

Introducing Ohio|Buys

By increasing efficiency, opportunities, and participation with businesses in the State of Ohio, **Ohio|Buys** is becoming the primary platform for you to conduct procurement activities with the State of Ohio. Ohio|Buys provides an online shopping experience for State agencies to purchase both contract and off-contract items from Suppliers.

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/or 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 pickup and disposal/delivery services, laboratory supplies, office supplies, soaps and hand sanitizers and much more

Order-through-Pay

- Submit responses to quick quote solicitations for goods and/or services
- Receive email notifications for recent purchase orders and potential solicitation opportunities
- Flip purchase orders into invoices and submit them for payment and processing

COMING SOON: Solicitation and Contract Management

- Fully view and respond to solicitations online
- Submit inquiries and questions regarding a solicitation
- Negotiate and author contracts
- Submit contract documentation and amendment information.
- Take advantage of data analytics and reporting to track spend across contracts and categories

Next Steps

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. All Bidders and Suppliers need an OH|ID to access Ohio|Buys.

For more information on how to create an OH|ID and access Ohio|Buys, please refer the next page.

How to:

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

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 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 the Contacts tab of your Company Profile page. 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. Please note, we recommend viewing the eLearning videos prior to attending the webinars.

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



Training Videos



Job Aids



Webinars



Help Desk Support