Step-by-Step Instructions for Uploading a Supplier’s Response

Please note, uploading a Bidder or Supplier’s response should be used as a last resort, not as the norm.

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

From the Sourcing Projects page:

a) Enter search terms to find your quick quote solicitation and then click Search.

b) Click the Pencil (✏️) icon to open your quick quote solicitation.

Navigate to the View RFx Activity tab of your quick quote solicitation. To submit a response for a Supplier, click the Plus (➕) icon next to their name.

If the Supplier’s name does not appear on this tab they will need to be invited to the quick quote solicitation.

- Add the Supplier on the Add Suppliers tab to send the quick quote solicitation to the associated Supplier. Once sent their name will appear on the View RFx Activity tab.
The Supplier’s proposal is displayed in a pop-up window. To submit a response on their behalf:

a) Enter the **Unit price** and **Deliv. date** for each line item.

▲ You should also add comments and documentation to the header of the response which explains why an offer was submitted on the behalf of the Supplier.

a) Click **Submit**.

Review the information displayed in the pop-up window to confirm you have entered responses for all applicable line items. Click **Submit my proposal** to finish submitting a proposal on the behalf of a Supplier.

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