

Ohio | Buys



Supplier Training Webinar

v1

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Overview

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Accessing and Navigating Ohio|Buys

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Responding to Solicitations

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Reviewing and Acknowledging Purchase Orders

Course Overview



Accessing & Navigating

- Accessing Ohio|Buys
- Pending Validations
- Messages & Alerts
- Profile



Solicitations

- Review Solicitation
- Upload Response



Purchase Orders

- Review and Acknowledge Purchase Orders

Available Resources

Instructional Videos

Job Aids

Instructional videos and job aids for the processes we cover today, and more, can be found online at:

www.das.ohio.gov/OhioBuys

Using Ohio|Buys

What can you do in Ohio|Buys?

- ✓ Manage your Supplier profile, including contacts and commodities
- ✓ Respond to solicitations for goods and services with quotes and supporting documents
- ✓ Receive purchase orders and acknowledge your intent to fulfill

Lesson 1

ACCESSING AND NAVIGATING OHIO|BUYS

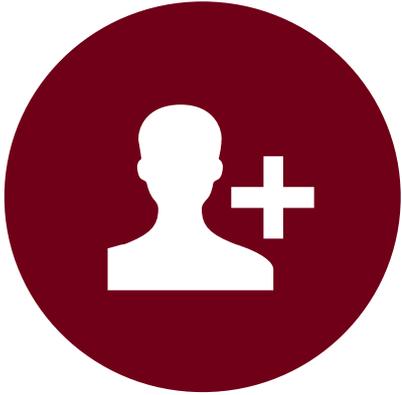
Bidder vs. Supplier



Please note a Supplier is a business or organization that is fully registered to do business with the State, while a Bidder is a business or organization that wants to respond to an opportunity to do business with the State and is not currently a fully-registered State Supplier.

New Bidders need to complete the Bidder Registration process in order to log in to Ohio|Buys, while an existing Supplier or Bidder can log in with their OH|ID.

Accessing Ohio|Buys



OH|ID

In order to access Ohio|Buys, every Bidder or Supplier contact must have an OH|ID. An OH|ID is a secure, single sign-on that provides users access to online services for multiple State of Ohio systems. The following rules dictate how Bidders and Suppliers use OH|IDs to access Ohio|Buys:

- A valid OH|ID is required for each Bidder or Supplier contact
- Each user must provide a valid email address and password to request and create an OH|ID
- The email address used to create your OH|ID must match the email address associated with your Supplier contact record in Ohio|Buys

OH|IDs can be created here:

<https://supplier.ohio.gov/>



Logging In

To access Ohio|Buys, navigate to:

<https://supplier-emarketplace.ohio.gov/>

Account Management



Once you have logged in to Ohio|Buys, you can manage your company's account, which includes:

- Managing contacts
- Selecting commodities
- Indicating counties your company serves

Demo 1: Access and Navigate Ohio|Buys

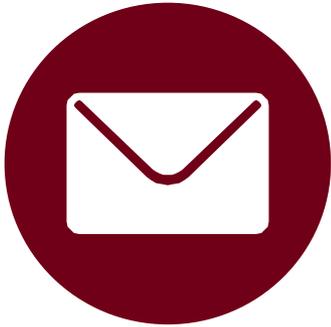


We will now demonstrate how to access Ohio|Buys as an existing Supplier, as well as some helpful navigation tools.

Lesson 2

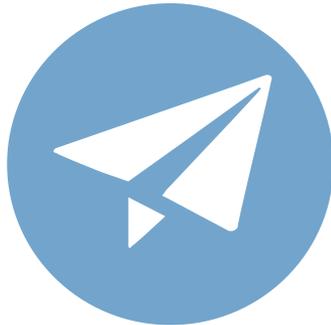
RESPONDING TO SOLICITATIONS

Viewing and Responding to a Solicitation



Receiving an Invitation to Respond

All State of Ohio solicitations are available on the Ohio|Buys Public Solicitations page. In addition, your company will receive email notifications for any solicitations it has been invited to respond to. It is important to keep the list of commodities you offer up-to-date in Ohio|Buys to ensure you can be easily identified as a potential Bidder or Supplier for solicitations.



Reviewing and Submitting a Response

If you are invited to respond to a solicitation, you will receive an email containing a link to the solicitation in Ohio|Buys where you can review the details. If you have questions regarding a solicitation, instructions on who to contact from the State will be listed on the solicitation.

Once you have reviewed a solicitation, you can submit a response on behalf of your company.

Demo 2: Respond to a Solicitation



We will now demonstrate how to respond to a solicitation within Ohio|Buys.

Lesson 3

REVIEW AND ACKNOWLEDGE A PURCHASE ORDER

Review and Acknowledge a Purchase Order



Review and Acknowledge a Purchase Order

You will receive an email notification requesting that you review and acknowledge an order that has been placed or modified in Ohio|Buys. This email includes an attached PDF of the purchase order. Suppliers can review and acknowledge the purchase order directly from the email, or by navigating to Acknowledge Orders in Ohio|Buys.

After reviewing the purchase order for accuracy, the Supplier should then select **Acknowledge** to indicate to the State they will fulfill the order.

Demo 3: Review and Acknowledge a Purchase Order

Ohio | **Buys**

We will now demonstrate how to review and acknowledge a purchase order.

ADDITIONAL TRAINING & SUPPORT

Support

Online Training



Instructional
Videos

Instructional videos and job aids for the processes we covered today, and more, can be found online at:



Job Aids

www.das.ohio.gov/OhioBuys

Ohio Shared Services

If you have additional questions, or encounter any issues, you can contact Ohio Shared Services



Phone

1-877-644-6771



Email

ohiosharedservices@ohio.gov

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If you have any questions, please email ohiosharedservices@ohio.gov or call 1-877-644-6771