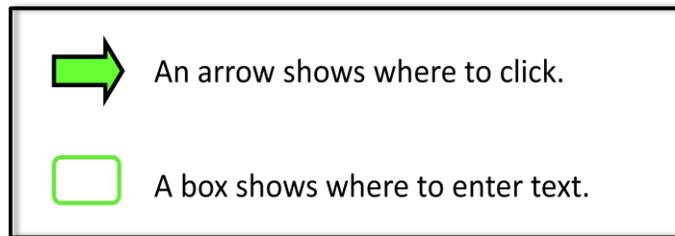


A Reverse Auction is a live, invitation-only event. Multiple bids can be submitted to improve rank.

To participate, a bidder must successfully complete a Request for Information (RFI) sent by the State of Ohio. RFI's are sent out according to the UNSPSC codes selected during registration.

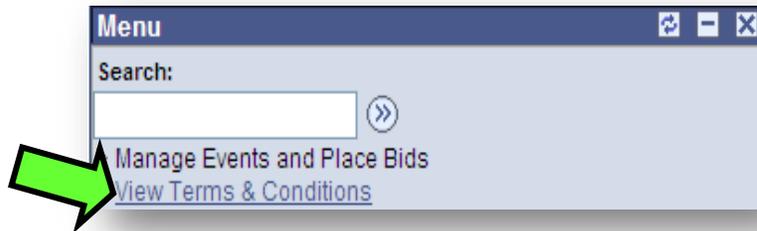
If your business received an invitation, use the steps below to help you participate in a Reverse Auction.



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. The **eBid Vendor and Bidder Notice** page will appear. Click the **Continue to the eBid Registration / Login** link.
6. Enter your **User ID** and **Password**.
7. Click the **Sign In** button.



8. Click the **View Terms and Conditions** link to review the Terms and Conditions



9. Using the link in your menu go, to: **Manage Events and Place Bids > View Events and Place Bids**.
10. Click the **Event Type** dropdown arrow and select **Auction**.
11. Click the **Search** button.
12. 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. A green arrow points to the Event ID link in the first row of the table.

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	

# Participating in Reverse Auctions

13. View the auction details on the Event Details page.

14. Click the **Bid on Event** button to place a bid.

**Event Details**

Event ID: SAF0000006 Peanut Butter

Event Start Date: 01/13/2011 7:28AM PST End Date: 01/14/2011 05:30 PM EST

Multiple Bids Allowed: Yes All lines Required: Yes

**Bid on Event** Click Bid on Event to enter responses to General Questions and Line Items.

**Accept Invitation** Click Accept Invitation if you intend to participate in this Auction at a later time.

**Decline Invitation** Click Decline Invitation if you do not intend to participate in this Auction

**Event Activity** View personal bidding activity

[View Event Package](#)

15. Use the **Create Bid Response** page to view details about the event and enter a bid response.
16. Any section with ▶ icon can be expanded to view more details.
17. Expand each section by clicking the ▶ icon.
18. The **General Questions** section contains questions that relate to the event as a whole.  
★ = Requires a response
19. Use the dropdown next to the **Response** field and select your response to the question.
20. To view or add comments, click the **View/Add General Comments and Attachments** link. **Do not enter prices or questions in this field. For questions please contact the OAKS Help Desk at 614-644-6625 or 1-888-OhioOAKS.**

**Create Bid Response**

Bid ID: New Bid Date:  
Event ID: SAF0000006 Peanut Butter  
Event Format: Sell Event Round: 1 Version: 4  
Start Date: 01/13/2011 10:28AM EST End Date: 01/14/2011 05:30 PM EST  
Multiple Bids Allowed: Yes All lines Required: Yes

[Save for Later](#) Click Save for Later to save the information. The bid will not be submitted.  
[Submit Bid](#) Click when you have entered all required information and are ready to submit your bid to this event.

▶ Event Details  
▶ Payment & Currency Information  
▶ Event Contact  
▶ Legend

**General Questions**

Previous Questions: 1 of 4

Response	Weighting	Score
★ Is the product mined/grown/produced/manufactured in the United States? Ideal: Yes		0.00 %

[View/Add General Comments and Attachments](#)

Must beat previous bid

**Line Items** Previous Lines 1 of 1 Next Lines

Line	Description	UOM	Qty Requested	Bid Qty	Unit Bid Price	Response Required
1	Peanut Butter	3.5oz/100g	1			Yes

# Participating in Reverse Auctions

- 21. Scroll down to the **Line Items** section.
- 22. Click the **Bid** button next to a line item.

