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If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).
Overview: Welcome to the State of Ohio’s new eProcurement solution, Ohio|Buys. Ohio|Buys is the State of Ohio’s online purchasing solution that empowers both government buyers and interested Bidders and Suppliers. Ohio|Buys leverages innovative technologies to increase efficiency, opportunities, and participation with businesses in Ohio. This guide provides you with step-by-step instructions for accessing and navigating Ohio|Buys, as well as managing your company profile.

Definition of Terms Used Throughout This Guide:

Bidder: A company which is not currently doing business with the State. Bidders can view and respond to solicitations.

Supplier: A company which is currently doing business with the State. Suppliers can view and respond to solicitations, receive and fulfill purchase orders, and create advanced shipping notifications.

Functionality Covered:

1) Registering as a New Bidder: Suppliers who are not currently doing business with the State are still able to bid on solicitations posted on the Ohio|Buys public portal. In order to bid, a Bidder will need to create an OH|ID and complete a brief Bidder Registration Request.

2) Accessing Ohio|Buys as an Existing Supplier: Suppliers who are currently doing business with the State do not need to re-register in order to access Ohio|Buys. Each Supplier user will need to have their own OH|ID and be listed as a contact with an assigned role.
In This Document (continued):

Functionality Covered:

3) **General Navigation**: Explains the structure and content of Ohio|Buys including the homepage, navigational icons, main menu, action buttons, functional tabs and other navigational options.

4) **Manage Contacts**: Supplier Admins can add or delete contacts for their company within Ohio|Buys, as well as assign each contact a role aligning to the actions that they will be taking.

5) **Select Commodities**: Supplier Admins can add or delete commodities in their company profile, indicating to State users which commodities they are capable of supplying. When a solicitation is created for a certain commodity, State users are able to quickly notify all Suppliers who have indicated that they are capable of supplying that commodity.

6) **Accessing Additional Training Resources and Support**: Instructions for accessing additional training and support resources including videos, job aids and the Ohio Shared Services help desk team.
REGISTERING AS A NEW BIDDER

Overview:

• What's Covered: How to register your company to access Ohio|Buys

• When to Reference This Section: If your company is not currently doing business with the State, and is not already registered to view and respond to solicitations.
How to Register as a New Bidder

Step-by-Step Instructions for Registering as a New Bidder

▲ New Bidders should register and access Ohio|Buys prior to a bid’s due date. Registering an Ohio|Buys account for your organization will ensure your company has access to, is familiar with, and is readily prepared to bid within Ohio|Buys when the time comes.

To begin this process, navigate to supplier-emarketplace.ohio.gov and click Ohio|Buys Log In (via Supplier Portal).
How to Register as a New Bidder

Step-by-Step Instructions for Registering as a New Bidder

2. If you do not currently have an OH|ID, click **Sign Up**, otherwise enter your login credentials.
   ▲ An OH|ID is a secure, single sign-on that provides users access to online services for multiple State of Ohio systems.
   ▲ A valid OH|ID is required for each Ohio|Buys user.

3. Enter your profile information, including your **First Name**, **Last Name**, **Date of Birth**, and **Email**. Re-enter your email in the **Please re-type your email** field and then click the **Verify Your Email Address** checkbox. A one-time code will be sent to your email address. Input the number to verify that the email address is valid.

4. Enter your desired **User ID**. Your User ID must be at least 6 and no more than 64 characters in length. It can contain upper and lower case letters, numbers and the following special characters: . _ - @
Step-by-Step Instructions for Registering as a New Bidder

5 Enter and confirm your password.
▲ Your password must have at least 8 and no more than 30 characters in length and contain 1 character from each of the following categories:
  • Upper case letters (A-Z)
  • Lower case letter (a-z)
  • Numbers (0-9)
  • Special characters (!$#@~^&*_=><(){}%'":;\/?)
▲ Your password cannot include your first name, last name, username, or OH|ID

6
a) Answer the Verification Question.
b) Click Create Account to finish creating your OH|ID.
▲ You will receive a confirmation email once your OH|ID has been created.
▲ Do not try to log in on the displayed page after your OH|ID has been created. Please refer to Step 7.

