

Welcome to doing business with The Ohio State University. The Ohio State University is the State of Ohio's flagship research institution and one of the largest universities in the United States. The OSU Supplier Resources Guide provides users with information about supplier maintenance, purchase orders, delivery of goods, visiting campus and invoicing.

Supplier Maintenance

It is each supplier's responsibility to maintain its current tax ID #, phone number, fax number, remit to address, EFT (Electronic Funds Transfer) /ACH (Automated Clearing House) information, account manager and representative contact information, etc. on file with The Ohio State University. Any changes or updates must be communicated to Supplier Maintenance at BF-PRSM-WEBFORM@osu.edu (University) or vendormaintenance@osumc.edu (Wexner Medical Center and OSU Physicians) with the supplier's primary University, Wexner Medical Center or OSU Physicians contact on copy.

Foreign Suppliers

The Ohio State University requires a W-8 form for all foreign entities. The foreign entity needs to determine which type of form applies to them. They need to fill out the appropriate form and return to the OSU contact, along with the other necessary forms.

<https://busfin.osu.edu/system/files/w-8statement.pdf>

Foreign entities are paid via check or wire.

Purchase Orders

The Ohio State University is a purchase order driven organization and uses purchase orders as the preferred method of ordering and payment for goods and services.

Suppliers will receive purchase orders from The Ohio State University via email or fax based on information set up in the Supplier Profile or electronically via EDI or fax. If the email address or fax in the Supplier Profile is incorrect or invalid, the supplier will not receive purchase orders. Any changes or updates to the Supplier Profile must be communicated to Supplier Maintenance at BF-PRSM-WEBFORM@OSU.EDU (University) or vendormaintenance@osumc.edu (Wexner Medical Center and OSU Physicians) with the supplier's primary University, Wexner Medical Center or OSU Physicians contact on copy.

The purchase order is The Ohio State University's authorized approval to begin work. The supplier will receive the purchase order and review it to make sure that all terms, conditions, etc. match what was agreed upon. Do not begin work without an authorized copy of the purchase order. This is The Ohio State University's acknowledgement and commitment for the work.

Delivery of Goods

OSU Central Receiving

In efforts to keep students, faculty and staff safe on campus, the University works to reduce trucks and supplier deliveries on campus. Because of this initiative, deliveries to the Columbus campus will be made to OSU Central Receiving at the Stores and Receiving Building (Building 381). OSU Central Receiving is the preferred delivery location and serves as a central delivery point for campus deliveries and provides delivery services for qualified OSU Shipments. Important to note: if the supplier receives an order that will be delivered directly on campus, please make sure the room number and/or specific delivery location is on the PO.

Stores & Receiving
2650 Kenny Road
Columbus, Ohio 43210
Phone: 614-292-2694
FAX: 614-292-6913

OSU Wexner Medical Center and OSU Physicians

Deliveries to Wexner Medical Center and OSU Physicians' locations should be made as stated on the purchase order.

Visiting Campus

Visitor Information

Click here for visitor information - <https://visit.osu.edu/>

Parking

Campus visitors may park in surface lots or visitor garages. Paid parking is required 24/7 in all campus parking facilities unless otherwise posted.

Click here for more information about parking -

<https://osu.campusparc.com/find-parking/>

<https://osu.campusparc.com/find-parking/academic-visitor-parking/>

<https://osu.campusparc.com/find-parking/medical-center-patients-visitors/>

Accounts Payable

The Ohio State University's Accounts Payable department is responsible for processing and payment of financial obligations of The Ohio State University in a timely and accurate manner. Accounts Payable safeguards the university by ensuring strict adherence to Federal, State, and university regulations and policies.

Invoice Process

After the supplier receives a valid purchase order and the goods have been delivered or services have been completed, the supplier must submit the invoice to Accounts Payable via EDI or to the email address referenced on the corresponding purchase order – additional details provided in the table below.

Central Accounts Payable only pays from invoices. They do not pay from statements, packing slips, notifications, order confirmations, shipping receipts, handwritten notes or any document that is not an invoice.

All invoices must include the following information:

- Invoice number (invoices must not duplicate numbers)
- Invoice date
- Purchase order (PO) number
- Invoice total
- Line details (must match Purchase Order details exactly)
- Remit-to address

Payment terms dictate when the supplier will be paid (e.g., 60, 90 days from invoice date) pending the successful matching of goods/services between the invoice and purchase order and approval of the invoice.

The preferred method of payment for The Ohio State University is EFT via ACH Deposit. For foreign suppliers, payment methods are check or wire.

Reference and Contact Information

	University	Wexner Medical Center	OSU Physicians
Supplier Maintenance	General: BF-PRSM-WEBFORM@osu.edu Tax Form 1099 Questions: BF-PRSM-1099@osu.edu	General: vendormaintenance@osumc.edu	General: vendormaintenance@osumc.edu
Purchasing	BF-PRSM-OSUPUR@osu.edu	purchasing@osumc.edu	OSUPSupplyChain@osumc.edu
Accounts Payable	Invoice Submission: apinvoices@osu.edu Customer Service: ap-customerservice@osu.edu	Invoice Submission: medctrinvoices@osumc.edu Customer Service: Accounts.Payable@osumc.edu	Invoice Submission: osupinvoices@osumc.edu Customer Service: OSUP.AccountsPayable@osumc.edu
SUPPLIER WEBSITE	https://busfin.osu.edu/buy-schedule-travel/purchasing/suppliers	https://wexnermedical.osu.edu/utility/footer/vendor-interaction	https://www.osuphysicians.com/