



Dear Supplier:

The Ohio State University Purchasing Department and Ohio State University Wexner Medical Center Purchasing Department utilize Ariba Discovery for all bid posting and management processes.

If you have not already registered your company in Ariba to receive bids from the University and Medical Center Purchasing Departments, follow the steps below:

Step 1: Visit <http://discovery.ariba.com/supplier>

Step 2: select 'Register Now'

Step 3: Complete your company profile

As a reminder, it is the supplier's responsibility to maintain the accuracy of their Ariba Discovery company profile (i.e. contact information, email address and commodity codes) to ensure receipt of bid inquiry notifications.

Thank you and regards,

Jeff Ulrich
The Ohio State University
Sourcing Leader
Business Operations – Purchasing
Email: ulrich.78@osu.edu
Phone: 614-688-3626

Karen L. Sherrill, C.P.M., CPIM
Ohio State University Wexner Medical Center
Senior Commodity Manager
Indirect Product and Services
Email: Karen.sherrill@osumc.edu
Phone: 614-293-7408