

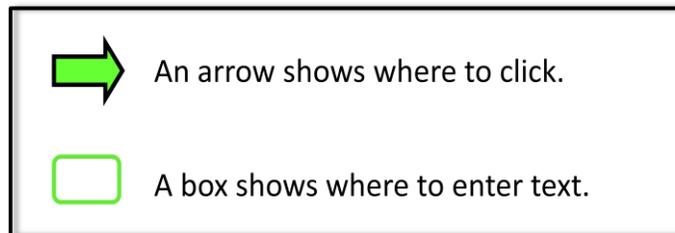
Once registered in eBid, businesses will be asked to keep their profiles up-to-date with any changes to their contact information or UNSPSC codes.

The steps below demonstrate how to update eBid information.

There are two scenarios to choose from. The first scenario is for a registered State of Ohio **bidder** and the second scenario is for a registered State of Ohio **vendor**.

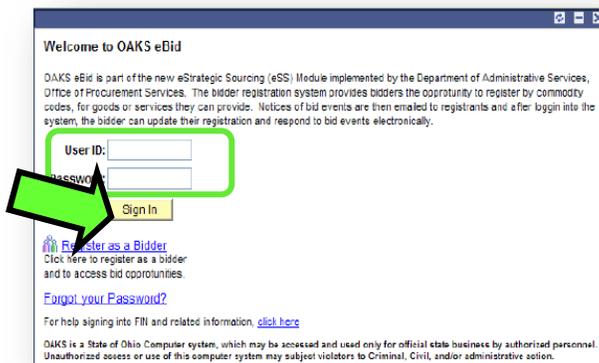
- **Bidder** – A business that has never received payment for goods or services from the State of Ohio.
- **Vendor** – A business that has received payment for goods or services from the State of Ohio.

If you are not sure if your company is classified as a bidder or a vendor, compare your eBid menu with the screen shots below, or contact the OAKS Help Desk at 1-888-644-6625.

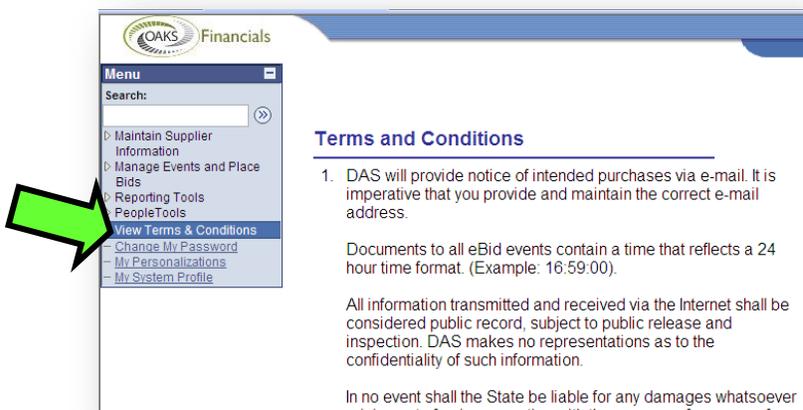


The first nine steps are universal log in instructions for both bidders and vendors.

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. Click the **Continue to the eBid Registration / Login** link.
6. Enter your **User ID**.
7. Enter your **Password**.
8. Click the **Sign In** button.



9. Click the **View Terms & Conditions** link. The Terms & conditions should be reviewed each time you login.



Scenario 1 - Updating eBid information for Bidders

1. To designate the contact sequence order, in your menu go to: **Manage Events and Place Bids > Maintain My User Contact**.
2. If you have multiple contacts, you may change the contact sequence numbers.

Maintain Sourcing Contact Information

Please select your contact name with the prompt button in the list of companies below.

User ID: Systst
Name: System Test

Company Name	Bidder Type	*Contact Sequence Number	Contact Name
SystemTest	Bidder	1	System Test

3. To update contact information, addresses, and UNSPSC codes, in your menu go to: **Manage Events and Place Bids > My Bidder Profile**
4. Use the **Main** tab for verification. Nothing can be changed on this tab.

