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Effective: 05/04/2017

## Adding or Updating Supplier EFT Information

The preferred method of payment for the state of Ohio is EFT (Electronic Funds Transfer). The "Authorization Agreement for Direct Deposit of EFT Payments" ([OBM-4310](#)) is used to enroll in the EFT program and/or submit changes to the EFT information on the supplier record.

Click [here](#) for DNR State Match Payments.

Click [here](#) for Ohio Development Services Agency.

## Review Supplier Forms

Verify the following documents have been received and are complete.

- [Authorization Agreement for Direct Deposit of EFT Payments](#)

In the event a supplier provides multiple pieces of documentation (VIF, W9, EFT) and the zip codes do not match each other on the forms and/or vary within the OAKS system, verify which zip code is accurate by using USPS and make the necessary updates.

## Adding or Updating EFT Information

To begin, click the [Identifying Information](#) tab.

3. From the "Crk Location", click the [Procurement](#) link.
4. Select [Additional Procurement Options](#) to expand the collapsible region.
5. Take note of the [Payment Terms Options](#) and [Payment Term ID](#).

No action is taken with this field - take note of it for a step below.

6. Click [OK](#).
  - The **Location** tab displays.

Next steps - [Updating the Supplier Operations Tracker](#)