

Electronic Invoicing Information

ODOT is a Trading Partner with True Commerce that allows vendors to submit invoices for payments electronically. The electronic invoices have many benefits.

- Minimizes manual effort
- Frees staff to perform more value added tasks
- Reduces Errors
- Reduces invoice processing time
- Get paid sooner for services/goods provided
- Lowers cost of doing business

There is an initial cost for set up and monthly charges established between the Vendor and True Commerce. Payment Collection, disputes must be between the vendor and True Commerce. ODOT has no part of these functions.

True Commerce has 2 options for electronic invoicing. The cost for each option will be discussed with a True Commerce sales rep at the time of inquiry.

- Stand Alone
- Intergraded – for use with vendors current accounting systems.

There is also a monthly charge for usage. This will vary by the volume of invoices sent through True Commerce.

EDI's are geared to higher dollar purchases. ODOT has many Consultants currently enrolled in the EDI exchange of invoicing. These consultants will submit invoices through True Commerce and send the required back up documentation via e-mail to the Project Manager for review.

The following is the general time frame for processing. Project Manager Review times will vary.

- Vendor submits invoice through True Commerce
- Vendor sends back up documentations to Project Manager for review
- ODOT receives next day
- Project Manager reviews documentation and approves/denies
 - IF approved, the invoice will be coded and finalized
 - IF rejected, the Project Manager will contact the vendor to discuss the issue.
- Payment will be issued once approved

In order to implement EDI, both the State of Ohio and the vendor must agree on the terms of EDI. Vendors must be registered with the State of Ohio as a vendor. Questions should be directed to Statewide EDI Coordinator Greg Miller. 614-338-4741 or by e-mail greg.miller@obm.state.oh.us

The following link will take you to the Ohio Shared Services Website to obtain the necessary forms to become registered.

<http://ohiosharedservices.ohio.gov/VendorsForms.aspx>

Existing vendors will need to contact the Agency Administrator to begin the process. ODOT's Agency Administrator is Ruth Ann Neely 614-995-0755 or e-mail ruthann.neely@dot.state.oh.us.

Contact Listing

True Commerce – Sales@highjump.com

888-430-4489 (press 1)

Statewide EDI Coordinator

Greg Miller – greg.miller@obm.state.oh.us

614-338-4741

Agency Contact Information – ODOT

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Vendor Compliance

Ohio Shared Services – vendor@ohio.gov

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