



Ohio Department Of Transportation
Central Office, P.O. Box 899
Columbus, Ohio 43216-0899

Electronic Invoicing Monthly Newsletter

by: Teria Stelzer

August 4, 2000

ODOT and submit this information to OBM for

How Do You Get Started?

First, if you are interested in doing electronic invoicing with ODOT, you will need to contact True Commerce, Bob Raida, (412) 826-3815 or email rcraida@truecommerce.com or companies like True Commerce to establish the ability to submit invoices electronically.

Second, you will need to fill out the Office of Auditor's EFT Authorization Agreement that is required by OBM. To obtain such form, please refer to www.state.oh.us/ecedi

- Doing Business with Ohio
- Electronic Commerce, EC/EDI
- Financial EDI - Vendors

The Trading Partner Agreement Form and the Trading Partner Profile Form are no longer required if you are using Web invoicing.

It is extremely important to fill out the EFT form and submit as soon as possible especially if you are not currently receiving electronic funds transfer (EFT). This alone takes two weeks to implement. The EFT application needs to be an original signature. Return the EFT application by mail to Greg Miller, OBM, 30 East Broad St., 35th Floor, Columbus, OH 43266-0411.

Thirdly, Once you have signed up to do electronic invoicing, and the EFT form has been received, and initiated, then I will collect all open agreements that you currently have with

your accounts to be setup. The district number and your agreement number will become your account numbers.

These 3 steps will take approximately 3-4 weeks before you are ready to start.

Once the initial 3 steps and all training have been completed, then you will be given the go ahead to start submitting your invoices via the Internet. Remember, once you start sending your invoices electronically you will no longer submit paper invoices.

Current Consultant's on Board

- CH2M Hill
- DLZ Ohio, Inc
- Jones Stuckey LTD, Inc
- Pflum, Klausmeier & Gehrum
- Resource International

What Else Would You Like To See Printed In The Newsletter?

Any suggestions on what else you would like to see printed in the newsletter in regards to Web invoicing that might be beneficial to you, as well as other companies, please feel free to contact Teria Stelzer by email or phone.

Who To Contact

If you have any questions, please feel free to

contact either of the following:

Teria Stelzer, ODOT, (614) 752-6694 or email

tstelzer@dot.state.oh.us

Greg Miller, OBM, (614) 466-3459 or email

greg.miller@obm.tate.oh.us

Bob Raida, True Commerce,

(412) 826-3815 or email

rcraida@truecommerce.com

We look forward in doing E-Business with
you!



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June 20, 2000

Updates: What Are The Next Steps?

Since the Consultant Partnering Workshop you have had a chance to ponder the idea to Web or not to Web with electronic invoicing. I would like to take the next few minutes to brief you on what to expect next and what you, the Consultant, will need to do in the next few months to follow.

FYI: We will not be adding any new vendors during the week of June 26th through June 30th due to fiscal year end closing. We will resume July 3rd.

First, if you are interested in doing electronic invoicing with ODOT, you will need to contact True Commerce, Dave Krigger, (412) 826-3815 or email dakrigger@truecommerce.com or companies like True Commerce to establish the ability to submit invoices electronically.

Second, you will need to fill out all the necessary forms that are required by OBM. To obtain such forms, please refer to www.state.oh.us/ecedi

- Doing Business with Ohio
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It is extremely important to fill out the forms and submit as soon as possible especially if you are not currently receiving electronic funds transfer (EFT). This alone takes two weeks to implement. The EFT application needs to be an original signature. Return the EFT application by mail to Greg Miller, OBM, 30 East Broad St., 35th Floor, Columbus, OH 43266-0411.

Thirdly, Once you have signed up to do electronic invoicing, and all forms have been received, and initiated, then I will collect all open agreements that you currently have with ODOT and submit this information to OBM for your accounts to be setup. The district number and your agreement number will become your account numbers.

These 3 steps will take approximately 3-4 weeks before you are ready to start.

Lastly, within the next few weeks I will be scheduling EDI training for all districts in order to process your electronic invoices.

Once the initial 3 steps and all training have been completed, then you will be given the go ahead to start submitting your invoices via the Internet. Remember, once you start sending your invoices electronically you will no longer submit paper invoices.

Currently Jones Stuckey, Inc., the first consultant to come on board, has successfully completed their first electronic invoice with ODOT. Please feel free to contact them if you would like to speak with someone that is using the program. The next Consultant's to come on board will be DLZ Ohio, Inc. and Resource International.

If you have any questions, please feel free to contact either of the following:

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