

## The State's new eProcurement solution: Ohio|Buys

By increasing efficiency, modernizing procurement processes, and making opportunities to do business with the State more accessible, Ohio|Buys is becoming the primary platform for suppliers and bidders to conduct procurement activities with the State of Ohio. Currently, Ohio|Buys provides an online shopping experience for State agencies to solicit quotes from and purchase contract and off-contract items from Suppliers. Additional functionality will be available in November 2020.

As Ohio|Buys continues to be adopted across the State of Ohio, the following functionality is available to current State of Ohio Suppliers and potential new Bidders:

### Ohio Buys

#### Catalog Management

- List goods and services that are offered as part of a State contract
- Browse the goods and services that are available for purchase including batteries, clothing, footwear, general hardware, gloves, ink and toner cartridges, IT equipment and services, laboratory supplies, office supplies, soaps and hand sanitizers and much more

#### Order-through-Pay

- Submit responses to quick quote solicitations for goods and services
- Receive email notifications for recent purchase orders and potential solicitation opportunities
- Acknowledge receipt of orders and advanced shipping notices
- Flip purchase orders into invoices and submit them for payment and processing

#### Solicitation and Contract Management (November 2020)

- View and respond to solicitations online
- Submit inquiries and questions regarding a solicitation
- Review, negotiate and sign contracts
- Submit contract documentation and amendment information

## Getting Started

A Supplier is a business or organization that is fully registered to do business with the State of Ohio. 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. All Bidders and Suppliers need an OH|ID to access Ohio|Buys.

The next page has information on accessing, managing contracts, and locating training and support.

## How to Get Started

### 1. Create an OH|ID and Access Ohio|Buys

Every Bidder or Supplier contact must have an OH|ID to access Ohio|Buys. 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 log-on credential 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

To access Ohio|Buys, navigate to <https://supplier-emarketplace.ohio.gov/> and then click on the Login button to be redirected to the Supplier Portal OH|ID security box. In the box, choose to either create an account and obtain your OH|ID or input your OH|ID and password to be returned to Ohio|Buys.

### 2. Add or Update Contacts

If you are an existing Supplier or Bidder, you may directly manage your contacts in Ohio|Buys by navigating to your company profile page's Contacts tab. There you can see the roles currently assigned to you and the other contacts in your organization.

It is necessary to assign each contact one or more roles. If contacts are not assigned a role, they will not be able to take action in Ohio|Buys. For example, it is important that users responsible for order processing be assigned the Order Contact role to receive orders via Ohio|Buys. This person is often also assigned the Contract Contact role to handle any updates to the contract.

Also, each organization's account should have at least two Supplier Admins. Supplier Admins are responsible for managing contact and profile information in Ohio|Buys for your organization. If you are the first person from your organization to log in to Ohio|Buys, you will be designated as the Supplier Admin.

### 3. Locate Training and Support

Suppliers and Bidders are strongly urged to complete training to begin successfully working in Ohio|Buys. Training includes web-based eLearning videos, hosted webinars, and job aids.

The training videos and job aids are available now on the [Ohio|Buys website](#). If you are interested in attending a Supplier webinar, please contact the Ohio|Buys project team at [ohiobuys@das.ohio.gov](mailto:ohiobuys@das.ohio.gov). Please note, we recommend viewing the eLearning videos before attending the webinars.

For support or if you have Registration questions, please contact our Ohio Shared Services Team at [ohiosharedservices@ohio.gov](mailto:ohiosharedservices@ohio.gov) or 877-644-6771.



Training Videos



Job Aids



Webinars



Help Desk Support