How to Access Ohio Buys as a New Bidder

Step-by-Step Instructions for Accessing Ohio Buys as a New Bidder

1. Bidders shouldn't wait until a bid is due to register and access Ohio Buys. Registering an Ohio Buys account for your organization will ensure your company has access to, is familiar with, and is readily prepared to bid within the Ohio’s Buys solution when the time comes.

To begin this process, navigate to supplier-emarketplace.ohio.gov and click Log In.

2. If you do not currently have an OH|ID, click Sign Up, otherwise enter your login credentials.

   ▲ An OH|ID is a secure, single sign-on that provides users access to online services for multiple State of Ohio systems.

   ▲ A valid OH|ID is required for each Ohio Buys user.

3. Enter your profile information, including your First Name, Last Name, Email, Email Confirmation, Work Phone Number, Date of Birth, and Verification Question. Note that all fields marked with an asterisk are required.

4. Agree to the Terms and Conditions and then click Next.
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Enter your desired Username and Password.

▲ Your Username must have at least 2 and no more than 64 characters in length. It can contain upper and lower case letters, numbers and the following special characters: . _ - @

▲ Your Password must have at least 8 and no more than 30 characters in length and contain 1 character from each of the following categories:

- Upper case letters (A-Z)
- Lower case letter (a-z)
- Numbers (0-9)
- Special characters (!#$%^&*()_+=><{}[]'";':/?)

▲ Your Password cannot include your first name, last name, username, or OH|ID

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a) Choose your Password Recovery Methods. We recommend setting up at least two methods to give you flexibility in resetting your own password.

b) Click Create Account to finish creating your OH|ID.

▲ You will receive a confirmation email once your OH|ID has been created.

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Navigate back to https://eprocurement.ohio.gov and click Log In. Now, enter your OH|ID credentials and click Sign In.

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The Bidder Registration Request form is displayed. Complete the following fields:

a) Tax ID Number: your unique tax identifier such as Taxpayer Identification Number (TIN)/Employer Identification Number (EIN) or Social Security Number (SSN).

b) Legal Name: legal name as shown on your income tax return.

c) Secretary of State Charter/Entity Number: please note if your organization is exempt, you can indicate this on this field.

d) Address Information, including: Address Line 1, State/Province, City, Zip Code, and County. You are able to update the Country field as needed.

f) Security Control (similar to a CAPTCHA)
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**Commodities**: Select the commodities your organization provides. The commodities you select here identify which solicitations your company is notified of. Click the **Selector** icon to view the complete list of commodities and then use the **Hand (      )** icon to indicate which commodities you would like to select. You can also search for commodities by typing directly into the **Commodities field** and selecting an option from the search results.

In addition to the aforementioned required fields, Bidders can also indicate:

**EOD Designation** (EDGE, MBE, and/or VBE): If you select an EOD Designation, you must enter its corresponding **Certification ID, Effective Date**, and **Expiration Date**. Any EOD Designations will be reviewed and validated with the State; and Bidders have to complete the formal certification process in Ohio Business Gateway beforehand in order for their information to be validated.

After you have completed the required fields and added any supplementary information such as any EOD Designations and/or commodities. Click **Register** at the top of the page to submit your Bidder Registration Request.

You will receive an email notification when the State of Ohio has reviewed and taken action on your request. Once your request is approved, you will be able to click the confirmation link from the body of the email you received to log in and access Ohio Buys.

The individual who submits their company’s Bidder Registration Request will automatically become the Supplier Administrator for the company’s account when the Bidder Registration Request is approved.

Once a Supplier Administrator logs in to their company’s account, they will be able to add additional users to their account on the Contacts tab of their Supplier Profile.

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).