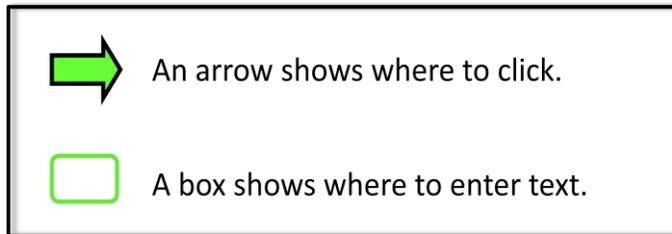


In some cases, price breaks are offered on a bid opportunity. Price breaks allow defined discounts based upon the quantity of an item that is ordered at a given time.

The price breaks may be set up on the event by the State, or you may define them at the time of the bid response.

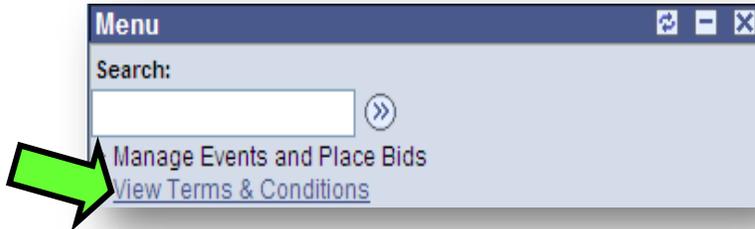


1. Open a web browser.
2. Go to the State Procurement website: <http://ohio.gov/procure>
3. Click **Selling to the State**.
4. Click the **eBid Registration/Log In** link.
5. Click on the **Continue to the eBid Registration / Login** link.
6. Use your **User ID** and **Password**, and then click the **Sign In** button to log into **eBid**.



# Entering Price Breaks on a Bid

- Click the **View Terms and Conditions** link to review the Terms and Conditions



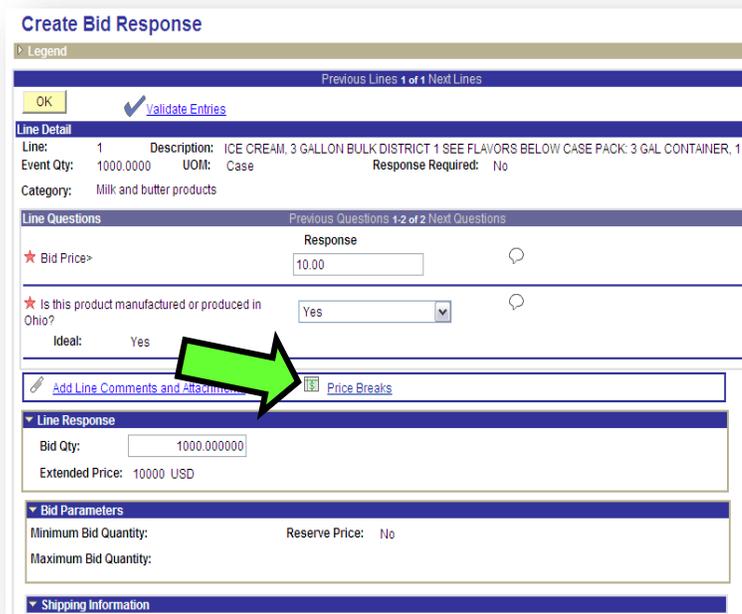
- Using the link in your menu go, to: **Manage Events and Place Bids > View Events and Place Bids**.
- Click the **Event Type** dropdown arrow and select **Auction**.
- Click the **Search** button.
- Click the **Event ID** link.

The screenshot shows the 'View Events and Place Bids' page. It includes a search criteria section for 'Betty's Frozen Foods' with fields for Event ID, Event Name, Event Type (set to Auction), and Event Status. A green arrow points to the Event Type dropdown. Below is a table of search results with columns for Event ID, Event Name, Format, Type, End Date, and Bid Status.

