Step-by-Step Instructions for Creating a New Round

▲ A new round should be created in the event a minimum of 3 quotes were not received in response to the previous round of your quick quote solicitation and you are seeking to reference an STS contract on your purchase requisition.

Log in to Ohio Buys and open the quick quote solicitation for which you would like to create a new round. On the Prepare RFx tab, click Other Actions and select Create a new round.

Confirm which tabs you want to be copied from the previous round. Click Create and then click Continue to acknowledge the pop-up message.
The new round has been created. From the **Prepare RFx** tab:

a) Enter new **Begin** and **End** dates and times.

b) If desired, enter the **Process** and **Summary**. These fields provide additional details regarding the basis for award (Process) and the purpose of the solicitation (Summary) and are visible to the public.

c) Click **Save**.

d) Click on the **Suppliers** header and then select the suppliers that you wish to include in the new round.

Create a new round does not remove the quotes that were received from a previous round. You are able to toggle between rounds and view their associated quotes by using the **Selected Lot – Round** drop-down menu.