How to View and Respond to a Quick Quote Solicitation

1. Navigate to supplier-emarketplace.ohio.gov and then click the Public Solicitations button.

2. A list of all public solicitations are displayed. From this page, you can see a summary of each solicitation including its status, the remaining time to submit a response, and whether or not your organization has submitted a response.

   Click the Pencil (-pencil) icon to for the solicitation you would like to view.

   ▲ If you were explicitly invited to participate in the solicitation, you can also access the solicitation via the email notification that you received. Note that you will need to log in to Ohio|Buys in order to view the solicitation.

3. Details for the solicitation are displayed. On the Solicitation Overview tab, you can view:

   a) The dates for the solicitation (Remaining time open for bidding is also displayed)
   b) A summary of what is being solicited, as well as details for the basis on how it will be awarded, who to contact for questions and any pertinent shipping information.
   c) Any documents which are attached to the solicitation.
If you would like to respond to the solicitation, click **Participate in RFx**. On the corresponding popup window, enter your OH|ID (i.e., your email address) and password and click **Login**.

▲ Note that if you have forgotten your OH|ID and/or password lost click **Lost your password?** to be sent reset instructions.

▲ If you are a brand new Bidder who has never registered to do business with the State of Ohio, complete the displayed Bidder Registration Form and then click **Register**. For additional details on registering as a new Bidder, please refer to the Bidder and Supplier Learner Guide on the [Ohio|Buys website](#).

Upon logging in, click **I Agree** to agree to the State Terms & Conditions.

Indicate your intent to bid on the solicitation by checking the **Will Bid** box, then click **Submit**.
Continue to review the solicitations details. On the **Solicitation Overview** tab, review:

a) The dates for the solicitation (Remaining time open for bidding is also displayed)

b) A summary of what is being solicited, as well as details for the basis on how it will be awarded, who to contact for questions and any pertinent shipping information.

c) Click **Download all contents of this RFx** if you would like to download the details of the solicitation to your computer.

d) Review any documents which are attached to the solicitation.

e) Navigate to the **Item** tab.
The items associated with the solicitation are displayed in a grid.

To submit a response:

a) Enter the **Unit price** and **Delivery Date** for each line item (a solicitation with two line items is displayed here).

b) Add **Comments** and **Attachments** for each line item as necessary. The **Comments** field is where you should indicate the State contract number your quote is referencing (as applicable).

c) Review **Manufacturer and SKU Number** fields where available.

▲ Note the displayed columns may vary depending on the quick quote and that depending on your Screen resolution you may need to scroll to the right to see these fields.
You are able to submit a response for an alternate, but comparable, item, or to add a line item for shipping/freight costs if needed. To do this, click the **Plus** icon in the answer grid.

Complete the following fields:

1. **Code**: this automatically populates with a unique identifier for the item being added. Update this field to inform the State you are adding an alternate item or freight costs.

2. **Label**: Enter a detailed description of the item being added.

3. **Quantity**: Enter the quantity of the item you are offering.

4. **Unit of Measure**: Select the unit of measure for the item (e.g., EA, AMT).

5. **Attachment**: Upload an attachment to provide additional details for the item and/or explain why an alternate item is being offered.

6. **Manufacturer**: Indicate who manufactures the item.

7. **SKU Number**: Enter the associated SKU Number (if applicable).

8. **Detailed Description**: Enter additional details regarding the item being added.

Click **Save & Close**.
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Once you have added an alternate item or a line item for shipping/freight costs, enter the **Unit price**, and **Delivery Date**, as well as **Comments** that detail why an additional item was added.

▲ Note that depending on your screen resolution you may need to scroll to the right to see these fields.

Once you have entered all of the necessary information for each line item, click **Validate & Submit Proposal**. Then click **Submit my Proposal**.

Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 1 / 2 items have been filled.
- Total number of attached documents: 0

▲ To view previously submitted responses, navigate to the **History** tab of the solicitation. A summary of your previously submitted responses for the solicitation are displayed. To view the full details of a response click the associated **Proposal hyperlink**.

If you would like to submit an additional response, click **Create a new proposal** and then follow the instructions detailed in Steps 5 - 7.

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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).