

ACCOUNTS PAYABLE: SUBMITTING INVOICES TO OSS

Ohio Shared Services participating agencies submit Accounts Payable invoices and backup documentation to OSS for processing via mail, email, or fax. To reduce processing time and contribute to the overall effectiveness of payment processing, follow the guidelines below.

- All invoices for amounts over \$500 (unless for Grants, Subsidies, Utilities, and ISTVs) require a valid purchase order to be referenced on the invoice. When applicable, provide the vendors with accurate purchase order numbers.
- Credit memos must be submitted with the invoice it should be applied to and submitted as a single attachment (email), single transmission (fax), or single document (mail).
- Do not obstruct key information when adding handwritten or stamped information.



If the guidelines above are not followed, the invoice will be rejected and returned to the sender for resubmission.

- When submitting (via email, fax, or mail) an OSS “Standard Invoice Pre-Processing Form” with the invoice, the actual invoice must be the first document and will be used as the primary source of information. The “Standard Invoice Pre-Processing Form” will be referred to for additional (supplemental) information if necessary.



Email submissions must include the invoice followed by the OSS “Standard Invoice Pre-Processing Form” (then any other necessary documentation) as a single attachment (i.e., all items scanned as one image).



If the “Pre-Processing Form” is the first document in the emailed or faxed image, it will delay the processing time.



Once OSS receives the proper invoice and backup documentation it will be processed within three business days.

Special Instructions for Email Attachments

Agencies can reduce processing time by emailing invoices to the Ohio Shared Services invoices email box. Prior to emailing Accounts Payable documents, it is critical to review scanned invoices to ensure legibility and adjust scanning resolutions as needed.

Each email attachment must consist of **ONE** invoice and the supporting documentation for **THAT** invoice (i.e., each file being attached would include the invoice and any backup documentation supporting that invoice). Each email can include up to 99 **different** attached invoices (include only **ONE** invoice per scanned file).



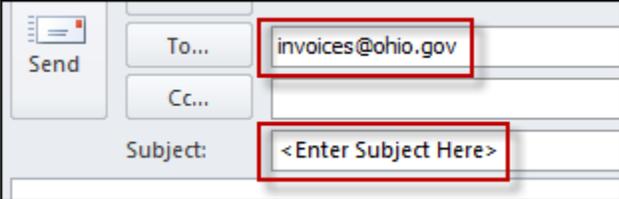
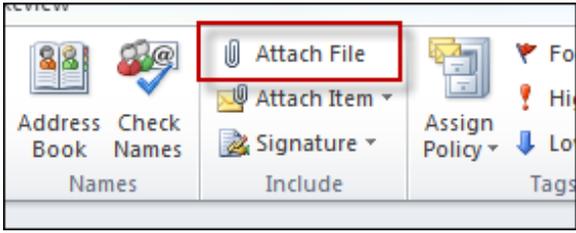
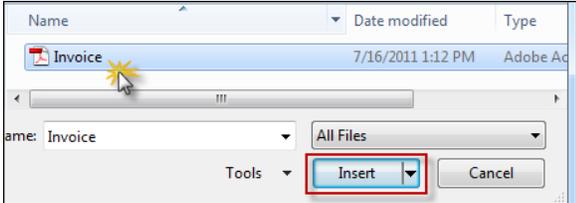
Invoice attachments that include multiple invoices or are illegible will be rejected and returned to the sender for resubmission.

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Email Invoices and Backup Documentation to the OSS Invoices Email Box



Note: The following table uses Microsoft Outlook; some steps may be slightly different for other email applications.

Step-by-Step	Screen
<p>1. Click New E-mail to create a new email message</p>	
<p>2. Enter To using invoices@ohio.gov address</p> <p> Emails with attachments that are sent to invoices@ohio.gov are routed to an automated email repository and are not monitored for questions.</p> <p> If a question must be emailed, send a separate email inquiry to ohiosharedservices@ohio.gov with no attachments.</p> <p>3. No specific Subject line is needed</p>	
<p>4. Click Attach File</p> <p> Acceptable file types are: TIF, PDF, TXT, and JPG.</p>	
<p>5. Select desired File</p> <p> As long as each attachment is for one invoice, up to 99 separate invoice attachments may be included (the total file size of the email cannot exceed 10 MB).</p> <p>6. Click Insert</p>	

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<p>7. Verify that the Attached file name displays on the email</p>  <p>No specific naming convention is required for attachments.</p>	
<p>8. Click Send</p>  <p>Any text entered in the body of the email is automatically added as the first page of each invoice attachment.</p>  <p>If applicable, provide specific instructions and/or additional information on the pre-processing form.</p>	



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

Special Instructions for Fax Submissions

When faxing Accounts Payable invoices and backup documentation to OSS, each fax must only consist of **ONE** invoice and the supporting documentation for **THAT** invoice. Faxes that include documentation for multiple invoices may delay processing.

Fax AP invoices and backup documentation to 614-485-1039.



Note: Automated confirmation is **not** sent in response to a fax received by OSS.

Instructions for Mailing

Accounts Payable invoices and backup documentation may also be sent to OSS by regular mail (rather than email or fax) to 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 ohiosharedservices@ohio.gov.