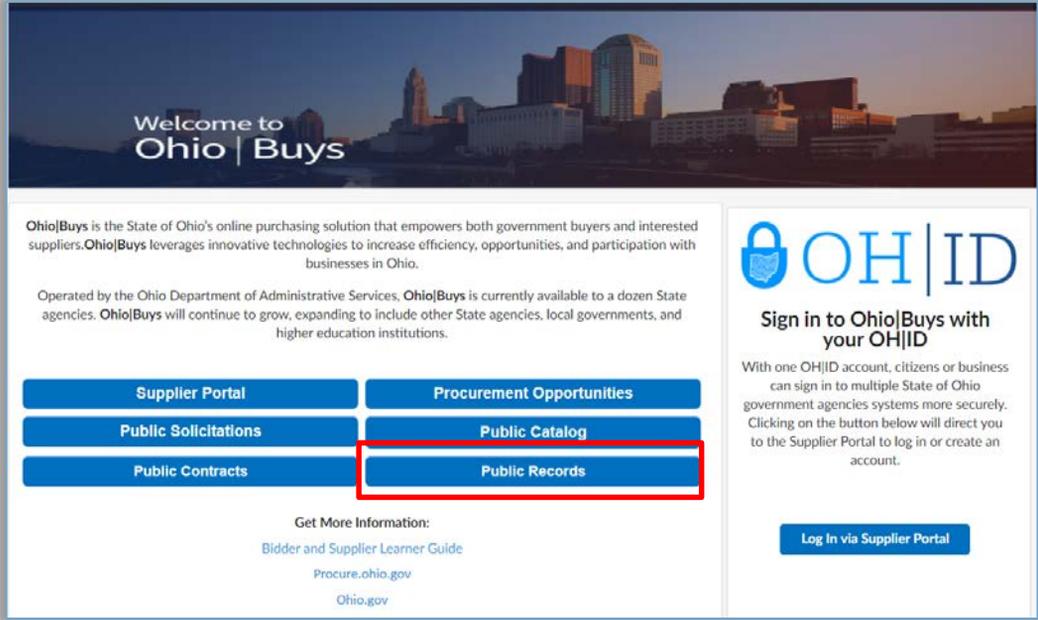


Step-by-Step Instructions for Submitting a Public Records Request

1



▲ A public records request can be submitted if someone would like to submit a request to the State of Ohio regarding contract or solicitation information (e.g., someone wants to know the total value of a contract that the State has entered into).

To submit a public records request, navigate to <https://supplier-emarketplace.ohio.gov>. From this page, click the **Public Records** button.

2

 A screenshot of the "Contact Information" form on the Ohio Buys website. The form is titled "Contact Information" and includes a section for "Instructions" with a text area. Below this are several input fields: "First name *", "Last name *", "Email *", "Phone *", "Fax", "Company", "Contract" (a dropdown menu), "Public Solicitation" (a dropdown menu), "Organization *", and "Description *". There is also a "Reason for Request" field. The form is designed for users to provide their contact details and specify the reason for their public records request.

Fill in the **Contact Information** section.

- a) **First Name:** Enter the first name of the person requesting the documents.
- b) **Last Name:** Enter the last name of the person requesting the documents.
- c) **Email:** Enter the email address of the person requesting the documents.

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- e) **Phone:** Enter the phone number of the person requesting the documents.
- f) **Fax:** Provide a fax number where the documents can be sent (if applicable).
- g) **Company:** List the company name of the requesting party (if applicable).
- h) **Contract:** If the request is associated with a contract, select the contract name (if applicable).
- i) **Public Solicitation:** If the request is associated with a solicitation, select the solicitation name (if applicable).
- j) **Organization:** Select the associated organization within the State of Ohio.
- k) **Description:** Enter a description of the request.
- l) **Reason for Request:** Provide a reason for the request.

STEP 2 - COMPLETE ADDRESS INFORMATION

Street Number

Address Line 1

Zip Code

City

Country

Address Label ⓘ

Address Line 2

3

Fill in the **Step 2 – Complete Address Information** section (if applicable).

- a) **Street Number:** Provide the street number for the mailing address where the documents can be sent.
- b) **Address Line 1:** Provide the street name for the mailing address.
- c) **Zip Code:** Provide the zip code for the mailing address.
- d) **City:** Provide the city for the mailing address.
- e) **Country:** Provide the country for the mailing address.
- f) **Address Label:** Provide a nickname or label of the mailing address.
- g) **Address Line 2:** Provide a suite or unit number if applicable.

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To submit the request, click **Submit**.



To cancel the request, click **Cancel**.



- ▲ After a Public Records Request has been submitted, the State of Ohio will review the request and will follow up with you via email as needed.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).