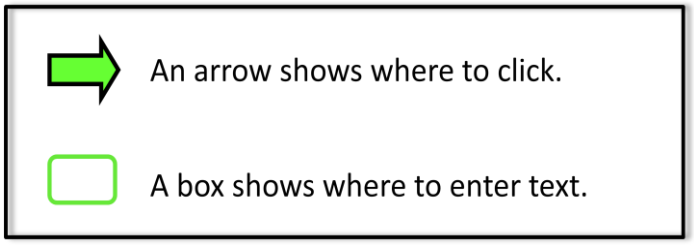
eBid Registration

The State of Ohio eBid system allows businesses to receive electronic bid notifications and submit bid responses electronically.

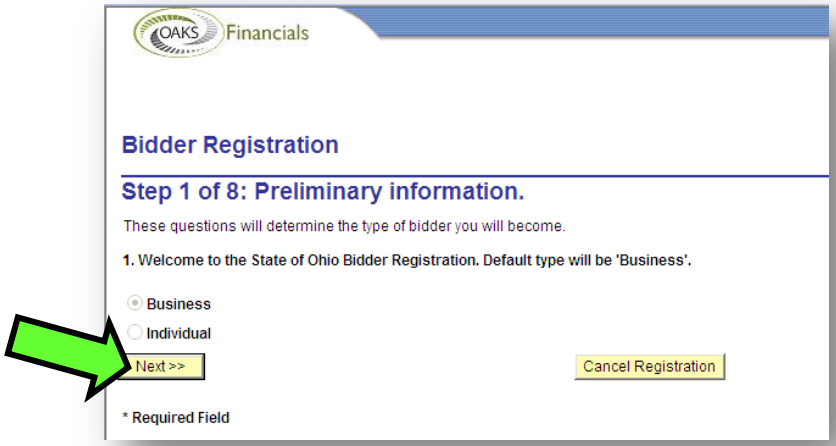
All businesses need to register in eBid unless you were directly emailed eBid log in information.

If you have determined that you need to complete registration to obtain a User ID and Password, please follow the steps below.



1. Open a web browser.
2. Go to the State Procurement website: http://procure.ohio.gov
3. Click the **Selling to the State** link.
4. Click the **eBid Registration/Log In** link.
5. The **eBid Vendor and Bidder Notice** page will appear. Click the **Continue to the eBid Registration / Login** link.
6. The **OAKS eBid Login** page will appear.
7. Click the **Register as a Sourcing Bidder** link.

8. The **Step 1 of 8: Preliminary Information** page will appear.
9. "Business" is selected for you as the default type.
10. Click the **Next** button to continue.



11. The **Step 2 of 8: User Account Setup** page will appear.

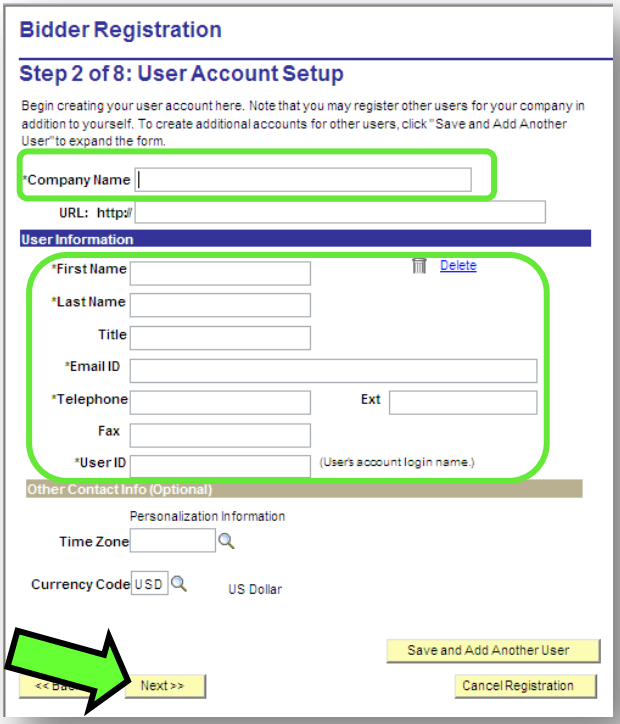
12. All fields accompanied by an asterisk (*) are required: **Company Name, First Name, Last Name, Email ID, Telephone**, and **User ID**. The **User ID** will become your login for eBid. Do not enter spaces or special characters (! @ # $ % ^ & *) in your User ID.