7 Navigate back to supplier-emarketplace.ohio.gov and click Log In. Now, enter your OH|ID credentials and click Sign In.
▲ The individual who submits their company’s Bidder Registration Request will automatically become the Supplier Administrator for the company’s account when the Bidder Registration Request is approved. It is recommended that the person whom the company wishes to be their Administrator completes the registration.

8 The Bidder Registration Request form is displayed. Complete the following mandatory fields (any fields with a red asterisk are mandatory):
   a) Tax ID Number: your unique tax identifier such as Taxpayer Identification Number (TIN)/Employer Identification Number (EIN) or Social Security Number (SSN).
   b) Legal Name: legal name as shown on your income tax return.
   c) Secretary of State Charter/Entity Number: please note if your organization is exempt, you can indicate this on this field.
   d) Address Information, including: Address Line 1, State/Province, City, Zip Code, and County. You are able to update the Country field as needed.
   e) Commodities (covered in detail on the next page)
   f) Security Control (similar to a CAPTCHA)
How to Register as a New Bidder

Step-by-Step Instructions for Registering as a New Bidder

▲ Commodities: Select the commodities your organization provides. You will be notified of solicitations containing the commodities which you select here. Click the Selector icon to view the complete list of commodities and then use the Hand icon to indicate which commodities you would like to select. You can also search for commodities by typing directly into the Commodities field and selecting an option from the search results.

In addition to the aforementioned required fields, Bidders can also indicate:

▲ EOD Designation (EDGE, MBE, WBE, and/or VBE): If you select an EOD Designation, you must enter its corresponding Certification ID, Effective Date, and Expiration Date. Any EOD Designations will be reviewed and validated with the State; and Bidders have to complete the formal certification process in the Ohio Business Gateway at business.ohio.gov beforehand in order for their information to be validated.

After you have completed the required fields and added any supplementary information such as any EOD Designations and/or commodities. Click Register at the top of the page to submit your Bidder Registration Request.

▲ You will receive an email notification when the State of Ohio has reviewed and taken action on your request. If your request is approved, you will be able to click the confirmation link from the body of the email you received to log in and access Ohio|Buys.

▲ Once the Supplier Administrator logs in to their company's account, they will be able to add additional users to their account on the Contacts tab of their Supplier Profile. Please refer to the Manage Contacts section in this guide for details.

You have now completed the guide for this section. After your Bidder Registration Request is approved, please refer to the General Navigation section in the guide for details on how to navigate Ohio|Buys.
ACCESSING OHIO\|BUYS AS AN EXISTING SUPPLIER

Overview:

- **What's Covered**: How to access Ohio\|Buys as an existing Supplier
- **When to Reference This Section**: If your company is currently doing business with the State, and you are a new or existing user for your company.
An existing 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. New Bidders need to complete the Bidder Registration process in order to log in to Ohio|Buys. Please refer to Registering as a New Bidder in this guide for details.

If you are a Requisite Program Supplier, please refer to the Requisite Program Supplier Log In job aid for details on how to log in.

To begin this process, navigate to supplier-emarketplace.ohio.gov and click Ohio|Buys Log In (via Supplier Portal).
How to Access Ohio|Buys as an Existing Supplier

Step-by-Step Instructions for Accessing Ohio|Buys as an Existing Supplier

If you do not currently have an OH|ID, click Sign Up, otherwise enter your login credentials (email address and password) and click Log In.

▲ An OH|ID is a secure, single sign-on that provides users access to online services for multiple State of Ohio systems.
▲ A valid OH|ID is required for each Ohio|Buys user.

Upon logging in, you will be navigated to the Ohio|Buys homepage. For details navigating Ohio|Buys and managing your contacts and profile, please refer to General Navigation, Managing Contacts and Selecting Commodities in this guide for details.
Prior to Ohio|Buys, Supplier users accessed their company information via the Ohio Supplier Portal using their OH|ID and password. These existing users have been automatically created in Ohio|Buys and can access Ohio|Buys using their same OH|ID and password. See Step-by-Step instructions on page 10.

