

# Ohio Buys How to View and Respond to a Reverse Auction

## Step-by-Step Instructions for Submitting Bids for a Reverse Auction

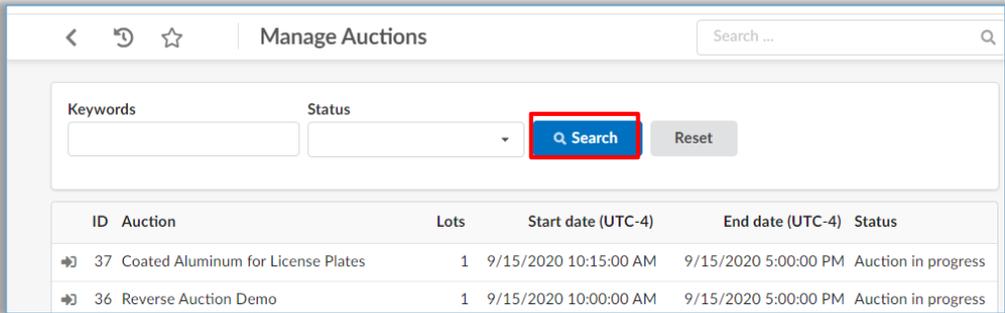
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Log in to Ohio|Buys. From the Main Menu Navigation Bar, click **Sourcing** and then select **Manage Auctions** from the drop-down menu.



2

The Manage Auctions page is displayed. On this page, you can enter a variety of search terms to search for auctions you have been invited to. Enter search terms in the **Keywords** search field and then click **Search**.



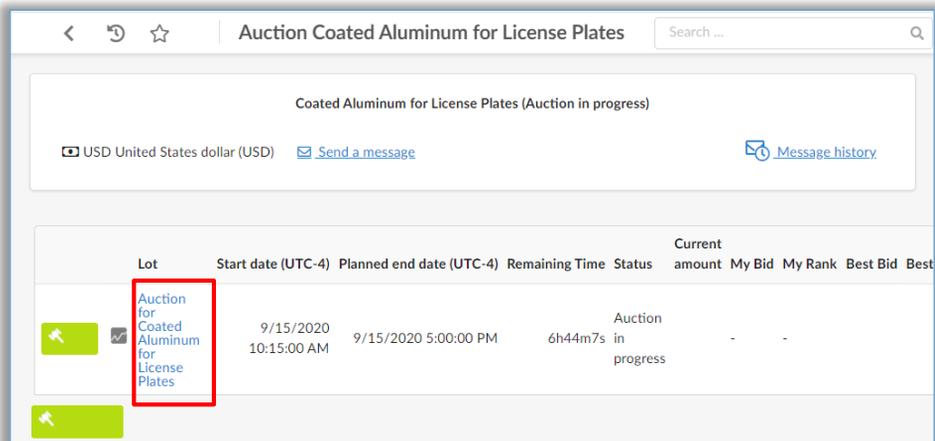
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Open the auction you would like to view by clicking the **Console Access** (↗) icon.

ID	Auction	Lots	Start date (UTC-4)	End date (UTC-4)	Status
37	Coated Aluminum for License Plates	1	9/15/2020 10:15:00 AM	9/15/2020 5:00:00 PM	Auction in progress
36	Reverse Auction Demo	1	9/15/2020 10:00:00 AM	9/15/2020 5:00:00 PM	Auction in progress

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The bidding console is displayed. Please note, depending on auction settings, you may have to agree to terms and conditions before you can access the bidding console. To display a lot's details, click its name.



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The left-hand side of the screen is dedicated to Lot Parameters, including prices, dates and times, and lot components. Please note that the Items section doesn't have line item prices. Those will be available in attachments in the Documents section. The attachments will list all specifications, volumes and will allow you to prepare your quote for the entire lot, using an extended price, i.e., for all items and volumes listed. Please refer to the next page for definitions of the displayed fields.

