eSourcing: Frequently Asked Questions

Q: **What do I need in order to place an electronic bid?**
A: You will need to be a registered Supplier with Ohio Shared Services. (See next question) You will also need login credentials to gain access to the eSupplier portal. (See below)

Q: **Am I a registered Supplier with the State of Ohio?**
A: To determine if your organization is registered as a Supplier, click the Find Out if my Company is Registered link on the Ohio eSupplier Portal page. This page is accessed by visiting www.supplier.obm.ohio.gov then clicking the Login button.

Q: **Do I have login credentials?**
A: In order to have login credentials, your company must be a registered Supplier with Ohio Shared Services. A registered Supplier must also have valid contacts listed in the company's profile as well.
(Questions regarding Login Credentials please call: **1-877-644-6771**)

Q: **My Company has already registered with Ohio Shared Services; do I have to do it again?**
A: No. You only need to provide contact information and select UNSPSC Codes if you plan to participate in electronic bidding.

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 Ohio Shared Services web site: http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx

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 to invite to participate on Sourcing events. 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 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.

Q: **Do I have to be an Ohio company to bid?**
A: No, any company that has completed the registration process is able to bid online.

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