13. All other fields are optional.

14. If you wish to add additional users, click the **Save and Add Another User** button. (Each additional User ID must be unique.)

15. The **Other Contact Info** section is optional.

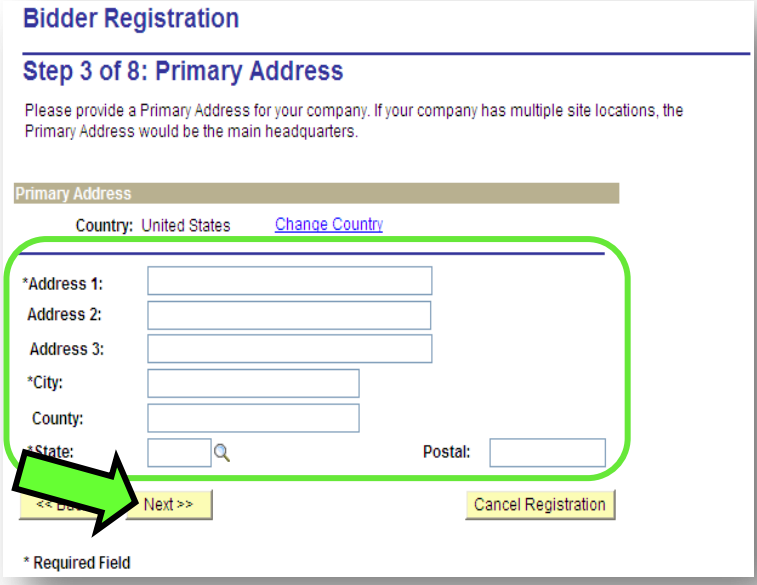
16. Click the **Next** button.



17. The **Step 3 of 8: Primary Address** page will appear.

18. Enter the company's **Address, City, State,** and **Postal** code. (You may use the **Look up State** icon to determine the state name abbreviation.)

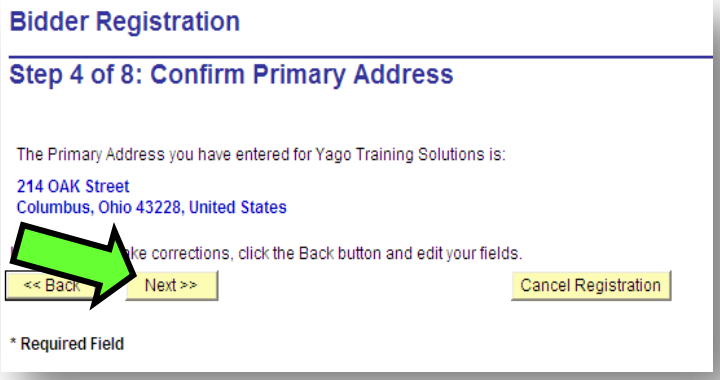
19. Click the **Next** button.



20. The **Step 4 of 8: Confirm Primary Address** page will appear.

21. Review the address for errors. To make corrections, click the Back button.

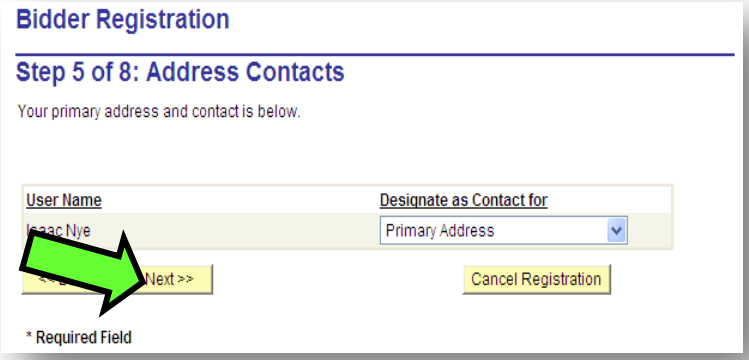
22. If no errors are found, click the **Next** button.



