

**Ohio Department of Medicaid
VENDOR INVOICE GUIDE
8.20.13 update**

In order to avoid any delays in payment, please follow these important steps when submitting your invoices:

Your invoice should include:

- The valid Purchase Order (PO) number(s)
- The date(s) of service
- An invoice date
- The unique invoice number
- The contract number, if applicable

Be sure to verify:

- The "remit to" address on the invoice must be in OAKS and on file with Ohio Shared Services
- The invoice service dates are within the state fiscal year (July 1st – June 30th) and/or within service dates of the PO
- The invoice description matches the PO description and/or contract deliverables. It is extremely important to use the same language from the PO on the invoice

Other Tips:

- Print invoices on standard letter-size white or lightly-colored paper for clear imaging
- Remove any heavily shaded areas from invoices
- Do not staple multiple page invoices
- When sending invoices by email to OSS:
 - Individual attached invoice (single scanned file) may include the supporting documentation.
 - Each email can include up to 99 different attached invoices (but only ONE invoice per scanned file).
 - An individual attachment (single scanned file) with multiple invoices will be rejected.

Vendor invoices for the Ohio Department of Medicaid should be sent to the Ohio Shared Services email address or location below.

Email: invoices@ohio.gov (the preferred file type for email attachments is .pdf. The only other acceptable invoice formats for submission are .tif, .txt, or .jpg)

Mail: Ohio Shared Services
P.O. Box 182880
Columbus, Ohio 43218-2880

Fax: 614.485.1039

Questions about the status of an invoice should be directed to Ohio Shared Services at:

Telephone: 1.877.OHIO.SS1 (1.877.644.6771) or 1.614.338.4781

Email: ohiosharedservices@ohio.gov

All Vendor Information updates (e.g. correspondence, statements, etc) should be sent to:

Mail: Ohio Shared Services
ATTN: OSS-Vendor Maintenance
4310 E. 5th Avenue
Columbus, Ohio 43219

Fax: 614.485.1039

Email: vendor@ohio.gov

The recently passed FY 2014-15 state budget includes a number of provisions that may impact Ohio Medicaid's vendor community. One particular item that may be of interest to your operations is an unprecedented small business tax cut. Introduced by Governor John R. Kasich, the provision provides virtually all of Ohio's small businesses with a 50 percent tax cut on the first \$250,000 of net business income.

To learn more on how you and your business may benefit from the plan, please visit

<http://transforming.ohio.gov/cuttingtaxes.aspx> or <http://www.tax.ohio.gov/legal/OhioTaxLawChanges.aspx>.