### Lot settings

**Label**

**Auction Type** ⓘ

**Description**

**Status**

### Advanced settings

**Supplier start price**  
 USD

**Reserve price**  
 USD

**Start date**

**And after closing of (lot #)** ⓘ

**Planned end date**

**Limit end date** ⓘ

### Items and documents

Code	Label	Quantity	Unit of Measure
I1_2	Coated Aluminum for License Plates - Plate Size 12.125' / 0.027	1,200.00	Hundred Weight
I1_1	Coated Aluminum for License Plates - Plate Size 12.125' / 0.032	6,400.00	Hundred Weight
I1_3	Coated Aluminum for License Plates - Plate Size 7.125" / 0.027	200.00	Hundred Weight

3 Result(s) ⚙️

**Keywords**  
 🔍 Search Reset

➔ 0 Selected

Title	Type	Contact	Last Modification (UTC-4)	Creation Date (UTC-4)	Validity End Date	Version
Auction Details (Approved)	RFx Commercial Documents	ROBINSON Will	9/15/2020 10:11:58 AM	6/28/2020 9:35:54 PM		

1 Result(s) ⚙️

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Fields	Definition	Comments
<b>Lot Short Description</b>	The name given to the lot by the buyer	To facilitate the search in your auction which can have more than one lot
<b>Type</b>	Auction mechanism: English, Dutch, Japanese, Forward	Parameters and Bidding conditions will differ depending on the selected type
<b>Status</b>	Stage of the auction	Used to track the availability for bidding
<b>Starting Price</b>	The maximum price (reverse) / minimum price (forward) bidders can submit when auction starts	The lot's Starting Price is determine either by your best solicitation bid if the auction is created from an solicitation or by the lot Starting Price as set by the buyer
<b>Reserve Price</b>	Maximum price that the buyer is willing to accept to award business	
<b>Start Date</b>	Auction start date and time	Automatically starts the auction
<b>Planned end date</b>	Auction closing date and time	Automatically ends bidding if there are no renewals
<b>Limit end date</b>	Forced auction closing date and time (after renewals)	Force finishes an auction at a specific time even if there are renewals still in play. This parameter allows for shorter bidding windows in cases when the buyer has timing limitations
<b>Items</b>	All the items that will be part of the lot	Indicates which items are part of the lot.
<b>Documents</b>	All documents that complement the information of the lot	Normally used to include T&Cs, specifications, delivery options, locations, and cost breakdowns

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The right-hand side shows the Auction Parameters, which set bidding rules. The displayed settings will vary depending on the type of auction. This example is for a reverse auction based on best offer, meaning you can only submit bids that are lower than the lowest current bid. Please refer to the next page for definitions of the displayed fields.

### English auction settings

Auction based on ⓘ

Best offer

View best bid

Yes

Rank is visible to

3

Best bidders

Trigger ⓘ

3

minutes

Duration ⓘ

3

minutes

Maximum renewals number ⓘ

10

(10)

Absolute minimum decrement

1.000

USD

Relative minimum decrement

0.100

%

Maximum spread between min and max decrement ⓘ

15.00

%

Item level binding ?

Pre-Bid Option ⓘ

## Step-by-Step Instructions for Submitting Bids for a Reverse Auction

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Field	Definition	Comments
<b>Auction based on</b>	<p>Best offer: You can only submit bids that are lower than the lowest current bid</p> <p>Rank: You can bid even if your bid is not lower than the lowest bid; however, your bid must be lower than your previous bid (by the minimum decrement). You cannot see the amounts of bids placed by other participants. Depending on auction settings, you may be able to see your rank.</p>	
<b>Trigger</b>	Quiet period, that is, a period (expressed in seconds) before the auction planned end date; placing a bid during this period will trigger a time extension (renewal) allowing Bidders to go on bidding	Allows Bidders to react to prices submitted close to the end time
<b>Duration</b>	If the time condition of the period causing renewal is met, then the auction will be extended by this amount of time	Used to track the availability for bidding
<b>Maximum number</b>	The top amount of times the auction will be extended	Used when buyer wants to limit the time an auction will last
<b>Absolute minimum decrement</b>	The bids you place must be lower than the current leading bid (if offer-based) or lower than your last bid (rank-based). The Minimum decrement specifies the minimum amount (absolute value) that Bidders must decrease from current bid so as to place a valid bid	Used to prevent Bidders from submitting bids that are only marginally better than the previous one Bidders can use whichever decrement is smaller between the absolute value decrement and the relative increment
<b>Relative minimum decrement</b>	The Relative minimum decrement specifies the minimum percentage amount that Bidder must decrease from current bid so as to place a valid bid	Used to prevent Bidders from submitting bids that are only marginally better than the previous one

