

Appendix A: Improper Invoice Notice Form

[OBM@Work](#) > [Shared Services](#) > [Transaction Processing](#) > [ECM Documents](#) > [Improper Invoice Mail Merge](#)



Ohio Shared Services Invoice Return Notification

TRAINING AGENCY
PO BOX 53
MARION, OH 43302
Supplier ID 0000001569

Date Returned

Thursday, February 11, 2016

Dear Sir or Madam:

The enclosed invoice(s) have been returned to you for updates or corrections for the following reason(s) and **must be resubmitted for payment**.

Supplier Remit to address is not on file

The Supplier remit to address information is not included in the supplier information record. (Zip code 43302 is not on file. We have 43301) Please update the Supplier record. Specific supplier forms must be submitted to OSS.

Please do one of the following:

- Request a new Supplier ID in our system by completing and returning the attached Supplier Information Form and W9 form to Supplier@ohio.gov. This may take 5-7 days; you will receive an email when the change has been completed.
- Once you receive the notification that your new Supplier ID has been created, you will need to resubmit the invoice(s) by sending them to invoices@ohio.gov

In accordance with Section 126.30 of the Ohio Revised Code, payment will be made within 30 days of the receipt of a corrected invoice.

Please Note: Effective July 2010, the Ohio Department of Administrative Services required correlating purchase orders to be referenced on supplier invoices.

Thank you for your assistance.

Sincerely,

Ohio Shared Services
Accounts Payable Department

Last Updated 01/07/2016

E-mail: ohiosharedservices@ohio.gov
Contact: 614.338.4781 or 1.877.644.6771
Website: www.ohiosharedservices.ohio.gov



Ohio Shared Services Invoice Return Notification

COOPER COMMUNICATIONS
PO BOX 5233
CHICAGO, IL 60197-9011
Supplier ID 0000096511

Date Returned

Tuesday, February 16, 2016

Dear Sir or Madam:

The enclosed invoice(s) have been returned to you for updates or corrections for the following reason(s) and **must be resubmitted for payment**.

Improper Invoice

The buying agency responsible for payment cannot be determined on the invoice. Please contact the State agency to request the agency Origin Code be added to this and future OSS invoice submissions.

Invoice Correction(s)

Please make the necessary corrections to your invoice(s) and resubmit to invoices@ohio.gov.

In accordance with Section 126.30 of the Ohio Revised Code, payment will be made within 30 days of the receipt of a corrected invoice.

Please Note: Effective July 2010, the Ohio Department of Administrative Services required correlating purchase orders to be referenced on supplier invoices.

Thank you for your assistance.

Sincerely,

Ohio Shared Services
Accounts Payable Department

Last Updated 01/07/2016

E-mail: ohiosharedservices@ohio.gov
Contact: 614.338.4781 or 1.877.644.6771
Website: www.ohiosharedservices.ohio.gov



Ohio Shared Services
Invoice Return Notification

CENTRAL PHYSICIANS
PO BOX 1450
COLUMBUS, OH 43223
Supplier ID 0000009581

Date Returned

Wednesday, February 17, 2016

Dear Sir or Madam:

The enclosed invoice(s) have been returned to you for updates or corrections for the following reason(s) and **must be resubmitted for payment.**

Supplier Remit to address is not on file

The Supplier remit to address information is not included in the supplier information of record. Please update the Supplier record. Specific supplier forms must be completed and submitted to OSS.

Invoice Correction(s)

Please make the necessary corrections to your invoice(s) and resubmit to invoices@ohio.gov.

In accordance with Section 126.30 of the Ohio Revised Code, payment will be made within 30 days of the receipt of a corrected invoice.

Please Note: Effective July 2010, the Ohio Department of Administrative Services required correlating purchase orders to be referenced on supplier invoices.

Thank you for your assistance.

Sincerely,

Ohio Shared Services
Accounts Payable Department

Last Updated 01/07/2016



E-mail: ohiosharedservices@ohio.gov
Contact: 614.338.4781 or 1.877.644.6771
Website: www.ohiosharedservices.ohio.gov