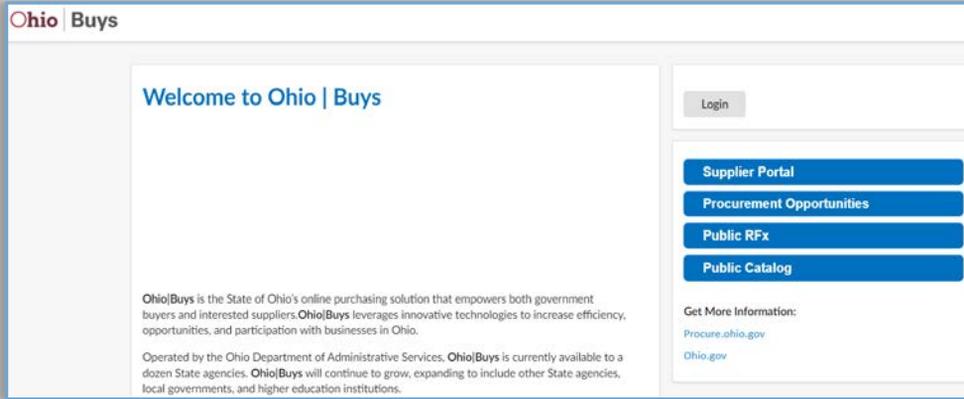


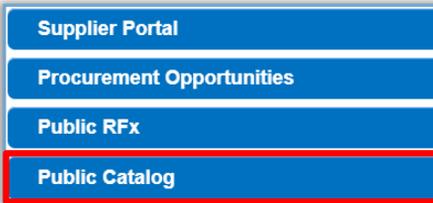
Step-by-Step Instructions for Accessing and Reviewing the Public Catalog

Navigate to supplier-emarketplace.ohio.gov to view the catalog of items within Ohio Buys.



1

On the right side of the homepage, click **Public Catalog**.

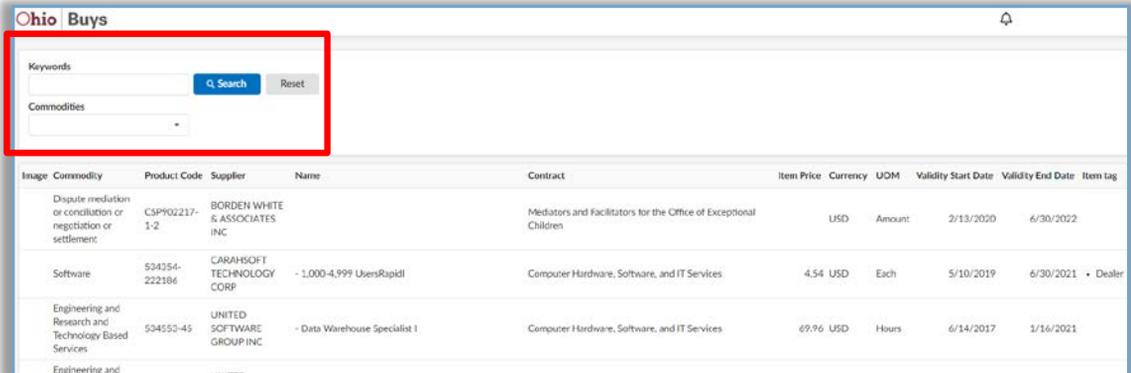


2

On the Public Catalog page, use the search functionalities to search the Public Catalog as necessary (e.g., search by keyword or commodities)

- ▲ For the Commodity field, be as specific as you can when searching by commodity. To effectively search for Commodities, click the **Selector** (▾) icon and then select **See All**.
 - ▲ Clicking the **Expand** (⊕) icon shows the sub-commodities under this commodity.
 - ▲ Clicking the **Hand** (🖱) icon selects the commodities under it.
- ▲ For the Commodity field, you can also input your keywords in the Commodities field and select the applicable commodity from the relevant search results.

3



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).