Event ID	Event Name	Format	Type	End Date	Bid Status
<a href="#">DAS01-OT00000001</a>	Six (6) Week Old Pheasant Chicks	Sell	RFx	21 hrs, 53 mins, 11 secs	
<a href="#">DAS01-OT00000003</a>	Ice Cream and Frozen Novelties	Sell	RFx	01/28/2011 01:00 PM EST	
<a href="#">DAS01-SAF00000001</a>	Six Month Food Qualification Summary	RFI	RFx	01/21/2011 01:30 PM EST	Accepted
<a href="#">DAS01-SAF00000003</a>	Orange Juice, Frozen, 48/6 oz.	Sell	Auction	02/07/2011 01:45 PM EST	
<a href="#">DAS01-SAF00000005</a>	Juice, Orange, Frozen, 48/6 oz., Processed Using U	Sell	Auction	01/14/2011 05:29 PM EST	
<a href="#">DAS01-SAF00000006</a>	Peanut Butter	Sell	Auction	01/14/2011 05:30 PM EST	
<a href="#">DAS01-SAF00000007</a>	Peanut Butter	Sell	Auction	0 hrs, 21 mins, 33 secs	

# Entering Price Breaks on a Bid

12. Complete your bid response as normal. For more information on entering a bid response, refer to the *Placing a Bid* document.
13. If price breaks are set up on the event, the **Price Breaks** link and icon  will be available to click on.
14. Click the **Price Breaks** link or icon.



The screenshot shows the 'Create Bid Response' interface. At the top, there are 'OK' and 'Validate Entries' buttons. Below is the 'Line Detail' section for Line 1, describing 'ICE CREAM, 3 GALLON BULK DISTRICT 1 SEE FLAVORS BELOW CASE PACK: 3 GAL CONTAINER, 1 E'. The 'Event Qty' is 1000.0000, 'UOM' is Case, and 'Response Required' is No. The category is 'Milk and butter products'. The 'Line Questions' section includes 'Bid Price' (10.00) and 'Is this product manufactured or produced in Ohio?' (Yes). A green arrow points to the 'Price Breaks' link in the 'Add Line Comments and Attachments' area. Below this is the 'Line Response' section with 'Bid Qty' (1000.0000000) and 'Extended Price' (10000 USD). The 'Bid Parameters' section shows 'Minimum Bid Quantity' and 'Maximum Bid Quantity' fields, and 'Reserve Price' (No). The 'Shipping Information' section is partially visible at the bottom.

15. On Line 1, **no data should be changed on this line**, as it is the baseline for all other pricing tiers. (\*Note: Line 1 is the line wth the minimum quantity of “1”.)
16. To enter price breaks by percent, enter a negative sign and then the percentage in the **Adjustment Percent** field. **Remember not to change anything on Line 1.**
17. To enter price breaks by unit price, enter the value in the **Net Unit Price** field. **Remember not to change anything on Line 1.**
18. Click the **OK** button.
19. Continue your bid response as normal on the **Create Bid Response** page.
20. Please see below for information on obtaining eBid assistance.

**Price Breaks For Line 1 - ICE CREAM, 3 GALLON BULK DISTRICT 1 SEE FLAVORS BELOW CASE PACK: 3 GAL CONTAINER, 1 EA .**

Event Quantity: 1000.0000  
Min Quantity: Base Qty: 1000.0000  Rapid Entry  
Max Quantity: Base Price 10.000000

	Maximum Quantity	Minimum Quantity	Adjustment Percent	Adjustment Amount	Net Unit Price
1	500.000000	251.000000	<input type="text" value="-5.000000"/>	<input type="text" value="-0.50"/>	<input type="text" value="9.500000"/>
2	250.000000	1.000000	<input type="text" value="0.000000"/>	<input type="text"/>	<input type="text" value="10.000000"/>
3		501.000000	<input type="text" value="0.000000"/>	<input type="text"/>	<input type="text" value="9.000000"/>

### 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.”