My Bidder Profile

Company: SystemTest

Company URL:

Bidder Status: Active Inactive

Bidder Type: Business Individual

Additional Information:

HUBZone Program:

Sm Disadvantaged Business Prog:

Size of Small Business:

Other Preference Programs:

Veteran-Owned Small Business:

Emerging Small Business
 Women-Owned Business

Updating eBid Information

5. Use the **Addresses** tab to add or delete addresses.

The screenshot shows the 'Addresses' tab selected in the OAKS Financials system. A green arrow points to the 'Addresses' tab. The form displays the following fields and options:

- Company:** SystemTest
- Addresses:** Find | View All | First < 1 of 1 > Last
- Main Address
- Ship To Address
- Bill To Address
- Invoice Address
- Address Details:**
 - Country:** United States [Change Country](#)
 - *Address 1:** 111 1st Street
 - Address 2:** [Empty]
 - Address 3:** [Empty]
 - *City:** Columbus
 - County:** [Empty]
 - *Postal:** 11111
 - *State:** OH [Ohio](#)
- Buttons:** Add a New Address, Delete, Save

6. Use the **Contacts** tab to add or delete contacts. When a new contact is added, that person will receive their own User ID and Password via email.

The screenshot shows the 'Contacts' tab selected in the OAKS Financials system. A green arrow points to the 'Contacts' tab. The form displays the following fields and options:

- Company:** SystemTest
- User Information:** Find | First < 1 of 1 > Last
- First Name:** System
- Last Name:** Test
- Title:** [Empty]
- Email ID:** jae.orne@das.state.oh.us
- Telephone:** 614/111-2222 | Ext: [Empty]
- Fax:** [Empty]
- Address:** 1 [Main Address](#)
- User ID:** Systst
- Buttons:** Add Contact, Delete, Save

7. Use the **Identifications** tab to verify your Tax Identification number, and to update your UNSPSC codes. UNSPSC codes determine the goods and/or services your business provides. You will receive bid notifications based upon the codes you selected.
8. Click the **Delete** button to delete unwanted codes. Click the **Add SIC Code** button to add a new UNSPSC code.
9. To search for a UNSPSC code: Click the Look Up icon and enter search criteria to help you find the code that best fits your company.

Standard ID Numbers	ID Type	ID Number
1 TIN/SSN		123456789

SIC Code Type	SIC Code	Description	Delete
1 UNSPSC Code	100000	Live Plant and Animal Material and Accessories and Supplies	Delete
2 UNSPSC Code	101200	Animal feed	Delete
3 UNSPSC Code	731310	Grains and sugar and oils and fat processing	Delete

Add SIC Code

VAT Information	Country	Description	VAT ID	Home Country	Delete
1				<input type="checkbox"/>	Delete

Add VAT Registration

Profile Questions	Question	Response
1		

Save

The VAT Information field is not used by the State of Ohio.

10. To change the categorization of your business, click the **My Categorizations** link in your menu. The categories you select will also determine the types of bid notifications you will receive.

SOURCING

- Sourcing - Sourcing Categories
 - Buy Categories
 - Sell Categories
 - 10000000 - Live Plant and Animal Material
 - 11000000 - Mineral, Textile, Inedible Ma
 - 12000000 - Chemicals including Bio Chem
 - 13000000 - Resin, Rosin, Rubber, Foam Et
 - 14000000 - Paper Materials and Products
 - 15000000 - Fuels, Fuel Additives, Lubric
 - 20000000 - Mining, Well Drilling Machine
 - 21000000 - Farming, Fishing, Forestry Ma
 - 22000000 - Building, Construction Machin
 - 23000000 - Industrial Mfg, Processing Ma

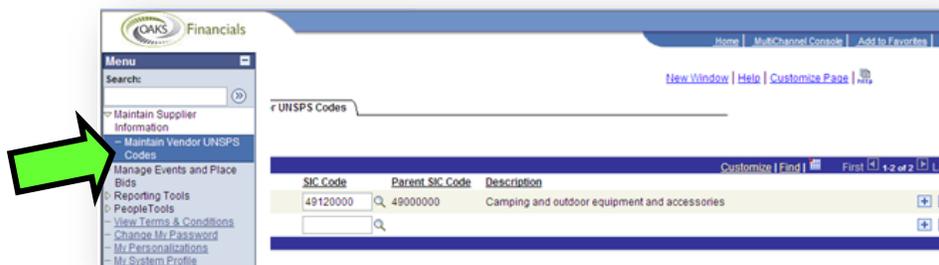
11. To change your password, click the **Change My Password** link in your menu.



