Step-by-step Instructions for Awarding a Reverse Auction

1. 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 that contains a reverse auction you would like to award and then click the Pencil (✏️) icon.

3. Navigate to the Reverse Auctions tab and click the Pencil (✏️) icon next to the auction.

4. Open the auction console using the hyperlink in the General Information section.

5. Ohio|Buys will automatically highlight the highest ranking Bidder in green.

To recommend an award, click Create a recommendation for award.
Select a lot within the solicitation to copy the auction information into. ▲ This will likely be a second lot within the solicitation. The first lot within the solicitation should be used to collect important information from the Suppliers. A second lot should have been created to house the recommendation from the auction. If a lot needs to be created refer to Managing Solicitation section of the Solicitation Learner Guide for steps on how to create a lot within a solicitation.

After identifying the RFx ID, click the Award button. Click the X icon to close the window.

▲ The award will need to be confirmed within the solicitation.

Click the name of the solicitation to return back to the details.

Navigate to the Analyze & Award tab.
Enter an **Award Justification** and **Award Explanation**.

### Award Justification

- **Award Justification**
  - Lowest Selected

- **Award Explanation**
  - Supplier had the lowest bid.

Click the **checkbox (☐)** next to the recommended Supplier and click **Recommend Award**. Click **Ok** to confirm the selection.

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*If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email ([OBM.SharedServices@OBM.ohio.gov](mailto:OBM.SharedServices@OBM.ohio.gov)) or phone (877-644-6771).*