

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. The step-by-step instructions below guide you through logging into the eSupplier portal and placing a bid.

Logging Into the eSupplier Portal

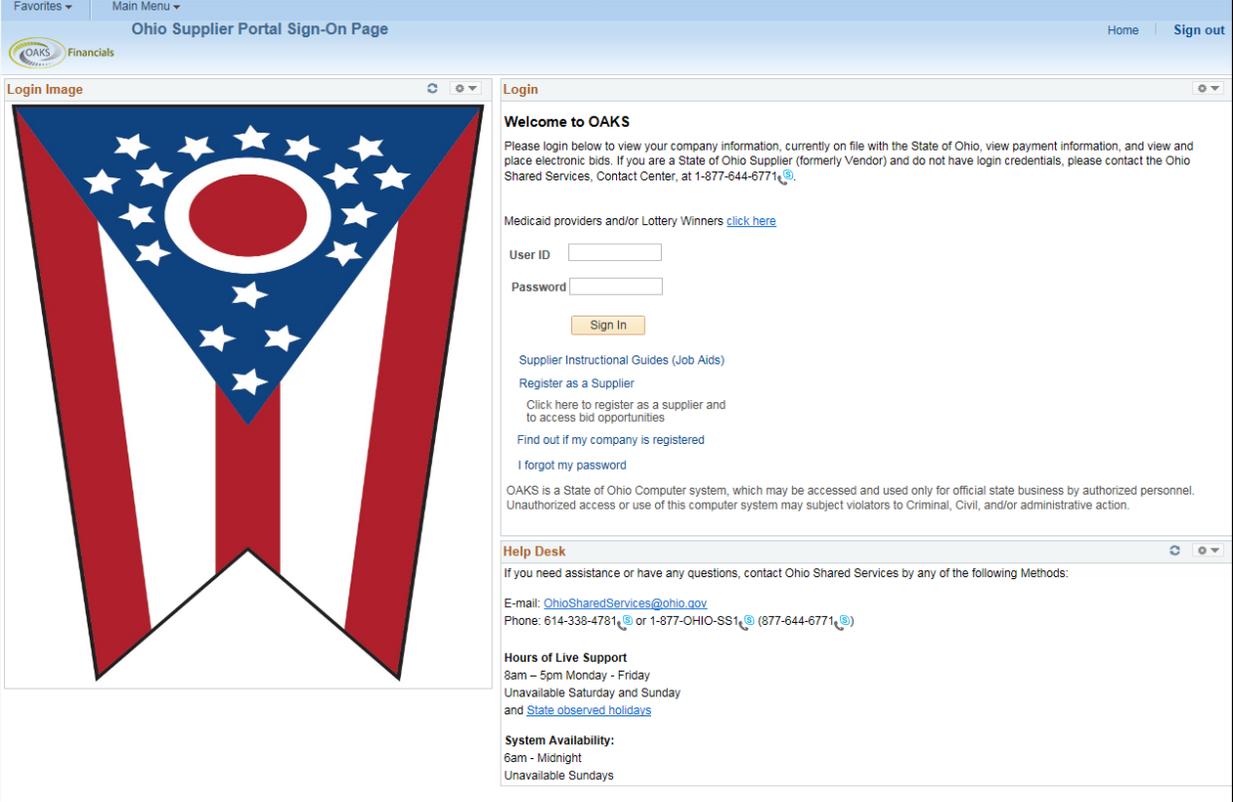
- Before beginning the steps below, navigate to <http://www.supplier.obm.ohio.gov/>.



PLACING A BID

Step-by-Step	Screen
1. Click the Login link.	

The Ohio Supplier Portal Sign-On Page displays.



Ohio Supplier Portal Sign-On Page

Login

Welcome to OAKS

Please login below to view your company information, currently on file with the State of Ohio, view payment information, and view and place electronic bids. If you are a State of Ohio Supplier (formerly Vendor) and do not have login credentials, please contact the Ohio Shared Services, Contact Center, at 1-877-644-6771.

Medicaid providers and/or Lottery Winners [click here](#)

User ID

Password

[Supplier Instructional Guides \(Job Aids\)](#)

[Register as a Supplier](#)

Click here to register as a supplier and to access bid opportunities

[Find out if my company is registered](#)

[I forgot my password](#)

OAKS is a State of Ohio Computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to Criminal, Civil, and/or administrative action.

