**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.

   ![General Information](image)

   - **Label**: Reverse Auction 091420
   - **Currency**: USD
   - **Status**: Closed
   - **Commodity**: 10000000 - Live Plant and Animal Material and Accessories and Supplies
   - **Sourcing Project**: ALB Test

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

   ![Auction Console](image)

   - **Status**: Offline
   - **Supplier Name**: HARSANY
   - **Bid**: 225,000

   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.
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Enter an **Award Justification** and **Award Explanation**.

![Award Justification Field]

- **Award Justification**
  - Lowest Selected

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

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

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