However, if your company had not previously created and associated users via the Ohio Supplier Portal, you will need to create a Supplier Admin user on the Ohio Supplier Portal. That user will then be automatically created real-time in Ohio|Buys.

To begin this process, navigate to supplier.ohio.gov and click **Sign Up**. Read the message that pops up and click **Continue**.

Enter your profile information, including your **First Name, Last Name, Date of Birth, and Email**. Re-enter your email in the **Please re-type your email** field and then click the **Verify Your Email Address** checkbox. A one-time code will be sent to your email address. Input the number to verify that the email address is valid.
How to Access Ohio|Buys as an Existing Supplier

Step-by-Step Instructions for Accessing Ohio|Buys as an Existing Supplier

Enter your desired User ID. Your User ID must be at least 6 and no more than 64 characters in length. It can contain upper and lower case letters, numbers and the following special characters: . _ - @

Enter and confirm your password.

▲ Your password must have at least 8 and no more than 30 characters in length and contain 1 character from each of the following categories:

• Upper case letters (A-Z)
• Lower case letter (a-z)
• Numbers (0-9)
• Special characters (!$#.,%@~^*_+-=><(){}[]'";:\/?)

▲ Your password cannot include your first name, last name, username, or OH|ID

Answer the Verification Question and then click Create Account to finish creating your OH|ID.

▲ You will receive a confirmation email once your OH|ID has been created.
You can now return to the Supplier Portal homepage at supplier.ohio.gov to login using your new account. Once logged in, you will need to associate a business (your company) with your account. On the homepage, you will see three options for associating a contact with your organization. Select **Find My Business** to look up an existing Supplier.

To find a company, you can either search by Business Name or Tax ID. Enter a search term and then click **Search**. The numbers and arrows at the bottom of the screen allow moving between multiple screens of results. Click **Request Access** next to the desired company.

▲ If a Supplier Admin is already associated with the company, an email is sent to the existing Supplier Admin to approve access.

▲ However, if there is no current Supplier Admin associated with the company, you will receive an error message with a link to submit a form to request to become an administrator for the company. Refer to the next page for details.
You can also access the Supplier Portal Administrator form by clicking on Forms in the menu bar and selecting Supplier Portal Administrator from the displayed list. Click Download and the form will open in a separate window.

Note that you would also follow this process if there was an existing Supplier Admin for your company, but that person is no longer with your company and you need to request that a different user be given the Supplier Admin role.
Complete the form and then save a PDF of the completed form to your hard drive, noting the folder where you save the file. Note: Handwritten signatures are not required for forms submitted digitally on the Ohio Supplier Portal website.

Return to the same form selection from the list on the Forms page and click **Upload**. On the menu that appears, select the **Paperclip** icon, navigate to the location where you saved the form and then select the form. Click on **Submit files** to send the form to Ohio Shared Services (OSS) for review and processing. You will be notified via email after OSS has reviewed and processed the form.

You have now completed the guide for this section. Once you have logged in to Ohio|Buys, please refer to the **General Navigation** section in the guide for details on how to navigate Ohio|Buys.
GENERAL NAVIGATION

Overview:

- **What’s Covered**: Explains the structure and content of Ohio|Buys.
- **When to Reference This Section**: To become familiar with navigating Ohio|Buys.
Overview of Navigation Options (1/3)

A. Clicking on the Ohio|Buys logo at any time will take you back to the homepage.

B. Using the Navigational Icons will take you back a page (←), let you view your history (🔍), or save the current page as a favorite (☆).

C. The Main Menu Navigation Bar at the top of the page includes options available and applicable to you. Click on a main menu option (e.g., General Info., Sourcing, Catalogs, Orders, Invoicing, Performance) to display its associated drop-down menu.

D. Selecting any option within a Drop-Down Menu will navigate you to the corresponding page.
Clicking on your **User Name** displays the following options:

- **My Profile**: Displays your account profile, and enables you to update your personal information default settings and preferences.