12. Please go to the last page for information on obtaining eBid assistance.

Scenario 2 - Updating eBid information for Vendors

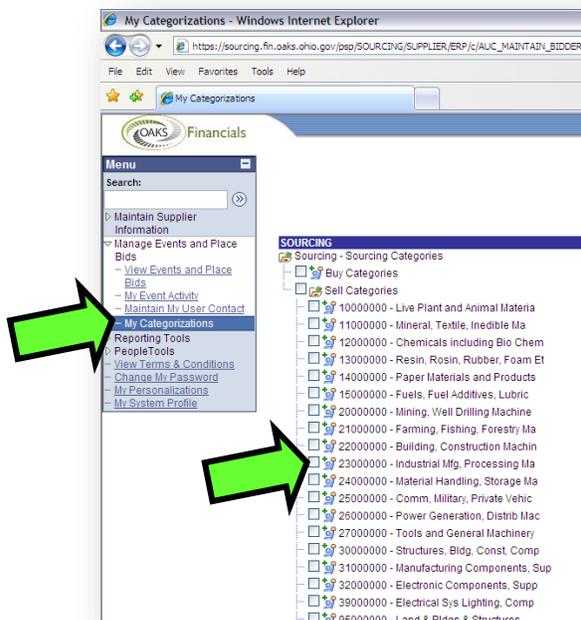
1. To add or update contact information or addresses, you must fill out the [Vendor Information Form](#) (OBM-5657) located on the Ohio Shared Services website under the Vendor Form link.
2. To update UNSPSC codes in your menu, go to: **Maintain Supplier Information > Maintain Vendor UNSPS Codes**.
3. UNSPSC codes determine the goods and/or services your business provides. You will receive bid notifications based upon the codes you selected.
4. Click the  button to delete codes. Click the  button to add a new UNSPSC code.
5. To search for a UNSPSC code: Click the **Look Up**  icon and enter search criteria to help you find the code that best fits your company.



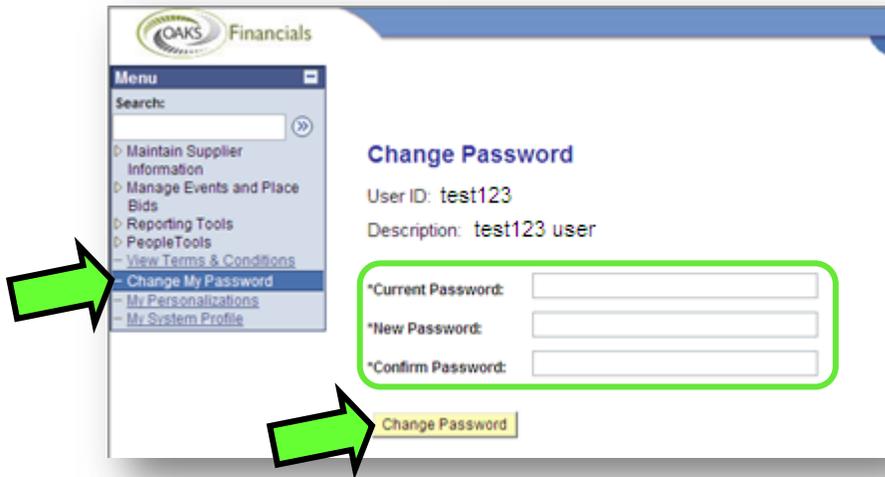
- To designate a contact sequence order, in your menu, click the **Maintain My User Contact** link.
- If you have multiple contacts, you can change the contact sequence numbers.



- To change the categorization of your business, click the **My Categorizations** link in your menu. The categories you select will also determine the types of bid notifications you will receive.



14. To change your password, click the **Change My Password** link in your menu.



15. 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."