Step-by-Step Instructions for Creating Reverse Auctions

1. **Auctions can only be created in conjunction with Single Envelope solicitations.** Prior to conducting an auction, a lot (RFx) should be created within the solicitation to collect any information that is not financial (i.e. NDAs, company information, etc.).

   Log in to Ohio|Buys. From the Main Menu Navigation Bar, click **Sourcing** and then select **Sourcing Projects** from the drop-down menu.

2. Using the **Keywords** field, search for the solicitation in which you would like to run the reverse auction and click the **Pencil (✏️)** icon.

3. Navigate to the **Reverse Auctions** tab.

4. Click the **Create Auction** button.

5. a) Give your auction a name in the **Label** field. This label is visible to Bidders.
b) Select an RFx to copy. These will be previously created rounds within the solicitation.
c) Select the information that should be copied from the RFx. The Suppliers and items will be automatically checked, but can be unchecked. There is also the option to copy the team members and documents into the auction.

6

Click **Create and close**.
Step-by-Step Instructions for Setting Up an Auction Lot

1. After creating the auction within the solicitation, click the Pencil (✏️) icon to view the auction details.

2. The General Information will default from the information entered in the solicitation.

   - **Label**: This is the name of the lot. If there are multiple lots within auction, then the label should reflect the items within that lot.

3. Click **New lot** to create a new lot and complete additional details for the auction.

4. Enter the details for the lot settings.

   a) **Label**: This is the name of the lot. If there are multiple lots within auction, then the label should reflect the items within that lot.
Step-by-Step Instructions for Setting Up an Auction Lot

b) **Auction Type**: This affects how bids will be placed by the participants. ▲ English auctions will be the most commonly used auctions for the State.

c) **Description**: This is a detailed description of the lot. For example, this could include additional information about the items or the manner in which the auction will be executed.

d) **Order**: If there are multiple lots within an auction, this influences the order in which Bidders will see each lot on the dashboard.

e) **Status**: This automatically changes based on the dates and times entered for the beginning and end of the auction.

f) **Bid Multiplier ("a")**: This number will take the total value of each bid multiple it by the value entered.

g) **Bid Adder ("b")**: This number will be added to the total value of each bid. ▲ Bid multipliers and adders are commonly used to account for taxes and flat fees associated with the items within the lot.

---

Enter the auction type settings for the auction type.

▲ Each auction type has specific settings. The information entered into the various fields will align with predetermined restrictions discussed with the team and your supervisor prior to the auction being created in Ohio|Buys.

a) **Absolute Minimum Decrement**: the next bid will have to be lower than the existing bid by this amount (equals last bid price – absolute decrement).

b) **Relative Minimum Decrement**: equals last bid price x% or 1 – relative minimum decrement.

c) **Maximum spread between min and max decrement**: helps determine minimum bidding price. The next bid must be within this range of the previous bid (equals last bid price x% or 1- maximum spread).

d) **Best offer**: decrement is applied to the current best bid.

e) **Best rank**: decrement is applied to last bid.
Step-by-Step Instructions for Setting Up an Auction Lot

Enter the advanced settings for the lot.

![Advanced Settings](image)

- **Historical Price**: A known price used for reference such as current price
- **Target Price**: The ideal purchase price
- **Starting Price**: The starting bid for the auction
- **Start Date**: The begin date and time for the auction
- **And after closing of (lot #)**: The auction lot that should close before this lot begins
- **Scheduled End Date**: The planned end date and time for the auction
- **Limit end date**: Forced auction closing date and time (after renewals)

Click the **Save** button.

Click **Validate** to verify the lot details are ready to publish.

▲ There will be a non-blocking alert to add Suppliers and items prior to publishing. This can be done while reviewing the Auction Overview tab (refer to page 8).

Click **Publish** when the lot is ready to publish, then click **Ok** on the confirmation message. Many fields will not be editable after publishing. If changes are needed after this action, the lot must be deleted and added again.
Step-by-Step Instructions for Launching a Reverse Auction

1. The items from the previous lot in the solicitation will be copied into the auction. New items can be added by clicking the **Add an Item** button. A new row will appear and the information can be typed directly in Ohio|Buys. To mass update item information, download the item grid in an Excel format by clicking **Export as Excel**. Import the edited spreadsheet into Ohio|Buys by clicking **Import Excel**.

2. If selected, the documents from the solicitation can be copied into the auction. To add additional documents, click **Add to Auction Library**.

   ▲ The attachments should include sufficient information so as to allow suppliers to prepare their quotes for the various lots. For each lot, attachments should list all specifications and volumes so that Suppliers may provide an extended price, i.e., for all items and volumes listed. Other attachments may include Terms & Conditions, Surrogate Bidding procedure, etc.
Step-by-Step Instructions for Launching a Reverse Auction

3. The Suppliers will be copied into the auction. Contacts can be assigned by selecting a value in the Main contact column within the grid. This will be the person that receives the email notification that they have been invited to participate in the auction.

4. If selected the team members can be copied into the auction.
   a) **Responsible**: There can only be one user with this role. This person can view and manage the details of auction.
   b) **SME**: This role allows users view-only access to the auction.
   c) **Contributor**: This role allows users to view and edit the auction.
   d) **Trusted third party**: This role allows users to view the auction and manage messages to Suppliers.

5. Pre-determined messages will be set up to be sent to all Bidders for the auction. ▲ The Trusted third party role will typically manage this portion of the auction.
Complete the Auction Overview section.

- **Items**: Each item must be associated with one or more lots in order to be visible to Bidders. To associate an item with a lot, click the checkbox under the lot name.
- **Documents**: Each document must be associated with one or more lots in order to be visible to Bidders. To associate a document with a lot, click the checkbox under the lot name.
- **Suppliers**: Each Supplier must be associated with one or more lots in order to be able to view the lot. To associate a Supplier with a lot, click the checkbox under the lot name.

▲ Preference Factors can be associated to a specific Supplier by using coefficients. Coefficients are unique to each Supplier. Coefficient “a” is a multiplier and coefficient “b” is an adder or amount that will be added to the total bid. Suppliers can also have unique starting prices. To view the coefficients for each Supplier, click the Hand (     ) icon next to the Supplier name.

When finished editing the information on each tab, click **Save & Close**.

The auction lots will automatically become available on the date and time listed in each lot’s settings.