

PLACING A BID

Once your business has registered with the State of Ohio, you may log into eSupplier to bid on eSourcing opportunities (events). You may be invited by email to participate in an eSourcing Online event. You may also participate in eSourcing Online events that are posted on the State Procurement website.

Begin by navigating to the **Ohio Supplier Portal Sign-On Page:**
www.ohiosharedservices.ohio.gov

The screenshot shows the Ohio Shared Services website homepage. At the top, there is a navigation bar with the Ohio.gov logo and the text "State Agencies | Online Services". Below this is a search bar with the text "Search the OSS website". The main header features the "Ohio Shared Services" logo and the text "a division of the Ohio Office of Budget and Management". A secondary navigation bar includes links for HOME, ABOUT US, OUR SERVICES, SUPPLIERS, CONTACT US, and OFFICE OF BUDGET AND MANAGEMENT. The main content area is divided into several sections: a large image of two people working at a computer, a video player with the text "Learn more about Ohio Shared Services", and a list of services including "Past Due Receivables", "New Suppliers", "Supplier Forms", and "Travel and Expense". There is also a "Travel Announcements" section with text about FY 2015 CONUS rates and a "Quick Links" section with a list of links including "eSupplier (Supplier Self-Service)". At the bottom, there is contact information for Ohio Shared Services and links for Home Page, Privacy Policy, and Contact OSS.

Step-by-step:

1. Click the **eSupplier (Supplier Self-Service)** link.

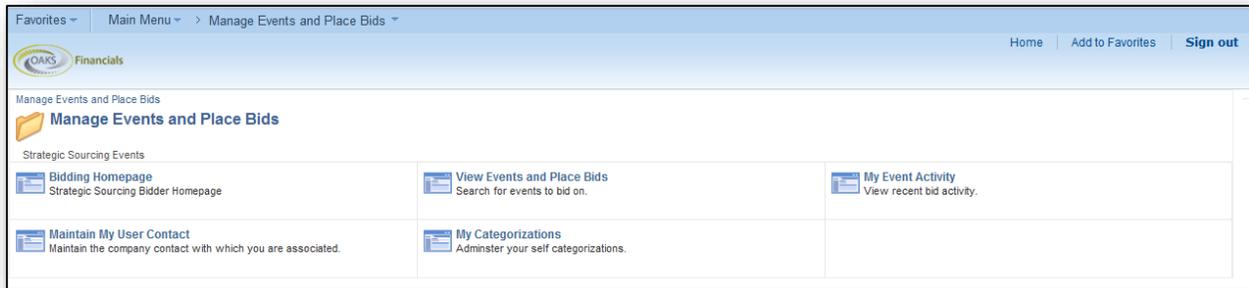
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2. Enter your **User ID** and **Password**.

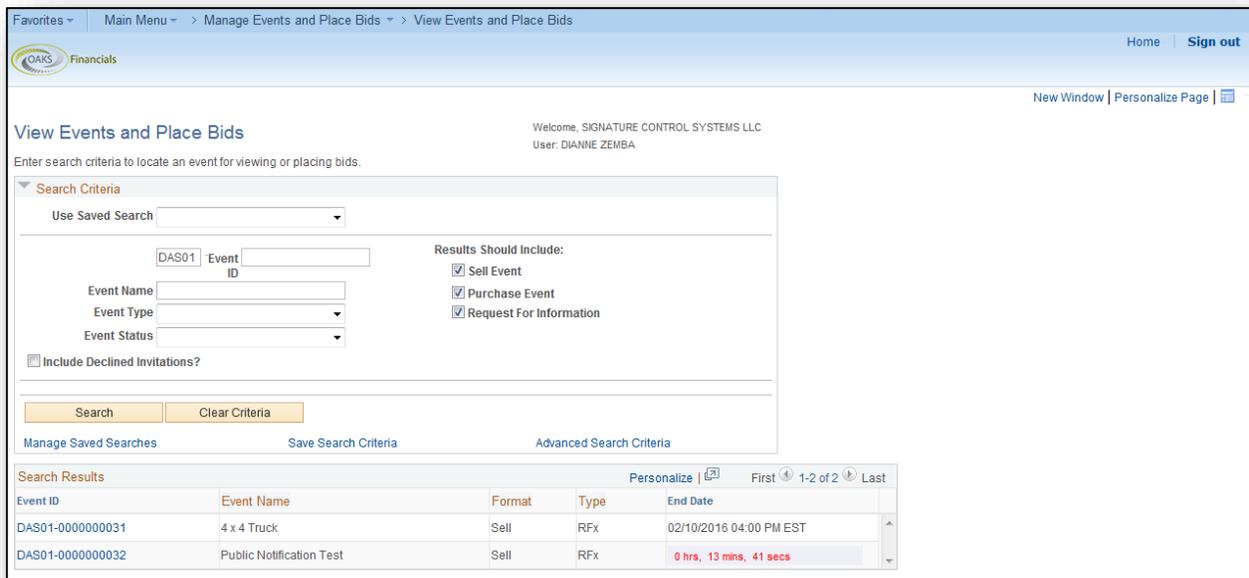
3. Click the **Sign In** button.

