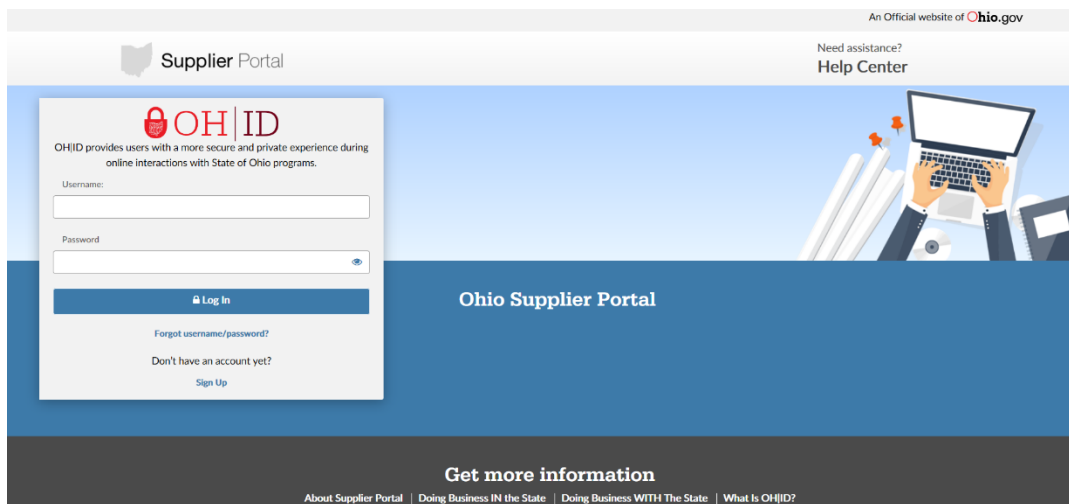


# Setting Up a Supplier ID Number

## Agency Provider

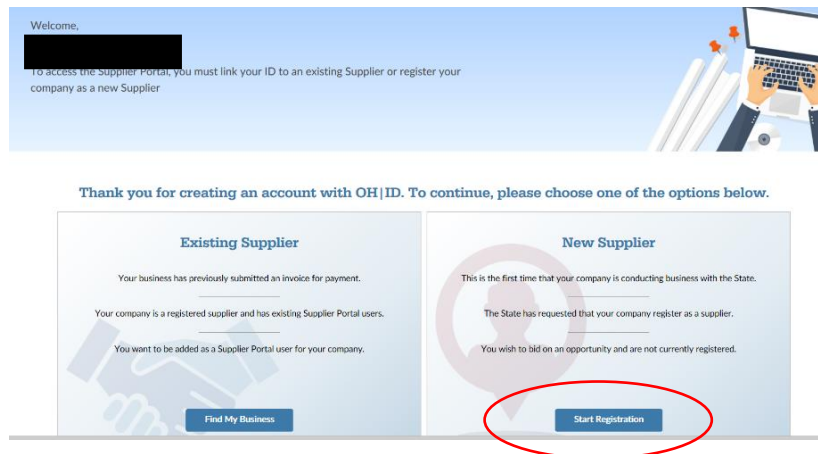
You need access to a printer/scanner as well as a W9 and your bank information (bank name, account & routing number)

1. Go to <http://www.supplier.obm.ohio.gov/>
2. At the log in screen, use the DODD username and password you established to log-in.