Help Desk

If you need assistance or have any questions, contact Ohio Shared Services by any of the following Methods:

E-mail: OhioSharedServices@ohio.gov

Phone: 614-338-4781 or 1-877-OHIO-SS1 (877-644-6771)

Hours of Live Support

8am – 5pm Monday - Friday
Unavailable Saturday and Sunday
and [State observed holidays](#)

System Availability:

6am - Midnight
Unavailable Sundays

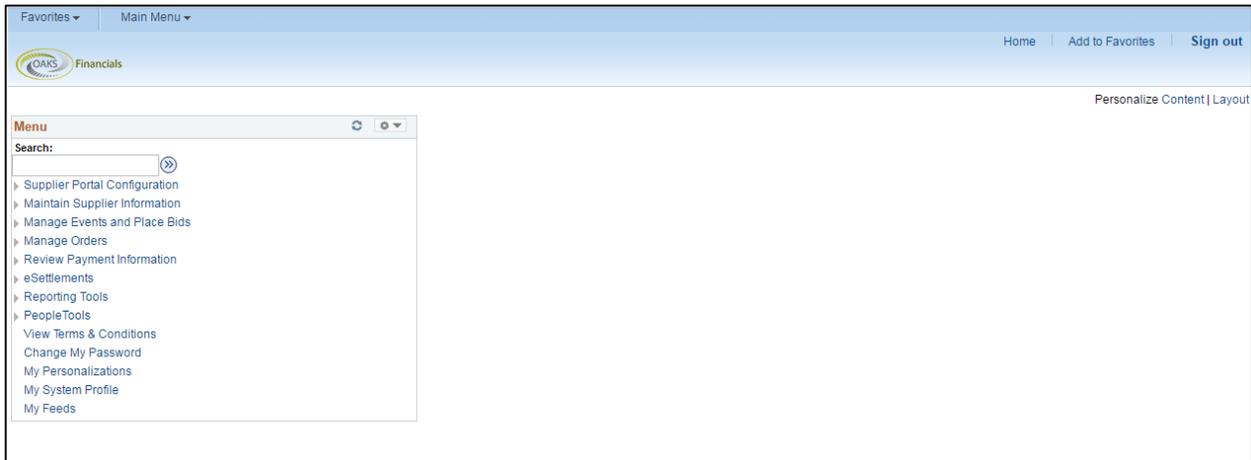
If you have not received your login credentials, contact the OSS Contact Center to gain access to the Ohio Supplier Portal.

- Phone: 614-338-4781 or 1-877-OHIO-SS1 (877-644-6771).

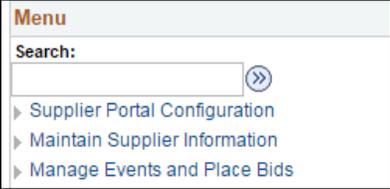
PLACING A BID

<p>2. Enter User ID.</p>	<p>Login</p> <p>Welcome to OAKS</p> <p>Please login below to view your company information, currently o and place electronic bids. If you are a State of Ohio Supplier (from the Ohio Shared Services, Contact Center, at 1-877-644-6771.</p> <p>Medicaid providers and/or Lottery Winners click here</p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Sign In"/></p>
<p>3. Enter Password.</p>	<p>Welcome to OAKS</p> <p>The Ohio Supplier Portal page is where suppliers can do m information, electronic bidding, and access eSettlements to</p> <p>Medicaid providers and/or Lottery Winners click here</p> <p>User ID <input type="text" value="ADMIN123"/></p> <p>Password <input type="password"/></p>
<p>4. Click Sign In.</p>	<p>Medicaid providers and/or Lottery Winners click here</p> <p>User ID <input type="text" value="ADMIN123"/></p> <p>Password <input type="password" value="....."/></p> <p><input type="button" value="Sign In"/></p>

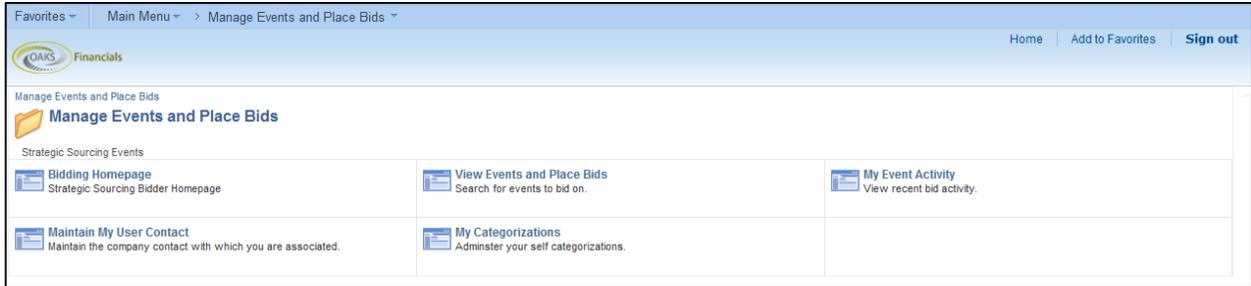
The **Main Menu** displays.