- **My pending validations**: Contains anything assigned to you for action, such as acknowledging orders. In addition, you will receive an email whenever you have been invited to participate in a solicitation or have received a new order.

- **My Scheduled Tasks**: Displays open scheduled tasks assigned to you, such as tasks from an improvement plan.

- **Logout**: It is recommended that you do not use the Logout option to log out of Ohio|Buys. If you would like to log out, close your browser window. In addition, you will also be logged out after 20 minutes of inactivity.
If you are listed as a contact for multiple Supplier locations, you will see a drop-down menu next to your organization’s name which will allow you to toggle between the various company locations with which you are associated.

To toggle between your company’s locations, click on your organization’s name in the top right-hand side of the page and select the location you would like to view. You can confirm you are looking at your head office location by navigating to the Company Information tab of your profile and reviewing the OAKS ID. If there is not a -1, -2, -3, etc., after the listed ID, you are viewing the head office location. The locations associated with your organization are managed within the Supplier Portal: [https://supplier.ohio.gov](https://supplier.ohio.gov).

Please note, contacts, orders, and solicitations are managed at the location level, not the Supplier level, so it is recommended you routinely verify activity in all of the locations to which you have access.
Overview of Search Functionality

A ▲ Users can search for documents on any of the *Browse* pages.

▲ When searching within Ohio|Buys, you will be able to search for multiple values at once. For example, searching for more than one order at a time.

B ▲ The advanced search pane that is indicated by the funnel ( funnel ) icon allows the user to search based on additional criteria related to the document.
Page Navigation Overview: Purchase Order Example

A. The Page Name is the name of the page you are on and it is displayed in the top left corner of the page.

B. The wording of Action Buttons will vary by user role and the task being completed, and are sometimes unavailable to certain users on specific pages. Use these buttons to take action on a particular task:
   - **Green Buttons**: Submitting an action.
   - **Red Buttons**: Cancelling or rejecting an action.
   - **Light Blue Buttons**: Saving an action.
   - **Dark Blue Buttons**: Performing an optional or additional action.

C. The Functional Tabs are located on the left side of a page. Major tasks are organized by functional tabs. Clicking on these enable you to see additional information related to a specific task (e.g. Purchase Order).

You have now completed the guide for this section. Now that you are familiar with navigating Ohio|Buys, refer to the Managing Contacts section of this guide.
MANAGING CONTACTS

Overview:
• What’s Covered: Adding or deleting company contacts, as well as assigning each contact a role aligning to the actions that they will be taking in Ohio|Buys.
• When to Reference This Section: When you want to manage contacts for your company.
Your organizations should get their contacts registered as soon as possible and each contact should verify their access Ohio|Buys access. Registering an Ohio|Buys account and subsequent contacts for your organization will ensure your company has access to, is familiar with, and is readily prepared to bid within Ohio|Buys when the time comes.

Please note, contacts are managed at the location (i.e., address) level, not the Supplier level. This means that a contact needs to be associated with each location in order to access information and perform actions for that location. If you add or remove a contact for a particular location and would also like to make this change at another location, go to the Company Profile for the other location and repeat the steps contained in this guide.

When adding contacts, please start with adding them to your head office location as these are the contacts that can be invited to solicitations. To toggle between your company’s locations, click on your organization’s name in the top right hand side of page and select the location you would like to view. You can confirm you are looking at your head office location, by hovering the location drop-down option and reviewing the OAKS ID. If there is not a -1, -2, -3, etc., after the listed ID, you are viewing the head office location. The locations associated with your organization are managed within the Supplier Portal: https://supplier.ohio.gov.

Log in to Ohio|Buys. From the Main Menu Navigation Bar, click on General Info., and then select Company Profile from the associated drop-down menu.

Navigate to the Company Information tab where your company’s information is displayed.

On the right side of the page, you can see the address associated with the location you are viewing. To view a different location, click on your organization’s name in the upper right-hand corner of the screen and select an option from the displayed drop-down menu.
Step-by-Step Instructions for Managing Contacts as a Bidder or Supplier

Navigate to the **Contacts** tab.

