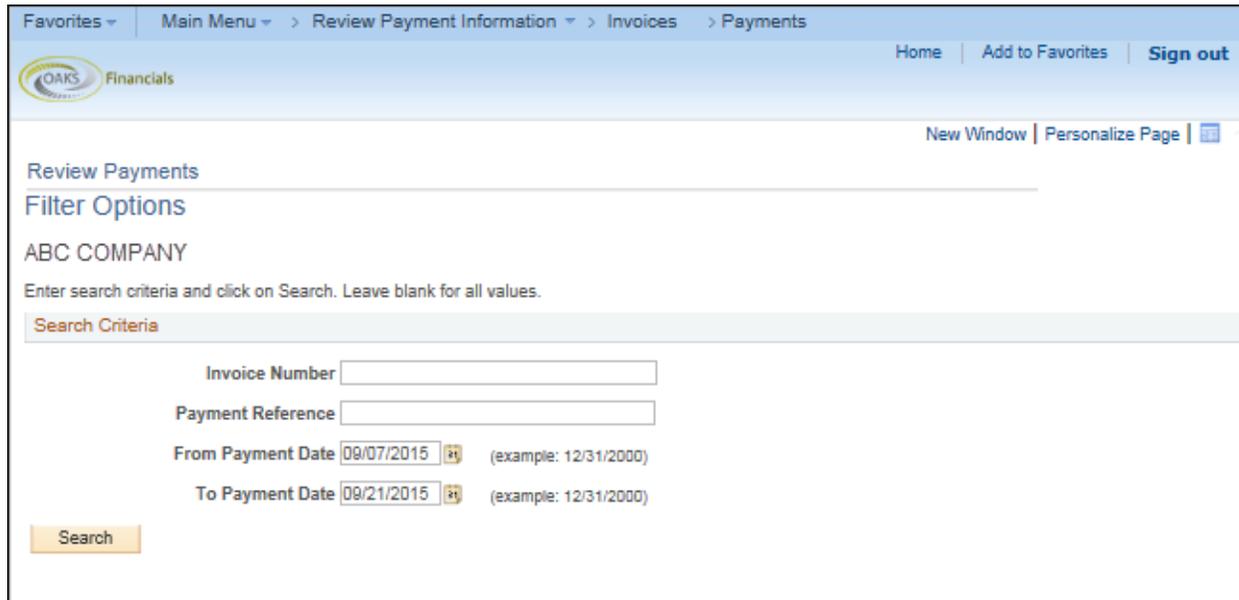


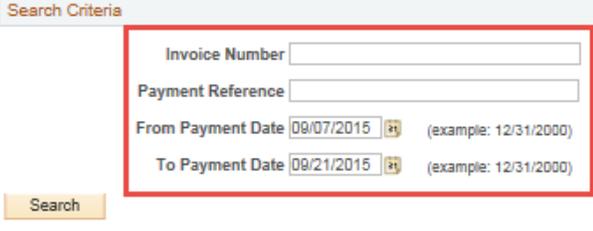
The screenshot shows the OAKS Financials Review Payment Information page. The page title is "Review Payment Information" and it includes a sub-header "Review Payment Information" with a folder icon. Below the sub-header is a description: "View invoices, check payments, and open balances." There are three main sections: "Invoices" (View invoice information.), "Payments" (View payment information.), and "Account Balances" (View open account balances.).

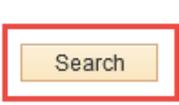
REVIEWING PAYMENTS

| | |
|--|--|
| <p>1. Select the Payments link to view payment information.</p> |  |
|--|--|

The **Review Payments Filter Options** page displays.



| | |
|--|--|
| <p>2. Enter identifying information in the Search Criteria section to search for the correct invoice.</p> |  |
|--|--|

| | |
|--------------------------------|---|
| <p>3. Click Search.</p> |  |
|--------------------------------|---|

REVIEWING PAYMENTS

The **Review Payments** page displays the search results.