4. Click on the **Manage Events and Place Bids** link.

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5. Click on the **View Events and Place Bids** link.



6. Click the **Event ID** link located to the left of the desired event.



Search for an event by removing any information in the search criteria fields, click the three checkboxes located under **Results Should Include**, then click **Search**.

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Event Details

Welcome, SIGNATURE CONTROL SYSTEMS LLC
User: DIANNE ZEMBA

Information On Inquiry Options: Accept Invitation, Decline Invitation, Bid on Event

Bidding Shortcuts: View Event Activity

Event Name: 4 x 4 Truck
Event ID: DAS01-000000031
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 02/09/2016 2:31PM EST
Event End Date: 02/10/2016 04:00 PM EST

Event Description: 4 x 4 Truck

Contact: SINUON TODD
Phone: Rajadurai.Bavanandan@das.ohio.gov.OA
Payment Terms:
My Bids: 0
Edits to Submitted Bids: Allowed
Multiple Bids: Allowed

Line	Description	Unit	Requested Quantity	Status
1	TRUCK, PICKUP, 8900GVW, 4 WHEEL DRIVE, EXTENDED CAB, 4X4 MFG.: KENTUCKY MFG; FORD, MODEL: F250SC MODEL NUMBER: X21 DELIVERY: 90 DAYS A.R.O. BASE ENGINE W/4-SPEED AUTOMATIC	EA	1.0000	

7. Click the **Bid on Event** button located at the top of the page.

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

Yes No

8. Click the **Yes** or **No** button.

- Click the **Yes** button if you want the bid quantity to default to the requested quantity.
- Click the **No** button if you do not want the bid quantity to default to the requested quantity. If No is selected, General Questions and the bid amount will need to be entered manually.

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Event Name 4 x 4 Truck
Event ID DAS01-000000031
Event Format/Type Sell Event RFX
Event Round 1
Event Version 1
Event Start Date 02/08/2016 2:31PM EST
Event End Date 02/10/2016 04:00 PM EST

Bidding Instructions
Bid ID New
Bid Date
Bid Currency USD US Dollar

Contact SINJON TODD
Phone
Email Rajadurai.Bavanandan@das.ohio.gov.QA
Online Discussion

Payment Terms
Billing Location DAS ACCT PAY PURC ADDRESS
Event Currency Dollar
Conversion Rate 1.00000000
Edits to Submitted Bids Allowed
Multiple Bids Allowed

Step 1: Answer General Event Questions
The event administrator requests your response to questions not specific to any specific item.

General Event Questions	2
Required Questions	2
Questions Responded To	0

Event Questions
★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★ Are you registered with the Ohio Secretary of State? Please include your Charter Registration No. as an attachment with your bid submission. Questions regarding registration should be directed to (614) 466-3910 or visit their web site at

Event Comments and Attachments
At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

[Return to Event Search](#)

9. Scroll to the bottom of the **Event Details** screen.

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10. Click the **Event Comments and Attachments** link to view any attached documents.

Event Comments and Attachments

Business Unit: DAS01 Event ID: 0000000031 Event Round: 1 Event Version: 1

Attachments

View Event Attachments Personalize | 1-2 of 2 First Last

Attached File	Attachment Description	View
Current_eBid_Terms_and_Conditions.docx	T's and C's	View
Bid_Package.pdf	Bid Package	View

Add New Attachments Personalize | 1 of 1 First Last

Attached File	Attachment Description	Upload	View	Add New Attachments	Delete
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments

OK Cancel

11. Click **OK**.

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Favorites ▾ Main Menu ▾ Manage Events and Place Bids ▾ View Events and Place Bids Home Sign out

OAKS Financials

Hide Event Questions

Event Questions

★ Bid Required ⭐ Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★ Are you registered with the Ohio Secretary of State? Please include your Charter Registration No. as an attachment with your bid submission. Questions regarding registration should be directed to (614) 466-3910 or visit their web site at: www.state.oh.us/sos/business_services_information.htm.

Response Add Comments or Attachments

★ I have reviewed and uploaded my replies to all attached specifications.