From the Contacts page, you are able to revise (i.e., add, edit, or delete) contacts for your company (from the box titled Internal Contacts) and review contacts for the State of Ohio (from the box titled Client Contacts).

▲ Users should contact their Supplier Admin if they feel that roles or locations are missing.
While on the Contacts tab, navigate to the box titled Internal Contacts to complete the following contact management options for your company:

a) **Add a New Company Contact**

1) Toward the top of the Internal Contacts box, click the **Create New Supplier Contact** button to add a new company contact.

2) Within the pop-up titled Supplier Contact Management, complete the mandatory and (if applicable) optional information in the Identity box (e.g., last name, first name, email, phone) and the Address box.

3) Click the **Save & Close** button.

4) Although you have added a company contact, they must have an OH|ID in order to access Ohio|Buys. In addition, the email address entered for the new contact must match the email address the contact used to set up their OH|ID. ▲ OH|IDs can be created by navigating to [https://supplier.ohio.gov](https://supplier.ohio.gov) and clicking **Sign Up**.

5) Click the **Role** field and select a role or roles from the drop-down list. If contacts are not assigned a profile, they will not be able to take actions in the system (e.g., review and acknowledge orders, respond to quick quotes, etc.).

▲ Assign the **Contract Contact** role to any user who will need to be notified about a solicitation or responsible for a contract. In order for the State to notify them through Ohio|Buys, the user must have this role.

▲ Assign the **Order Contact** role to any user who will be responsible for reviewing and acknowledging purchase orders.

▲ Assign the **Supplier Admin** role to any user who will be responsible for managing contact and company profile information.

▲ Assign the **Revenue Share** role to any user who will be responsible for reviewing and reporting revenue share information for a contract.
Step-by-Step Instructions for Managing Contacts as a Bidder or Supplier

6) Click **Save**.

7) Click the **Mail** icon to send the user an invitation to log in. The user who has been added as a contact must then create an OH|ID with the email address that was entered in Ohio|Buys.

▲ Once you have added a contact to a particular location, you can add that contact to another location by toggling over to the desired location, navigating to the Contacts tab of your company profile, and clicking the Select Existing Contact button.

b) **Change a User Role**:

- To change a user’s role, navigate to the column for **Role**, click the drop-down menu, and select the applicable role(s). The available roles are Supplier Admin, Order Contact, and Contract Contact. After you have made the necessary updates, click **Save**.

▲ You should assign users the Order Contact role if they are responsible for order processing. Users assigned this role will be shown to State buyers as Supplier contacts when they are submitting orders.

▲ It is also recommended that each company’s account have at least two Supplier Admins. Supplier Admins have the ability to manage contact and company profile information (e.g. select commodities which they can provide) in Ohio|Buys.
b) **Remove a Company Contact:** Find the company contact you want to remove and click on the *Trash Can* icon next to their name. Once completed, click *Save*.

![Trash Can Icon](image1)

---

**c) Add an Existing Company Contact In Ohio|Buys:**

1) Toward the top of the Internal Contacts box, click the *Select Existing Contact* button to find and add a company contact that is already listed as a contact for another location.

![Select Existing Contact Button](image2)

2) Within the pop-up titled *Select Contacts*, either utilize the search functionalities toward the top or scroll through the automatically generated list of company contacts associated with your company. Once you find the company contact you want to add, click the *Checkbox* icon next to the individual’s name.

![Checkbox Icon](image3)

3) Once you have clicked the Checkbox icon next to each company contact you want to add, navigate to the top of the pop-up and click the *Close* icon. The contact is now listed within the Internal Contacts box on the Contacts page. Once the contact has been added, select the applicable role(s) for the contact and click *Save*.