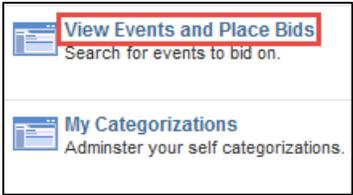
PLACING A BID

<p>5. Click on the Manage Events and Place Bids link.</p>	 <p>The screenshot shows a 'Menu' section with a search bar and three items: 'Supplier Portal Configuration', 'Maintain Supplier Information', and 'Manage Events and Place Bids'. The 'Manage Events and Place Bids' item is highlighted with a blue bar.</p>
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The **Manage Events and Place Bids** page is displayed.



The screenshot shows the 'Manage Events and Place Bids' page. The breadcrumb trail is 'Favorites > Main Menu > Manage Events and Place Bids'. The page title is 'Manage Events and Place Bids'. Below the title, there are several links: 'Bidding Homepage', 'View Events and Place Bids', 'My Event Activity', 'Maintain My User Contact', and 'My Categorizations'. The 'View Events and Place Bids' link is highlighted with a red box.

<p>6. Click on the View Events and Place Bids link.</p>	 <p>The screenshot shows a close-up of the 'View Events and Place Bids' link, which is highlighted with a red box. Below it is the 'My Categorizations' link.</p>
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The **View Events and Place Bids** page is displayed.

View Events and Place Bids Welcome, SIGNATURE CONTROL SYSTEMS LLC
User: DIANNE ZEMBA

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID: Event

Event Name

Event Type

Event Status

Include Declined Invitations?

Results Should Include:

Sell Event

Purchase Event

Request For Information

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results Personalize | First 1 of 1 Last

Event ID	Event Name	Format	Type	End Date
DAS01-0000000031	Training Resources	Sell	RFx	4 hrs, 58 mins, 36 secs

7. 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**.

Search Results	
Event ID	Event Name
DAS01-0000000031	Training Resources

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The **Event Details** page displays.

Event Details

Welcome, SIGNATURE CONTROL SYSTEMS LLC
User: DIANNE ZEMBA

Information On Inquiry Options: [Accept Invitation](#), [Bid on Event](#)

Bidding Shortcuts: [View Event Activity](#)

Event Name: Training Resources
Event ID: DAS01-0000000031
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 06/09/2016 4:30PM PDT
Event End Date: 4 hrs, 49 mins, 23 secs

Event Description:
Training resources to properly facilitate OAKS FIN instructor-led course offerings for FY16.

Contact: OBM Training User
Phone:
Email:
Email ID:
Online Discussion:
Live Chat Help:
Payment Terms:
My Bids: 0
Edits to Submitted Bids: Allowed
Multiple Bids: Allowed

★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	★ MENS JEANS SIZE: 28-42 .	EA	1.0000	

[Return to Event Search](#)

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

Event Details

Information On Inquiry Options

[Accept Invitation](#)

[Bid on Event](#)

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Favorites ▾ Main Menu ▾ Manage Events and Place Bids ▾ View Events and Place Bids

Home Add to Favorites Sign out

OAKS Financials

New Window

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.

9. 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.

Default the bid quantity for each line it

Select 'Yes' if you would like to have th
quantity defaulted.

One important note: If you select to de

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[Favorites](#) > [Main Menu](#) > [Manage Events and Place Bids](#) > [View Events and Place Bids](#)



Welcome, SIGNATURE CONTROL SYSTEMS LLC
 User: DIANNE ZEMBA

Event Details

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Event Name Training Resources Event ID DAS01-0000000031 Event Format/Type Sell Event RFX Event Round 1 Event Version 1 Event Start Date 06/09/2016 4:30PM PDT Event End Date 4 hrs, 13 mins, 52 secs	Bidding Instructions Bid ID New Bid Date Bid Currency USD US Dollar
---	--

[Hide Additional Event Info](#)

Description:

Training resources to properly facilitate OAKS FIN instructor-led course offerings for FY16.

