AP Vendor Account Form

Submit Form to:
OhioSharedServices@ohio.gov
Attn: Account Table Team

Add new account for existing vendor on the vendor account table

#	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Used?	SpeedChart Key
1									
2									
3									

Modify an existing account on the vendor account table

	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Used?	SpeedChart Key
Current									
New									

Inactivate an existing account on the vendor account table

Business Unit		Reason for Inactivating	
Vendor ID			
Vendor Account #			

Suggest a new vendor for the vendor account table

*Please provide a vendor invoice sample along with this document.

#	Vendor Name	Vendor ID	#	Vendor Name	Vendor ID	#	Vendor Name	Vendor ID
1			4			7		
2			5			8		
3			6			9		

Contact Information (Required)

Requested By	Agency	Phone #	E-mail Address	Submitted Date

Under Revision