23. The **Step 5 of 8: Address Contacts** page will appear.

24. The user name(s) that you added to the registration will be listed as contacts. Review the contact name(s) for accuracy.

25. Click the **Next** button.

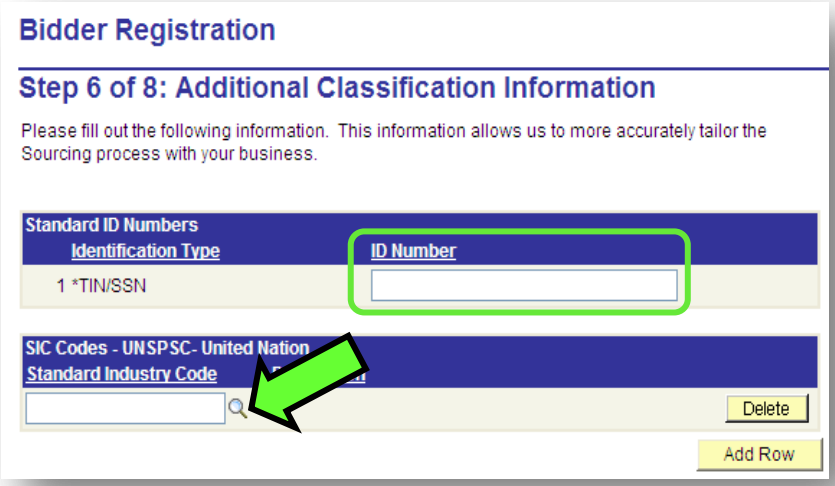


26. The **Step 6 of 8: Additional Classification Information** page will appear.

27. Enter the company's **Tax Identification Number (TIN)**. Do not enter dashes (-).

28. Select the UNSPSC codes for the goods and services your company can provide. You will receive bid invitations based on the codes you select.

29. Click the **Look up Standard Industry Code** icon.



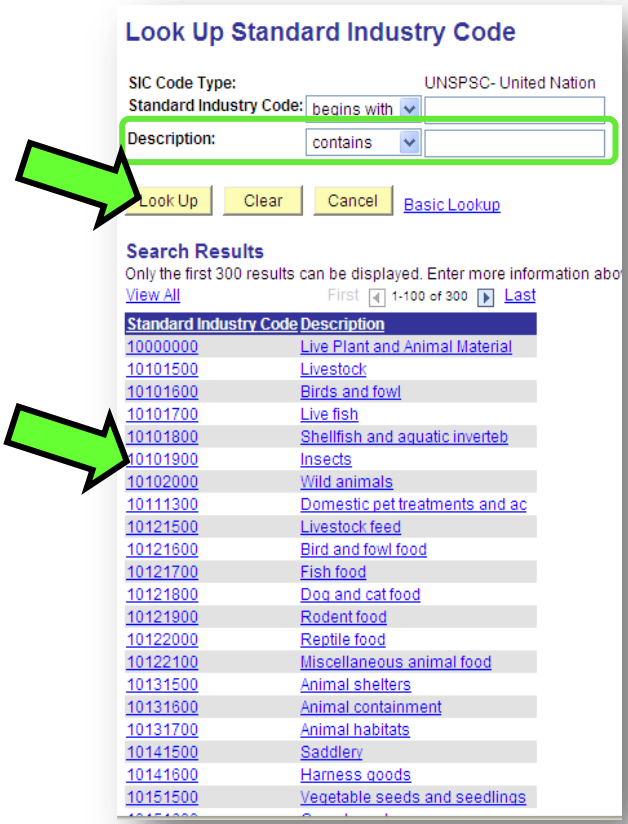
30. Use the **Description** field to search for UNSPSC code.

31. Click the **Description** dropdown arrow and select **contains**.

32. In the **Description** field, enter the description of the UNSPSC code needed. Enter the minimal amount of the description to bring back the optimum amount of returns. (For example, for livestock, only put in live.)