Contact OBM Training User Phone Email Email ID 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	1
Required Questions	1
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ I have read and understand the attached terms and conditions.

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



PLACING A BID

[Favorites](#) > [Main Menu](#) > [Manage Events and Place Bids](#) > [View Events and Place Bids](#)

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 1
 Required Questions 1
 Questions Responded To 0

[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ I have read and understand the attached terms and conditions.

Response [Add Comments or Attachments](#)

Ideal Yes

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

Lines Personalize | [?](#) First Previous Lines 1 of 1 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★ 0000000000000000005	MENS JEANS SIZE: 28-42	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.

[Return to Event Search](#)

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

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.

PLACING A BID

The **Comments and Attachments** page displays.

Event Comments and Attachments

Business Unit: DAS01 Event ID: 0000000035 Event Round: 1 Event Version: 1

Attachments

View Event Attachments Personalize | First 1 of 1 Last

Attached File	Attachment Description	View
9_2_eSourcing_FAQs.docx	FAQs	View

Add New Attachments Personalize | First 1 of 1

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

Comments

Add New Comments

OK Cancel

- Use this page to view Comments and Attachments regarding the event prior to placing a bid.

12. Click the **OK** button.



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[Favorites](#) > [Main Menu](#) > [Manage Events and Place Bids](#) > [View Events and Place Bids](#)


Welcome, SIGNATURE CONTROL SYSTEMS LLC
User: DIANNE ZEMBA

Event Details

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Event Name Training Resources Event ID DAS01-000000031 Event Format/Type Sell Event RFX Event Round 1 Event Version 1 Event Start Date 06/09/2016 4:30PM PDT Event End Date 4 hrs, 13 mins, 52 secs	Bidding Instructions Bid ID New Bid Date Bid Currency USD US Dollar
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[Hide Additional Event Info](#)

Description:

Training resources to properly facilitate OAKS FIN instructor-led course offerings for FY16.

Contact OBM Training User Phone Email Email ID 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	1
Required Questions	1
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

Bid Required Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

I have read and understand the attached terms and conditions.

13. Scroll down to the **General Questions** section.



PLACING A BID

[Favorites](#) > [Main Menu](#) > [Manage Events and Place Bids](#) > [View Events and Place Bids](#)

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 1
Required Questions 1
Questions Responded To 0

[Hide Event Questions](#)

Event Questions

★ Bid Required 👉 Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ 👉 I have read and understand the attached terms and conditions.

Response [Add Comments or Attachments](#)
 Ideal Yes

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

Lines [Personalize](#) | [\[?\] \[2\]](#) First Previous Lines 1 of 1 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★ 000000000000000005	MENS JEANS SIZE: 28-42	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.

[Return to Event Search](#)

14. Answer the **General Questions**.

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

General Questions Previous Questions 1-2 of 2 Next Questions

★ 👉 I have read and understand the attached terms and conditions.

Response [Add Comments or Attachments](#)
 Ideal Yes

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

Response [Add Comments or Attachments](#)