![Close Icon](image4)

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You have now completed the guide for this section. For next steps in managing your company profile please refer to the *Selecting Commodities* section in this guide.
SELECTING COMMODITIES

Overview:
• What’s Covered: Adding or deleting the commodities which your company can supply.
• When to Reference This Section: When you want to update the list of commodities your company can supply. Selecting commodities in Ohio|Buys allows your company to receive automated notifications for relevant solicitations.
Step-by-Step Instructions for Selecting Commodities as a Bidder/Supplier

▲ Please note, commodities are managed at the location (i.e., address) level, not the Supplier level. When managing commodities, please add them to your head office location as this is the location that is invited to solicitations. To toggle between locations, click on your organization’s name in the top right hand side of page and select the location you would like to view. You can confirm you are looking at your head office location, by hovering the location drop-down option and reviewing the OAKS ID. If there is not a -1, -2, -3, etc., after the listed ID, you are viewing the head office location. The locations associated with your organization are managed within the Supplier Portal: https://supplier.ohio.gov.
Step-by-Step Instructions for Selecting Commodities as a Bidder/Supplier

1. Log in to Ohio|Buys. From the Main Menu Navigation Bar, click on General Info, and then select Company Profile from the associated drop-down menu.

2. Your company's profile is displayed. Navigate to the Additional Information tab.

3. On this tab, you can update the commodities your organization offers. Click the Selector (▼) icon to begin searching for commodities and then select See All.
How to Select Commodities

Step-by-Step Instructions for Selecting Commodities as a Bidder/Supplier

4

You are able to enter search terms in the **Keywords** field and then click **Search**.

Relevant search results will be highlighted. Once you find a commodity category you would like to view in more detail, click the **Plus** icon.

5

If your organization offers all the commodities listed underneath the category, click the **Hand (■) icon** to select all of the commodities in the category. If you would only like to select a few of the commodities, click the **Checkbox (□) icon** for the commodities your organization offers. Once you have selected commodities, close the pop-up window.

6

Click **Save** to save the updates to your company profile. Please note, selecting applicable commodities allows the State of Ohio to easily identify relevant Bidders and Suppliers for solicitations, so it is recommended that your organization maintains accurate selections.

You have now completed the guide for this section. For next steps in managing your company profile please refer to the **Uploading Documents** section in this guide.
Overview:

- **What's Covered:** Uploading documents and certifications to your Company Profile
- **When to Reference This Section:** When you would like upload legal documents, licenses and, and/or other documents (e.g., Insurance, Workers Comp, Affirmative Action Plans, etc.) to your Company Profile in Ohio|Buys.
Log in to Ohio|Buys. From the Main Menu Navigation Bar, click on General Info., and then select Company Profile from the associated drop-down menu.

Your company’s profile is displayed. Navigate to the Documents & Certs. tab.

On this tab, you can upload legal documents, licenses and certifications, and/or other documents (e.g., Insurance, Workers Comp, Affirmative Action Plans, etc). Depending on the type of document you wish to upload, click Add legal documents, Add licenses & certifications, or Add other documents.
Complete the following fields:

a) **Document Type** (e.g., Affirmation Action Program Verification, Certificate of Insurance, etc.)
b) **Name** (a summary of what the document is)
c) **Document** (click the **Click or Drag to add a file** button to search for and select the document you would like to upload)
d) **Begin Date** (the starting date the document is valid)
e) **Expiration Date** (the expiration date for the document)

After these fields have been populated, click **Save & Close**.

The document has been added to your Company Profile. Continue to add documents as needed.

⚠️ You will receive email notifications 60 days prior to the expiration date of any documents you upload.

You have now completed the guide for this section. For details on how to submit Bidder change requests to update your address or add EOD statuses, please refer to the **Submitting Bidder Change Requests** section in this guide.
SUBMITTING BIDDER CHANGE REQUESTS

Overview:

• What’s Covered: Creating and submitting Bidder change requests
• When to Reference This Section: When you are a new Bidder (i.e., not an existing Supplier) and you would like to update your company information (e.g., add EOD statuses, change your address, etc.)
How to Submit Bidder Change Requests

Step-by-Step Instructions for Submitting Bidder Change Requests

1. Log in to Ohio|Buys. From the Main Menu Navigation Bar, click on General Info., and then select Company Profile from the associated drop-down menu.

