Greetings,
This is a friendly reminder to please register your organization in Ohio|Buys, if you have not done so already. Ohio|Buys will be the primary method the State of Ohio will use to access your contract to purchase the goods and services you offer. Please make sure to access Ohio|Buys as soon as possible to not miss out on any procurement opportunities.

What does this mean for you?
As a State Term Schedule (STS) Supplier, Ohio|Buys provides a new electronic way of providing information about your contracted goods and services to the State of Ohio.

You can set up your catalog online, track purchase orders, manage invoices, and make it easy for State buyers to locate and purchase the items on your contract. You can also directly respond to the State of Ohio requests for quotes and solicitations.

Also note: Ohio|Buys will become the system of record for Revenue Share on the Contract. Suppliers holding contracts with revenue share components will be required to begin reporting their revenue share in Ohio|Buys after January 1st, 2021, for FY21 Quarter 2.

State of Ohio Agencies currently using Ohio|Buys

- Bureau of Workers Compensation
- Lottery Commission
- Department of Commerce
- Department of Health
- Department of Insurance
- Department of Rehabilitation and Correction
- Ohio Facilities and Construction Commission
- Department of Mental Health and Addiction Services
- Office of Budget and Management
- Department of Transportation
- Department of Youth Services
- Bureau of Workers Compensation
- Department of Administrative Services
- Opportunities for Ohioans with Disabilities
- Department of Public Safety

More agencies will begin using Ohio|Buys in 2021.

How to Get Started with Ohio|Buys

Navigate to the Ohio|Buys homepage at [https://supplier-emarketplace.ohio.gov](https://supplier-emarketplace.ohio.gov) and click on “Supplier Portal.”

You must have an OH|ID set up first before logging into the Supplier Portal. The attached “How To” guide will walk you through registering your organization, updating your organization’s account information, and adding and managing your organization’s contacts. Also, please check out the links below for training and support:

Training

- Watch the 24-minute Supplier Webinar for information on getting started in Ohio|Buys, managing your profile, responding to solicitations, reviewing and acknowledging Purchase Orders, and listing your company’s goods and services as part of a catalog.
- Read the Bidder and Supplier Learner Guide for step-by-step instructions on many supplier activities.
- Visit the Ohio|Buys Website for Training videos, learning guides, webinars, job aids, and other useful information.
Supplier Quick Links

Supplier-Managed Catalog Template | Punchout Details Spreadsheet | Browse open solicitations in the Public RFx

Support

- Contact the Ohio Shared Services Help Desk at 877-644-6771 or 614-338-4781 with questions or issues, or
- Email us at OhioSharedServices@ohio.gov

Thank you,

Kelly Sanders