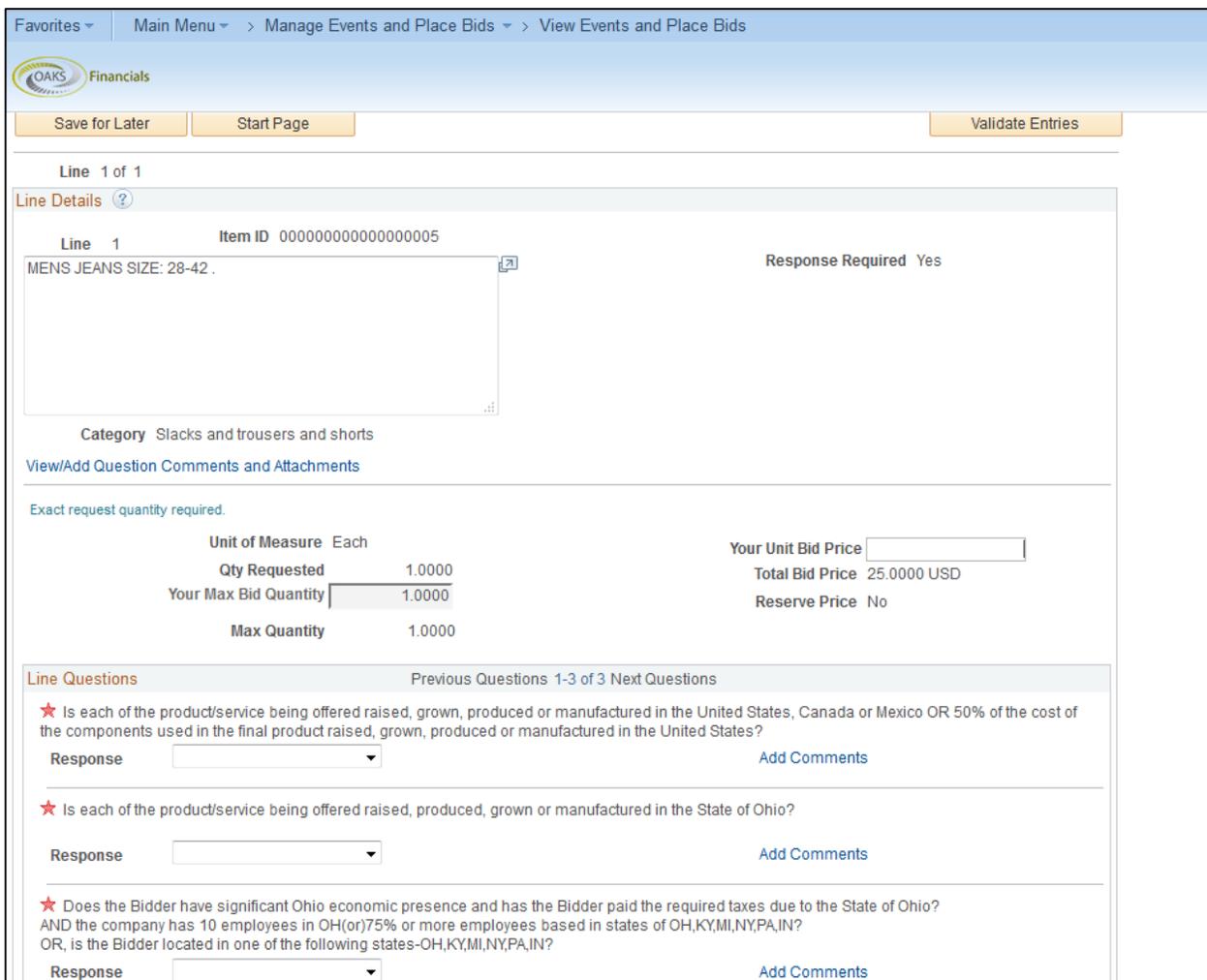
PLACING A BID

15. Click the **Bid** link for the individual line item(s).

- 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.



The **Line Details** page displays.



Line 1 of 1

Line Details 

Line 1 Item ID 000000000000000005

MENS JEANS SIZE: 28-42 . 

Response Required Yes

Category Slacks and trousers and shorts

View/Add Question Comments and Attachments

Exact request quantity required.

Unit of Measure	Each	Your Unit Bid Price	<input type="text"/>
Qty Requested	1.0000	Total Bid Price	25.0000 USD
Your Max Bid Quantity	1.0000	Reserve Price	No
Max Quantity	1.0000		

Line Questions Previous Questions 1-3 of 3 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 [Add Comments](#)

★ Is each of the product/service being offered raised, produced, grown or manufactured in the State of Ohio?

Response [Add Comments](#)

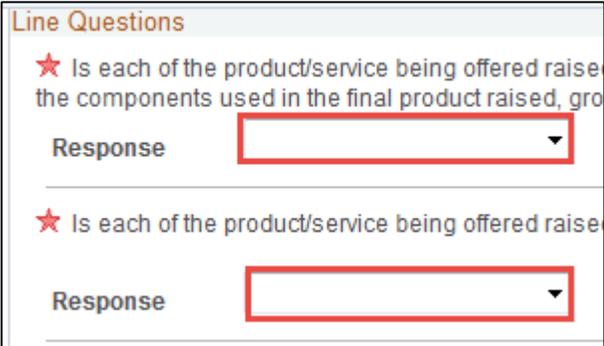
★ Does the Bidder have significant Ohio economic presence and has the Bidder paid the required taxes due to the State of Ohio? AND the company has 10 employees in OH(or)75% or more employees based in states of OH,KY,MI,NY,PA,IN? OR, is the Bidder located in one of the following states-OH,KY,MI,NY,PA,IN?