Response Add Comments or Attachments

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
Lines That Require a Response 1
Lines Responded To 0
Your Total Line Pricing 0.0000 USD

Hide Line Detail

★ Bid Required Line Comments/Files

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★ 000000000000005778	TRUCK, PICKUP, 8800GW, 4 WHEEL DRIVE, EXTENDED CAB, 4X4 MFG.: KENTUCKY MFG. FORD, MODEL: F250SC MODEL NUMBER, X21 DELIVERY: 90 DAYS A.R.O. BASE ENGINE W/4-SPEED AUTOMATIC	EA	1.0000		<input type="text"/>	0.0000 USD	Bid	

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

Return to Event Search

12. Answer the **General Questions**.

- Questions with a **red star** ★ require a response.

13. Scroll down to the individual line item(s) and click the **Bid** link.

- Comments and attachments can be added to the bid responses as necessary by clicking the **View/Add Question Comments and Attachments** icon located next to the **Bid** link.

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The screenshot displays the 'Line Details' page for 'Line 1 of 2'. At the top, there are navigation links: 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation, there are buttons for 'Save for Later', 'Start Page', and 'Validate Entries'. A 'Go To Line' dropdown menu is present, with a 'Next Line' button highlighted in a red box. The main content area shows the following details:

- Line 1** (Item ID): Minimum 70 HP mobile firewood processor, DOT sight, max log diameter of 20 inches or more, log length of 20 feet or more, hydraulic, oil cooling system, electric winch or hydraulic live deck, bar with A04 chain or circular saw, 8-way splitting wedge. Response Required: Yes.
- Category:** Forestry machinery, equip.
- View/Add Question Comments and Attachments:**
- Exact request quantity required:**
 - Unit of Measure: Each
 - Qty Requested: 1.0000
 - Your Max Bid Quantity: [input field]
 - Max Quantity: 1.0000
 - Your Unit Bid Price: [input field]
 - Total Bid Price: 0.0000 USD
 - Reserve Price: No
- Line Questions:** Previous Questions: 1-20 of 20 Next Questions:
 - ★ Is each of the product/service being offered raised, grown, produced or manufactured in the United States, Canada or Mexico OR 50% of the cost of the components used in the final product raised, grown, produced or manufactured in the United States? Response: [dropdown] Add Comments
 - ★ Is each of the product/service being offered raised, produced, grown or manufactured in the State of Ohio? Response: [dropdown] Add Comments
 - ★ Does the Bidder have significant Ohio economic presence and has the Bidder paid the required taxes due to the State of Ohio? AND the company has 10 employees in OH(or)75% or more employees based in states of OH,KY,MI,NY,PA,IN? OR, is the Bidder located in one of the following states-OH,KY,MI,NY,PA,IN? Response: [dropdown] Add Comments
 - ★ If Bidder is registered with the Ohio Secretary of State enter Charter/Registration Number, if not applicable, enter explanation. Questions regarding registration should be directed to 614-465-3910 or http://sos.state.oh.us Response: [input field] Add Comments

14. Enter **Your Unit Bid Price**.

15. Answer line specific questions in the **Line Questions** section.

- Questions with a **red star** ★ require a response.

16. If necessary, click the **Next Line** button to view line specific questions for additional items.

17. Click the **Validate Entries** button.

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The screenshot shows a web application interface for placing a bid. At the top, there is a navigation bar with 'Main Menu', 'Manage Events and Place Bids', and 'View Events and Place Bids'. The user is logged in as 'Financiat' and can click 'Home', 'Add to Favorites', or 'Sign out'. The main content area displays a bid for 'Line 2' with a 'Minimum 20 foot conveyor'. The 'Response Required' is set to 'Yes'. The category is 'Forestry machinery, equip'. Below this, there are fields for 'Unit of Measure' (Each), 'Qty Requested' (1.0000), 'Your Max Bid Quantity' (1.0000), 'Max Quantity' (1.0000), 'Your Unit Bid Price' (10000.000000), 'Total Bid Price' (10,000.0000 USD), and 'Reserve Price' (No). A 'Questions' section follows, with three questions and their respective 'Yes' responses. A message box is overlaid on the second question, displaying 'No errors found. (18058,313)' and an 'OK' button. At the bottom, there is a 'Shipping Information' section with a table for 'Quantity', 'Due Date', 'Ship To Location', 'Ship Via', and 'Freight Terms'. The table is currently empty.



If the message “Please see message(s) at the top of the page (18058.314)” displays, this is due to missing required information. After clicking the **OK** button, scroll to the top of the page to view more information.

