

Supplier ID for Multi-Merchant Platforms (e.g., Amazon.com)

When processing Pcard transactions in PREP for multi-merchant platforms the Supplier ID should only be entered when the full purchase is fulfilled by a single merchant and the merchant is an OAKS Supplier.

Example 1

- Purchase is completely fulfilled by Amazon.com
- Search for and associate the Supplier ID for Amazon.com

Ohio PREP
Payment Card Reconciliation Portal

Hello Glen E. [Logout](#)

[Main Menu](#) **Cardholder Transaction** [Transaction List](#)

Summary
AMAZON.COM* 14SC39M2 AMZN

Transaction Date 3/4/2022 Amount \$42.54
Item/Service Description Test
Approval Queue Davisson (E card) Cardholder Davisson, Glen E.
Current State Awaiting Approval

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Documentation
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Supplier
[Search/Edit Supplier](#)

Line/Distribution

Line 1

Line Amount	42.54	Line Percentage	100.00
Contract ID		MBE	

Distribution 1

Amount	Fund Code	Account Code	ALI	Depe
42.54				

Action
[Approve](#) [Update](#) [Hold](#)

Last Action **New From Bank by System Event**
Current State **Awaiting Approval**

Supplier

ID	Supplier Name	Address	City	State
amazon				

[Find Supplier](#)
[Supplier Not Found](#)
[Exit](#)

If the supplier you are searching for does not display, try refining your search criteria by entering more or less of the supplier name, or by entering the supplier ID. Searches using the other fields will only filter results from the supplier name and/or ID search.

ID #0000089994
AMAZON.COM.LLC
PO BOX 530958
ATLANTA, GA 30353

ID #0000089994
AMAZON.COM.LLC
PO BOX 8020_30
DES MOINES, IA 50368-9020

ID #0000089994
AMAZON.COM.LLC
PO BOX 889020
DES MOINES, IA 50368-9020

ID #0000089994
AMAZON.COM.LLC
PO BOX 15550
NEW CASTLE, DE 19720-5550

ID #0000089994
AMAZON.COM.LLC

Ohio Office of Budget and Management [Contact Support](#)

Example 2


- Purchase made from the Amazon.com platform, but not fully fulfilled by Amazon.com.
- Select the 'Supplier Not Found' button.

Local Visual Studio

Main Menu Transaction List

Cardholder Transaction

Summary

AMZN MKTP US*1W5RE0GZ0 

Transaction Date **3/4/2022** Amount **\$10.99**

Item/Service Description **Test**

Approval Queue **Davisson (E card)** Cardholder **Davisson, Glen E.**

Current State **Awaiting Approval**

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Documentation

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Supplier

[Search/Edit Supplier](#)

Line/Distribution

Line 1

Supplier

ID

Name

Address

City State

[Find Supplier](#)

[Supplier Not Found](#)

[Exit](#)

If the supplier you are searching for does not display, try refining your search criteria by entering more or less of the supplier name, or by entering the supplier ID. Searches using the other fields will only filter results from the supplier name and/or ID search.

No Supplier Found