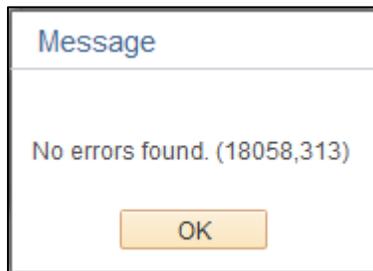
Response [Add Comments](#)

16. Enter **Your Unit Bid Price**.

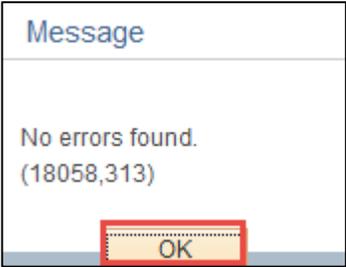
Your Unit Bid Price

PLACING A BID

<p>17. Answer line specific questions in the Line Questions section.</p> <ul style="list-style-type: none"> • Questions with a red star ★ require a response. • If necessary, click the Next Line button to view line specific questions for additional items. 	 <p>The screenshot shows a section titled "Line Questions". It contains two questions, each marked with a red star. The first question is: "★ Is each of the product/service being offered raise the components used in the final product raised, gro". Below it is a "Response" dropdown menu. The second question is: "★ Is each of the product/service being offered raise". Below it is another "Response" dropdown menu. Both dropdown menus are highlighted with a red border.</p>
<p>18. Click the Validate Entries button</p>	 <p>The screenshot shows a yellow button with the text "Validate Entries" in black, outlined with a red border.</p>



- 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.

<p>19. Click the OK button.</p>	 <p>The screenshot shows the same "Message" dialog box as in the previous image, but the yellow "OK" button at the bottom is highlighted with a red border.</p>
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PLACING A BID

The **Line Details** page displays.

Line 1 of 1

Line Details

Line 1 Item ID 000000000000000005

MENS JEANS SIZE: 28-42 .

Response Required Yes

Category Slacks and trousers and shorts

View/Add Question Comments and Attachments

Exact request quantity required.

Unit of Measure	Each	Your Unit Bid Price	25.000000
Qty Requested	1.0000	Total Bid Price	25.0000 USD
Your Max Bid Quantity	1.0000	Reserve Price	No
Max Quantity	1.0000		

Line Questions Previous Questions 1-3 of 3 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

20. Click the **Start Page** button.

Line Details

Save for Later Start Page

PLACING A BID

The **Event Details** page displays.

Event Details

Welcome, SIGNATURE CONTROL SYSTEMS LLC
User: DIANNE ZEMBA

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Event Name Training Resources	Bidding Instructions
Event ID DAS01-0000000031	Bid ID New
Event Format/Type Sell Event RFX	Bid Date
Event Round 1	Bid Currency USD US Dollar
Event Version 1	
Event Start Date 06/09/2016 4:30PM PDT	
Event End Date 3 hrs, 50 mins, 14 secs	

[Hide Additional Event Info](#)

Description:
Training resources to properly facilitate OAKS FIN instructor-led course offerings for FY16.

Contact OBM Training User	Payment Terms
Phone	Billing Location DAS ACCT PAY PURC ADDRESS
Email Email ID	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	1
Required Questions	1
Questions Responded To	1

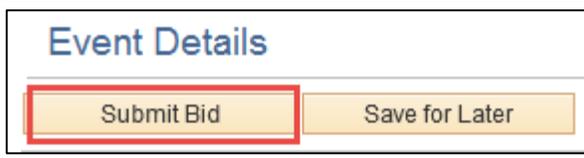
[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

[General Questions](#) Previous Questions 1 of 1 Next Questions

21. Click the **Submit Bid** button.



PLACING A BID

The **Bid Confirmation** page displays.

Bid Confirmation
Your bid has been successfully submitted.

Bid ID 1 **Bid Date** 06/10/2016 9:11:28AM PDT
Event ID 0000000031 **Training Resources**
Event Format Sell Event **Round** 1 **Version** 1
Start Date 06/09/2016 4:30PM PDT **End Date** 3 hrs, 48 mins, 25 secs

Your Total Price 25.00 USD

22. Click the **OK** button.

The **View Events and Place Bids** page displays.

View Events and Place Bids Welcome, SIGNATURE CONTROL SYSTEMS LLC
User: DIANNE ZEMBA

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID

Event Name

Event Type

Event Status

Include Declined Invitations?

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results Personalize First 1 of 1 Last

Event ID	Event Name	Format	Type	End Date	Status
DAS01-0000000031	Training Resources	Sell	RFx	3 hrs, 47 mins, 55 secs	Accepted

- The **Status** of the event now shows as “Accepted.” The bid has been submitted successfully.

PLACING A BID

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.