18. Click **OK**.

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Line Details

Save for Later **Start Page** Validate Entries

Line 2 of 2 Go To Line Previous Line Next Line

Line 2 Item ID Response Required Yes

Minimum 20 foot conveyor

Category Forestry machinery, equip

View/Add Question Comments and Attachments

Exact request quantity required.

Unit of Measure	Each	Your Unit Bid Price	4000.000000
Qty Requested	1.0000	Total Bid Price	4,000.0000 USD
Your Max Bid Quantity	1.0000	Reserve Price	No
Max Quantity	1.0000		

Line Questions Previous Questions 1-5 of 5 Next Questions

- ★ Is each of the product/service being offered raised, grown, produced or manufactured in the United States, Canada or Mexico OR 50% of the cost of the components used in the final product raised, grown, produced or manufactured in the United States?
Response Yes Add Comments
- ★ Is each of the product/service being offered raised, produced, grown or manufactured in the State of Ohio?
Response Yes Add Comments
- ★ Does the Bidder have significant Ohio economic presence and has the Bidder paid the required taxes due to the State of Ohio? AND the company has 10 employees in OH(or)75% or more employees based in states of OH,KY,MI,NY,PA,IN? OR, is the Bidder located in one of the following states-OH,KY,MI,NY,PA,IN?
Response Yes Add Comments
- ★ If Bidder is registered with the Ohio Secretary of State enter Charter/Registration Number. If not applicable, enter explanation. Questions regarding registration should be directed to 614-466-3910 or http://sos.state.oh.us
Response Test Add Comments

19. Click the **Start Page** button.

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Event Details

Submit Bid Save for Later Validate Entries

Event Name 4 x 4 Truck Bidding Instructions
Event ID DAS01-000000031 Bid ID New
Event Format/Type Sell Event RFX Bid Date
Bid Currency USD US Dollar
Event Round 1
Event Version 1
Event Start Date 02/08/2016 2:31PM EST
Event End Date 02/10/2016 04:00 PM EST

Description:
4 x 4 Truck

Contact SINUON TODD Payment Terms
Phone Billing Location DAS ACCT PAY PURC ADDRESS
Email Rajadurai.Bavanandan@das.ohio.gov.QA Event Currency Dollar
Online Discussion Conversion Rate 1.00000000
Edits to Submitted Bids Allowed
Multiple Bids Allowed

Step 1: Answer General Event Questions
The event administrator requests your response to questions not specific to any specific item.
General Event Questions 2
Required Questions 2
Questions Responded To 2

Event Questions
★ Bid Required ★ Ideal Response Required
General Questions Previous Questions 1-2 of 2 Next Questions
★ Are you registered with the Ohio Secretary of State? Please include your Charter Registration No. as an attachment with your bid submission. Questions regarding registration should be directed to (614) 466-3910 or visit their web site at

20. Click the **Submit Bid** button.

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1 Bid Date 02/09/2016 11:25:41AM EST
Event ID 0000000031 4 x 4 Truck
Event Format Sell Event Round 1 Version 1
Start Date 02/08/2016 11:31AM PST End Date 02/10/2016 04:00 PM
Your Total Price 10,000.00 USD

OK Copy Bid

21. Click **OK**.

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The screenshot displays the 'View Events and Place Bids' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Manage Events and Place Bids > View Events and Place Bids'. The user is identified as 'SIGNATURE CONTROL SYSTEMS LLC' with the name 'DIANNE ZEMBA'. The page title is 'View Events and Place Bids'. Below the title, there is a search criteria form with fields for 'Event ID' (DAS01), 'Event Name', 'Event Type', and 'Event Status'. There are also checkboxes for 'Include Declined Invitations?' and 'Results Should include' (Sell Event, Purchase Event, Request For Information). Below the form are buttons for 'Search' and 'Clear Criteria', and links for 'Manage Saved Searches', 'Save Search Criteria', and 'Advanced Search Criteria'. The search results are displayed in a table with columns for Event ID, Event Name, Format, Type, End Date, and Status.

Event ID	Event Name	Format	Type	End Date	Status
DAS01-0000000031	4 x 4 Truck	Sell	RFx	02/10/2016 04:00 PM EST	Accepted
DAS01-0000000032	Public Notification Test	Sell	RFx	Event Completed	

The **View Events and Place Bids** page displays. The **Status** of the event now shows “Accepted.” The bid has been submitted successfully.

Additional Job Aids are located on the [FIN Home page](#) on myOhio.gov. Alternatively, search the [OAKS FIN Online Process Manual](#) or contact the Ohio Shared Services Service Center at 877-644-6771.