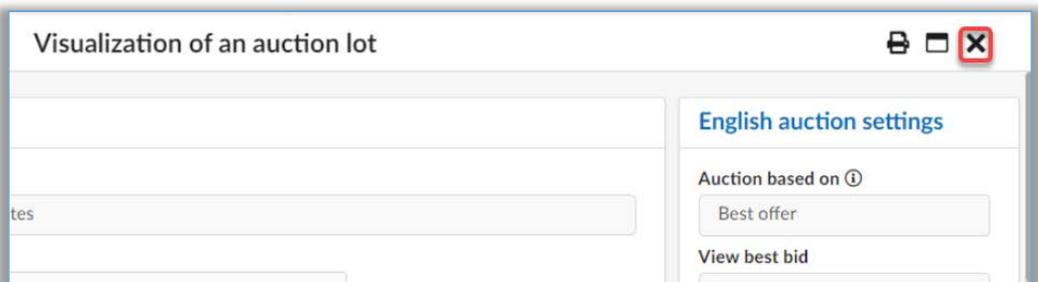
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Field	Definition	Comments
<b>Maximum spread between min and max decrement</b>	<p>Maximum gap between the minimum and maximum decrement</p> <p>For instance, if the last bid is 380, the minimum decrement in value is set on 10 and the maximum drop is set on 15 %, then:</p> <p>Minimum limit of allowed bidding range: <math>380 - 10 = 370</math></p> <p>Maximum limit of allowed bidding range: <math>370 - (15 \% * 370) = 314.5</math></p>	Used to determine the allowed bidding range and thus to prevent Bidders from submitting abnormally low bids
<b>Item-level bidding?</b>	Indicates whether you should bid at lot level or at item level	When bidding at item level, you enter a unit price for each item included in the lot (even if the lot is single-attribute). The application automatically computes the bid total amount, as the sum of [Unit price X quantity]
<b>Pre-bid option</b>	Indicates whether you are allowed to place preliminary bids before the scheduled auction start	

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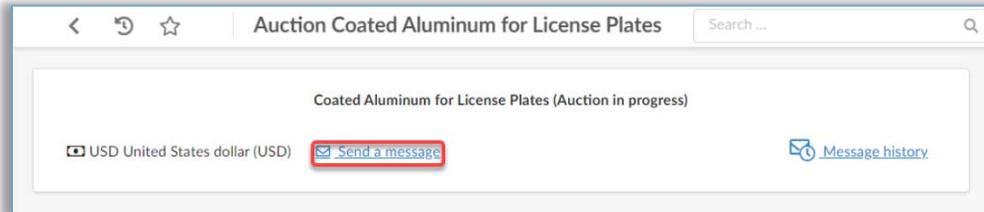
Click the X icon to close the lot details.



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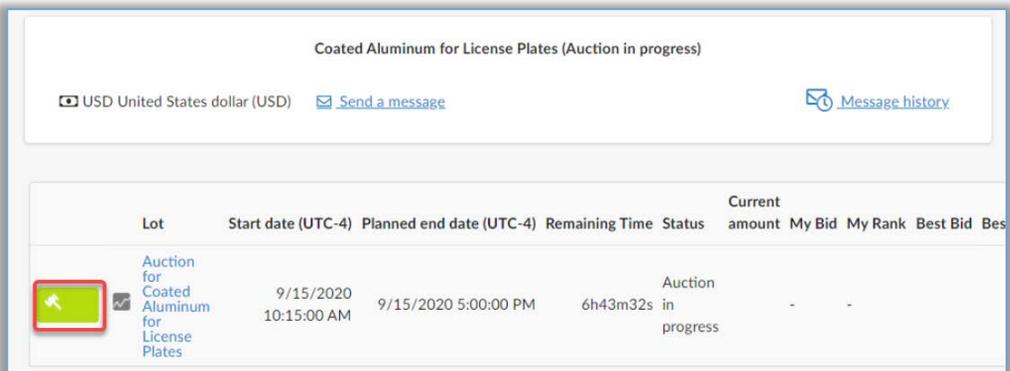
If you have any questions regarding an auction, you are able to click **Send a Message** to draft and send questions.