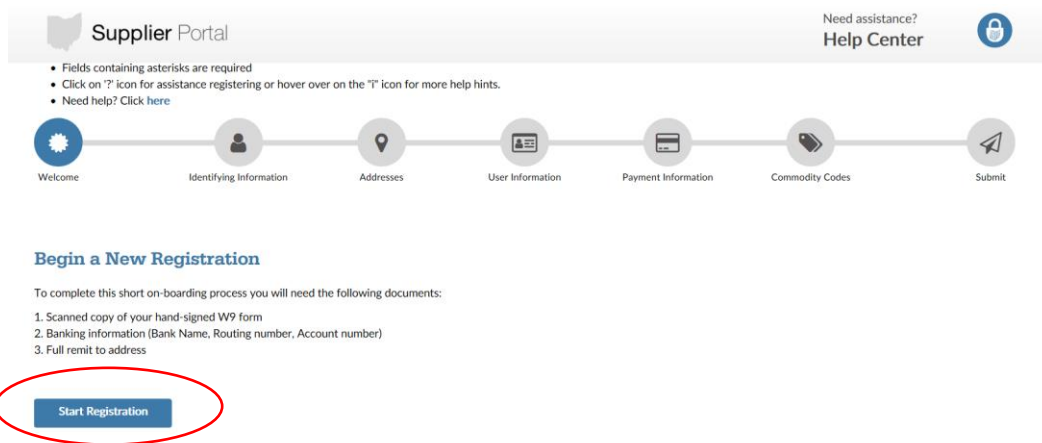


The screenshot shows the Ohio Supplier Portal login interface. At the top right, it says "An Official website of [ohio.gov](http://ohio.gov)". Below this, on the left, is the "Supplier Portal" logo. On the right, there is a "Need assistance? Help Center" link. The main content area features the "OH|ID" logo and a description: "OHID provides users with a more secure and private experience during online interactions with State of Ohio programs." Below this is a login form with "Username:" and "Password:" labels, each followed by a text input field. A "Log In" button is positioned below the password field. Underneath the button are two links: "Forgot username/password?" and "Don't have an account yet? Sign Up". To the right of the login form is an illustration of a person's hands typing on a laptop keyboard. Below the illustration, the text "Ohio Supplier Portal" is displayed. At the bottom of the page, there is a "Get more information" section with links for "About Supplier Portal", "Doing Business IN the State", "Doing Business WITH The State", and "What is OH|ID?".

### 3. This screen will appear, under New Supplier, click “Start Registration”



### 4. Follow the instructions and fill out each portion of requested information. To being, click Start Registration.



### 5. On the first page, fill out all required information, then click Next.

Tax ID number is your Agency EIN/TIN

Federal Tax Classification must match your W9

Name and contact information of person completing the request is you.

### Unique ID & Company Profile


Tax Identification Number \*

Legal Business Name \*

Additional Name

Company Website Address

Federal Tax Classification \*

Choose One 

### Profile Questions

[Click here to download a blank W-9 form](#)

Please attach a copy of your signed W9 \*

Choose a file



Please enter the name and email address of the state of Ohio contact you are working with, if known.

Please provide the name and contact number of the individual completing this request. \*

### Comments

Add comments here...

[< Prev](#)

[Exit](#)

[Save for later](#)

[Next >](#)

## 6. Fill out your address and email address (\* means required) then click Next


Address Line 1 \*

Address Line 2

Address Line 3

City \*

State \*

Ohio 

County

Postal Code \*

Business Email \*

[< Prev](#)

[Exit](#)

[Save for later](#)

[Next >](#)

## 7. For the Supplier Administrator Section, enter your information again, then click Next ( \* is required)

Welcome   Identifying Information   Addresses   User Information   Payment Information   Commodity Codes   Submit

### Supplier Administrator

The User named in this section will be your organization's eSupplier Administrator. The Administrator can receive notifications of solicitation opportunities, view contact information, payment information, purchase orders, and create additional users.

First Name \*      Last Name \*

Title

Business Email \*

Telephone \*      Ext

Fax Number

< Prev      Exit      Save for later >      **Next >**

## 8. Enter your banking information for the agency (ensure it is correct) then click Next

### Supplier Banking Information

Country  
United States

Bank Name \*

Account Type \*  
Check Acct

Routing Number / ABA Number \*

Re-enter Routing Number / ABA Number \*

Bank Account Number \*

Re-enter Bank Account Number \*

### Additional ID Numbers

Type	Description	ID Number*	Actions
Search...			

Add ID Number

Comments

Add comments here...

< Prev      Exit      Save for later >      **Next >**

## 9. Skip this page, just click Next

### Standard Industry Codes [?](#)

UNSPSC Code	Description	Actions
<input type="text" value="Search..."/>	Select a code to get a description...	

Add SIC Code

### My Commodity Codes

Show  entries

<input type="checkbox"/>	Category	Description
<input type="checkbox"/>	10000000	Live Plant and Animal Material
<input type="checkbox"/>	11000000	Mineral, Textile, Inedible Mat
<input type="checkbox"/>	12000000	Chemicals including Bio Chem
<input type="checkbox"/>	13000000	Resin, Rosin, Rubber, Foam Etc
<input type="checkbox"/>	14000000	Paper Materials and Products
<input type="checkbox"/>	15000000	Fuels, Fuel Additives, Lubric
<input type="checkbox"/>	20000000	Mining, Well Drilling Machine
<input type="checkbox"/>	14000000	Paper Materials and Products
<input type="checkbox"/>	15000000	Fuels, Fuel Additives, Lubric
<input type="checkbox"/>	20000000	Mining, Well Drilling Machine
<input type="checkbox"/>	21000000	Farming, Fishing, Forestry Mac
<input type="checkbox"/>	22000000	Building, Construction Machine
<input type="checkbox"/>	23000000	Industrial Mfg, Processing Mac

Showing 1 to 10 of 56 entries

[Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [Next](#)

[< Prev](#)

[Exit](#)

[Save for later >](#)

[Next >](#)

**10. On the review page, ensure all the information is correct, then hit submit.**

Once everything has processed, you will receive your Supplier ID number via email. You need a copy of the email to scan and upload into your DODD application.