33. Click the **Look Up** button.

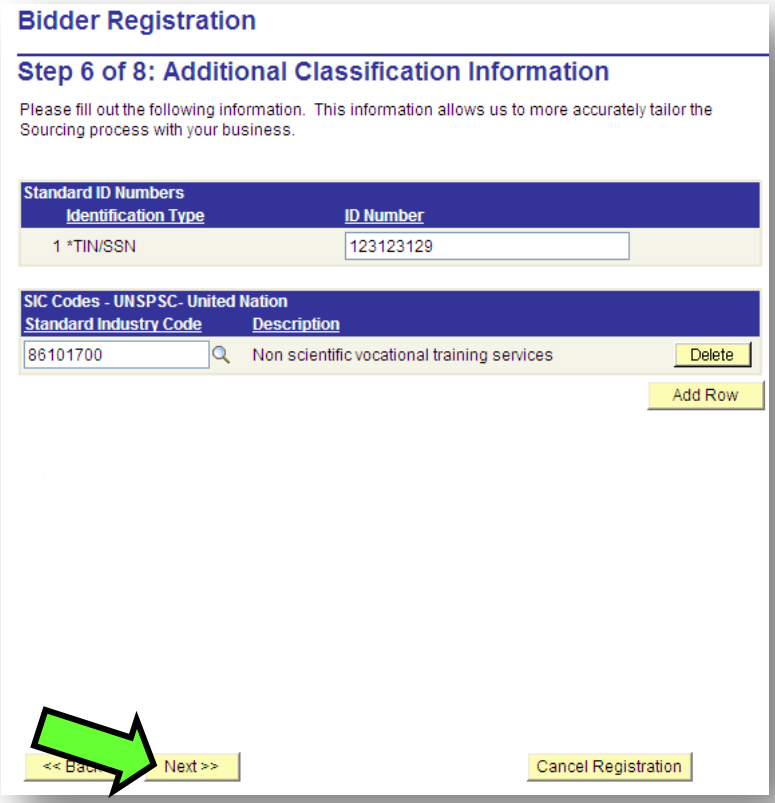
34. Select the **Description** link that fits the nature of the good or service your company provides. This will pull the UNSPSC code onto the registration.



35. To add multiple UNSPSC codes click the **Add Row** button.

36. To remove a UNSPSC code, click the **Delete** button.

37. Click the **Next** button.



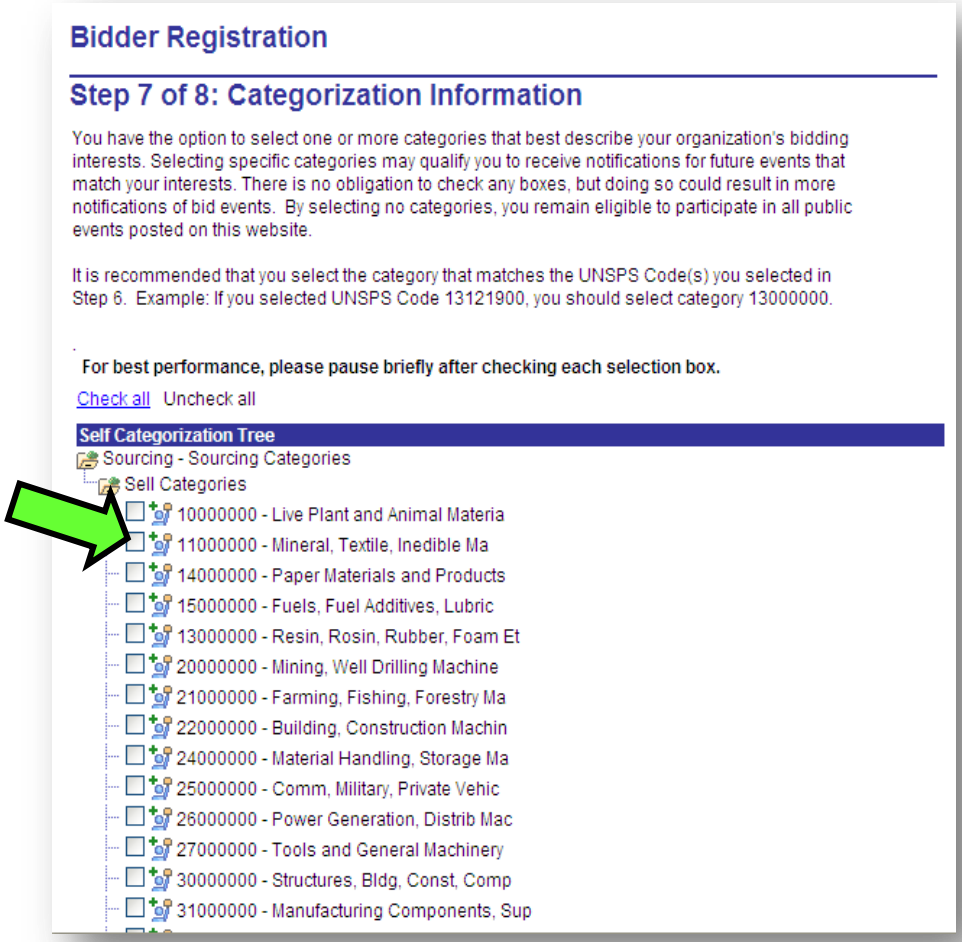
38. The system will check for duplicate records based on the Tax ID number you entered. If you receive a message that this is a duplicate registration, please contact the OAKS Help Desk for assistance. Otherwise, continue with your registration.

