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. | ![Login Screen]

The Ohio Supplier Portal Sign-On Page displays.

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

2. Enter **User ID**.

3. Enter **Password**.

4. Click **Sign In**.

The **Main Menu** displays.
PLACING A BID

5. Click on the Manage Events and Place Bids link.

The Manage Events and Place Bids page is displayed.

6. Click on the View Events and Place Bids link.
The **View Events and Place Bids** page is displayed.

- **Step 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**.

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**View Events and Place Bids**

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

- **Results Should Include**
  - Sell Event
  - Purchase Event
  - Request For Information

- **Include Declined Invitations?**

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<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Name</th>
<th>Format</th>
<th>Type</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAS01-000000031</td>
<td>Training Resources</td>
<td>Sell</td>
<td>RFX</td>
<td>4 hrs, 30 mins, 30 secs</td>
</tr>
</tbody>
</table>
8. Click the **Bid on Event** button located at the top of the page.
PLACING A BID

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.
10. Scroll to the bottom of the **Event Details** screen.
11. Click the Event Comments and Attachments link to view any attached documents.
The **Comments and Attachments** page displays.

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

12. Click the **OK** button.
13. Scroll down to the **General Questions** section.
14. Answer the **General Questions**.

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

16. Enter Your Unit Bid Price.
17. Answer line specific questions in the Line Questions section.
   - Questions with a red star ⭐ require a response.
   - If necessary, click the Next Line button to view line specific questions for additional items.

18. Click the Validate Entries button

- 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.

19. Click the OK button.
The **Line Details** page displays.

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

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**Line Details**

**Save for Later**  **Start Page**
The Event Details page displays.

21. Click the Submit Bid button.
The **Bid Confirmation** page displays.

22. Click the **OK** button.

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

- 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.