Step-by-Step Instructions for Logging in as a Requisite Program Supplier

1. To log in as a requisite supplier in Ohio Buys, you must create a supplier OH|ID at the Supplier Portal Log In Registration Page.

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

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

   ▲ For your email please use: employeoid@id.ohio.gov

3. Agree to the Terms and Conditions and then click Next.
How to Register and Log In as a Requisite Program Supplier

Step-by-Step Instructions for Submitting a Hosted Catalog

Pcard Purchase

Step-by-Step Instructions for Logging in as a Requisite Program Supplier

Enter your desired **Username** and **Password** for your Requisite Program Supplier account.

▲ 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 12 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

▲ 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.

▲ You can now use these log in credentials to access Ohio|Buys as a Requisite Program Supplier to view and acknowledge orders. Please note, all emails from Ohio|Buys for your Supplier role AND State role will go to your same state email box.

Navigate to [supplier-emarketplace.ohio.gov](https://supplier-emarketplace.ohio.gov) and click **Log In**. Now, enter your new OH|ID credentials and click **Sign In**.

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).