39. The Step **7 of 8: Categorization Information** page will appear.

40. On this page you have the option to select one or more categories that best describes your company's bidding interests. The type of categories you select may determine the type of bid invitations you receive.

41. To select individual categories, select the **checkbox** next to the category.

42. Click the **Next** button.

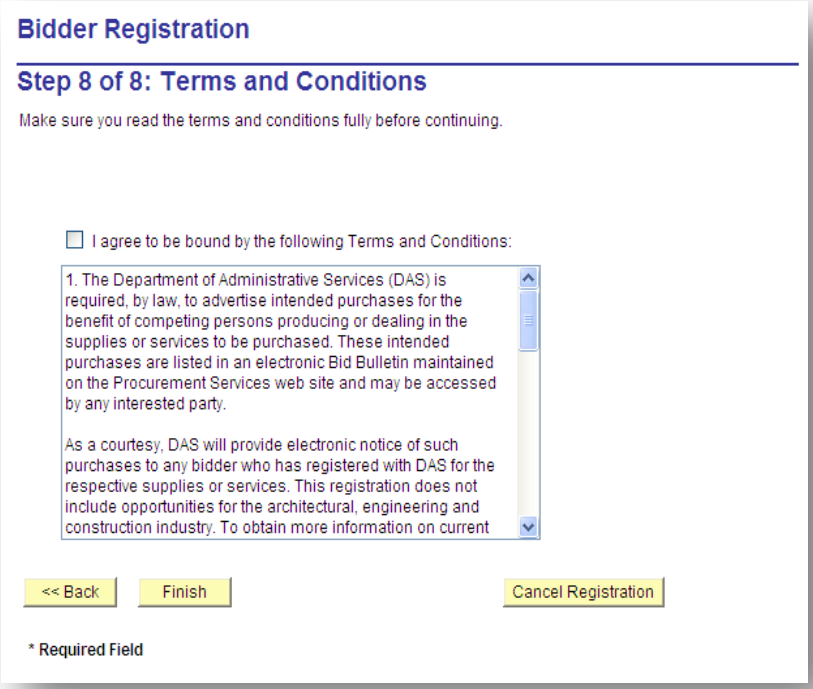


43. The **Step 8 of 8: Terms and Conditions** page will appear.

44. Read the Terms and Conditions.

45. If you agree to the Terms and Conditions, select the checkbox next to **I agree to be bound by the following Terms and Conditions**.

46. Click the **Finish** button.



47. A page will display stating that Bidder Registration was successful.

48. A confirmation email will be sent to the email address listed during registration. It will contain your User ID and Password for logging into eBid.

To log into your account in the future, follow the link in your registration confirmation email or go back to the State Procurement page at http://procure.ohio.gov .

Click **Selling to the State**, **eBid Registration/Log In**, **Continue to the eBid Registration / Log In Page**.

49. Please see below for information on obtaining eBid assistance.

Need more help?

Try out the other training documents created to assist you:
http://procure.ohio.gov/proc/help.asp

- OR -

Contact the OAKS Help Desk at 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625). Ask for “eBid Assistance.”