

E SOURCING: FREQUENTLY ASKED QUESTIONS

Q: What is required to submit an electronic bid?

A: You must be a registered Supplier with the State of Ohio, Ohio Shared Services (OSS). (See next question)
You will also need login credentials to gain access to the [eSupplier portal](#).

Q: Am I a registered Supplier with the State of Ohio?

A: In order to be a registered Supplier with OSS you must have submitted the following forms:

- [Supplier Information Form \(OBM-5657-Rev. 9/08/2015\)](#)
- [IRS Form W-9 Request for Taxpayer Identification Number & Certification](#)
- [Authorization Agreement for Direct Deposit of EFT Payments \(OBM-4310-Rev. 9/08/2015\)](#) (optional)
- [Find out if my company is registered](#)

(Questions regarding Supplier Registration please call: **1-877-644-6771**)

Q: Do I have login credentials?

A: In order to have login credentials, your company must be a registered Supplier with OSS. A registered Supplier must also have at least one valid contact listed in the company's profile.

(Questions regarding Login Credentials please call: **1-877-644-6771**)

Q: My Company has already registered with OSS; do I need to reregister?

A: No. You will need to validate contact information and select UNSPSC Codes if you plan to participate in electronic bidding.

Q: What are UNSPSC codes?

A: The United Nations Standard Products and Services Code (UNSPSC) is a products and services classification system. These are commodity codes that the State of Ohio will use when searching for potential Suppliers. For more information, visit the UNSPSC website: <http://www.unspsc.org>.

Q: Can I manually add UNSPSC Codes to my Company's profile?

A: Yes. To receive bid notifications you will need UNSPSC codes in your company's profile. You will need to use your company's login credentials to gain access to the eSourcing portal to add UNSPSC codes.

Please visit <http://www.unspsc.org> to obtain your product or service code(s) to use in your profile with the State of Ohio Office of Procurement Services. Use the '**Search-Code**' option located at the top of the page.

Note: Make sure the UNSPSC codes you decide to use end in a double zero "00." If you happen to find a code that does not end in a double zero that is ok. Simply take off the last two numbers and replace them with a double zero "00". That code will fall under the same hierarchy, regardless of the name change.

[UNSPSC Aid](#)

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Q: Will I be able to update our company's information in eSourcing?

A: Supplier changes need to be updated using the Supplier forms on the OSS website:
<http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx>

Q: Do I have to be an Ohio company to respond to a solicitation?

A: No, any company that has completed the registration process is able to bid online.
However, for MBE Set Aside opportunities please refer to [Equal Opportunity Division website](#).