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Once the auction lot is in progress, click the **Bid** button to place a bid.

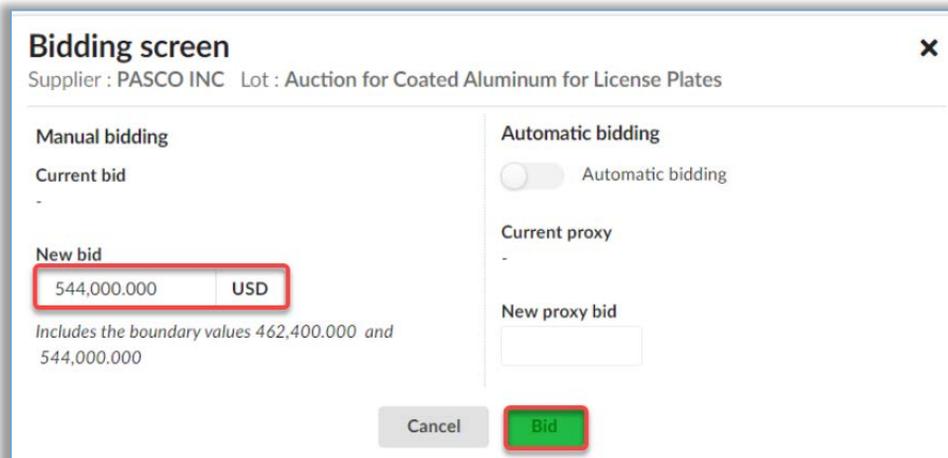
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A bidding popup displays. Its appearance varies depending on whether the Auction Administrator has opted for bidding at lot level or bidding at item level. In this example, bidding at the lot level is configured so we will enter a bid for the lot as a whole.

Input the price for the entire lot. Be mindful this is an aggregated price for the entire lot. You should have received a spreadsheet in the Documents section with all necessary data to be able to submit this aggregated lot price. After the price has been entered, click the **Bid** button and then click **OK** to confirm. If you would like to take advantage of automatic/proxy bidding, please refer to the next page.

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**Proxy Bidding:** If desired, you may choose to use proxy bidding instead of manual bidding. Proxy bidding lets you set the floor price you are willing to accept. Your floor price is not visible to other bidders. When you define a proxy, the system places bids on your behalf in response to bids placed by other suppliers. The bid amount is adjusted so that your offer remains the lowest, while taking into account the minimum decrement defined for the lot. The system goes on placing decreasing bids until you win the auction, or you reach your floor price.

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The bid has been placed. Continue to monitor the status of the auction and submit additional bids until the auction has ended. If some other Bidder submits a better price than yours, you will no longer be ranked first. Instead the auction console will show the pseudonym of the supplier who submitted the better bid.

The screenshot shows a web browser window with the title 'Auction Coated Aluminum for License Plates'. Below the title, it says 'Coated Aluminum for License Plates (Auction in progress)'. There are links for 'Send a message' and 'Message history'. Below this is a table with columns: Lot, Start date (UTC-4), Planned end date (UTC-4), Remaining Time, Status, Current amount, My Bid, My Rank, and Best Bid. The 'My Bid' column is highlighted with a red box, showing a value of 542,000.00. The 'My Rank' column shows 1/3. The 'Best Bid' column shows 542,000.

Lot	Start date (UTC-4)	Planned end date (UTC-4)	Remaining Time	Status	Current amount	My Bid	My Rank	Best Bid
Auction for Coated Aluminum for License Plates	9/15/2020 10:15:00 AM	9/15/2020 5:00:00 PM	6h43m13s	Auction in progress		542,000.00	1/3	542,000