2. Your company’s profile is displayed. Click Create a change request.

3. Enter the Reason for change request and make any requested updates (e.g., update your Address, add EOD statuses, etc.). After you have made your requested updates, click Submit. You will receive email notifications as your change request is reviewed and approved by the State.

You have now completed the guide for this section. For additional Ohio|Buys training resources and support, please refer to the Accessing Additional Training Resources and Support section in this guide.
ACCESSING ADDITIONAL TRAINING RESOURCES AND SUPPORT

Overview:

• **What’s Covered:** Instructions for accessing additional Ohio|Buys training materials and support.
• **When to Reference This Section:** When you need additional information or support.
Suppliers and Bidders are strongly urged to complete training to begin successfully working in Ohio|Buys. Training beyond this guide includes step-by-step navigational videos and job aids. The training videos and job aids are available on the Ohio|Buys website.

**Videos:**

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<thead>
<tr>
<th>Link to Video</th>
<th>Description of Content</th>
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</thead>
<tbody>
<tr>
<td>**Accessing and Navigating Ohio</td>
<td>Buys for Existing Suppliers**</td>
</tr>
<tr>
<td>**Accessing and Navigating Ohio</td>
<td>Buys for New Bidders**</td>
</tr>
<tr>
<td><strong>Viewing and Responding to Solicitations</strong></td>
<td>Instructions on how new bidders and existing suppliers can view and respond to State solicitations in Ohio</td>
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<tr>
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<td>Instructions on how to review purchase orders within Ohio</td>
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<tr>
<td><strong>Managing Advanced Shipping Notices and Returns</strong></td>
<td>Instructions on how suppliers can send advanced shipping notices (ASNs) in Ohio</td>
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<tr>
<td><strong>Reviewing Exceptions and Updating Improvement Plans</strong></td>
<td>Provides an overview of the State’s new tools to evaluate supplier performance, document issues, and drive improvement.</td>
</tr>
</tbody>
</table>

If you have now completed the guide for this section. For additional support, please contact our Ohio Shared Services Team at OBM.SharedServices@OBM.Ohio.Gov or 877-644-6771.
# Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Publish Date</th>
<th>Summary of Updates</th>
<th>Pages Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>4/24/20</td>
<td>Initial draft</td>
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<td>Buys landing page</td>
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<td>7/10/20</td>
<td>Added phone number extension field</td>
<td>26</td>
</tr>
<tr>
<td>2.2</td>
<td>2/19/21</td>
<td>Updated OH</td>
<td>ID screens, noted mandatory fields on Bidder Registration Form, Added additional contacts clarification, Added Uploading Documents section</td>
</tr>
<tr>
<td>2.3</td>
<td>3/1/21</td>
<td>Added a note referencing that OAKS will be importing UNUSPSC codes into Ohio</td>
<td>Buys</td>
</tr>
<tr>
<td>2.4</td>
<td>3/15/21</td>
<td>Added WBE status option. Added new Ohio</td>
<td>Buys homepage screenshots</td>
</tr>
<tr>
<td>3.0</td>
<td>4/8/21</td>
<td>Added details on Bidder change requests</td>
<td>36, 37</td>
</tr>
<tr>
<td>3.1</td>
<td>5/10/21</td>
<td>Removed expired Job Aid links</td>
<td>40</td>
</tr>
<tr>
<td>3.4</td>
<td>6/7/21</td>
<td>Added additional role clarification information</td>
<td>26, 27</td>
</tr>
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</table>
## Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Publish Date</th>
<th>Summary of Updates</th>
<th>Pages Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5</td>
<td>7/8/21</td>
<td>Added details on how to easily see a location’s OAKS ID</td>
<td>21, 27, 28</td>
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<tr>
<td>3.6</td>
<td>7/19/21</td>
<td>Added a note at the beginning of the Managing Contacts section. Also correct the typo at the end of Page 24.</td>
<td>24, 25</td>
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</tbody>
</table>