Review Payments
Payments Made
ABC COMPANY

Set filter options

| 1 Reference | 2 Invoice Number | 3 Payment Date | 4 Amount |
|-------------|------------------|----------------|----------------|
| 0018297862 | 7V776712 | 09/26/2011 | \$2,018.80 USD |
| 0018133273 | 7V550212 | 08/19/2011 | \$2,539.61 USD |
| 0017985362 | 7V428112 | 07/19/2011 | \$1,316.15 USD |
| 0017833978 | 7V263111 | 06/16/2011 | \$1,063.94 USD |
| 0017616017 | 7U982711 | 05/18/2011 | \$717.80 USD |
| 0017244529 | 7U753811 | 04/22/2011 | \$916.22 USD |
| 0016769806 | 7U284411 | 03/30/2011 | \$574.76 USD |
| 0015843918 | 7T778611 | 02/09/2011 | \$471.04 USD |
| 0015671392 | 7T635011 | 01/27/2011 | \$428.42 USD |
| 0015426511 | 7T169011 | 12/21/2010 | \$711.68 USD |
| 0015329700 | 7T015011 | 11/29/2010 | \$588.52 USD |
| 0015119962 | 7S487611 | 10/22/2010 | \$587.02 USD |
| 0014720262 | 7S124811 | 08/03/2010 | \$89.22 USD |
| 0014615027 | 7R977811 | 07/16/2010 | \$841.70 USD |
| 0014189481 | 7R467810 | 05/12/2010 | \$469.66 USD |

1. **Reference (Number):** A number assigned to the payment.
2. **Invoice Number:** Number assigned to the invoice when it is entered into OAKS FIN.
3. **Payment Date:** Actual payment date.
4. **Amount:** The total amount of the payment.

4. Click on a **Reference Number**.

Note Every payment will have a reference number associated with it.

| Payments Made | |
|---------------|------------------|
| Reference | Invoice Number |
| 0000044795 | M-BUD-1001003956 |

REVIEWING PAYMENTS

The **Review Payments** page displays the payment details.

Review Payments
Payment Details
ABC COMPANY
0018297862

1 Invoice Number 7V776712 5 Payment Date 09/26/2011
2 Method Check 6 Pay Status Paid
Amount \$2,018.80 3 Currency USD 7
Paid To ABC COMPANY 4

Country USA United States
Address 1 7536 JENKINS DR
Address 2
Address 3

City CANAL WINCHESTER
County FRANKLIN Postal 43110
State OH Ohio

From TREASURER OF STATE

| 8 Invoice | 9 Gross Amount | 10 Discount | 11 Discount Taken | 12 Paid Amount |
|-----------|----------------|-------------|-------------------|----------------|
| 7V776712 | 2,018.80 USD | 0.00 USD | 0.00 USD | 2,018.80 USD |
| 7V776712 | 0.00 USD | 0.00 USD | 0.00 USD | 0.00 USD |
| 7V776712 | 0.00 USD | 0.00 USD | 0.00 USD | 0.00 USD |
| 7V776712 | 0.00 USD | 0.00 USD | 0.00 USD | 0.00 USD |

[Return to Payments Made](#)

1. **Invoice Number:** Number assigned to an invoice when entered into OAKS FIN.
2. **Method:** Payment Method, either EFT or Check.
3. **Amount:** The total amount of the payment.
4. **Paid To:** The supplier receiving the payment.
5. **Payment Date:** Actual payment date.
6. **Pay Status:** Status of the payment.
7. **Currency:** Currency used. USD only.
8. **Invoice:** Number assigned to the invoice when it is entered into OAKS FIN.
9. **Gross Amount:** Total amount minus fee/tax exceptions.
10. **Discount:** Amount of discount available based on pay terms.
11. **Discount Taken:** Amount of discount taken. Only displays if the state pays in time for discount.
12. **Paid Amount:** The total amount paid to the Supplier.