Payment & Currency Information

Event Contact

Legend

**General Questions**

Previous Questions 1 of 1 Next Questions

Response	Weighting	Score
★ Is the product mined/grown/produced/manufactured in the United States? Ideal: Yes	Yes	0.00 %

[View/Add General Comments and Attachments](#)

Must beat previous bid

**Line Items**

Previous Lines 1 of 1 Next Lines

Line	Description	UOM	Qty Requested	Bid Qty	Unit Bid Price	Response
1	<a href="#">Peanut Butter - 6 cans/tubs per case</a>	CS	952.0000	952.000000	<input type="text"/>	<b>Bid</b>

[Validate Entries](#)

Your Total Price: 0.0000 USD

**Save for Later** Click Save for Later to save the information. The bid will not be submitted.

**Submit Bid** Click when you have entered all required information and are ready to submit your bid to this event.

[Return to Event Search](#)

23. Respond to the questions in the **Line Questions** section.
24. The **Bid Price** will always be a line question.
25. Enter your bid price in the **Response** field.
26. Use the **Add Line Comments and Attachments** link, to attach documents and enter comments. **Do not enter prices or questions in this field. For questions please contact the OAKS Help Desk at 614-644-6625 or 1-888-OhioOAKS.**
27. Click the **OK** button.
28. Click the **Validate Entries** link.
29. If your bid contains errors: Error messages will appear at the top of the page and you must correct these errors before your bid can be submitted.
30. Click the **OK** button.

**Create Bid Response**

Legend

Previous Lines **1 of 1** Next Lines

[Validate Entries](#)

**Line Detail**

Line: 1 Description: Peanut Butter - 6 cans/tubs per case  
Event Qty: 952.0000 UOM: Case Response Required: Yes  
Category: Prepared and preserved foods

Previous Questions **1 of 1** Next Questions

Line Questions	Response	Weight
★ Bid Price>	<input type="text"/>	100.00000
Increment: 1		

[Add Line Comments and Attachments](#)

**Line Response**

Bid Qty:   
Extended Price: 0.0000 USD

**Bid Parameters**

Minimum Bid Quantity: 952.0000 Reserve Price: No  
Maximum Bid Quantity:

**Shipping Information**

Event Qty	Due Date	Ship To Location	Ship Via	Freight Terms Code
952.0000	01/13/2011		<input type="text"/>	

31. Click the **Submit Bid** button to submit your bid response for consideration.



**Create Bid Response**

Bid ID: New Bid Date:  
Event ID: SAF0000006 Peanut Butter  
Event Format: Sell Event Round: 1 Version: 4  
Start Date: 01/13/2011 10:28AM EST End Date: 01/14/2011 05:30 PM EST  
Multiple Bids Allowed: Yes All lines Required: Yes

Save for Later to save the information. The bid will not be submitted.

Click when you have entered all required information and are ready to submit your bid to this event.

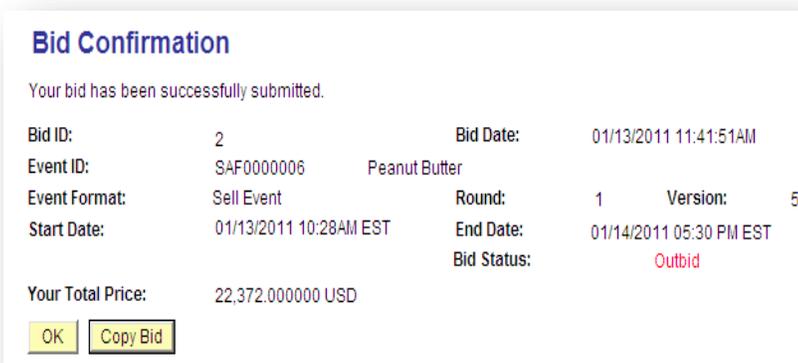
▶ Event Details  
▶ Payment & Currency Information  
▶ Event Contact  
▶ Legend  
General Questions  
Previous Questions 1 of 1 Next Questions

32. The **Bid Confirmation** page appears with the message, “Your bid has been successfully submitted.”

33. The auction will continue to count down to the end of the event. **Bid Status** – will alert you to the status of your bid submission. This field will either read “**Winning**” or “**Outbid.**” **Refresh your page often to make sure the status has not changed.**

34. If you wish to submit another bid, click the **Copy Bid** button.

35. You can continue to bid until the auction closes.



**Bid Confirmation**

Your bid has been successfully submitted.

Bid ID: 2 Bid Date: 01/13/2011 11:41:51AM  
Event ID: SAF0000006 Peanut Butter  
Event Format: Sell Event Round: 1 Version: 5  
Start Date: 01/13/2011 10:28AM EST End Date: 01/14/2011 05:30 PM EST  
Bid Status: Outbid

Your Total Price: 22,372.000000 USD

36. Please see below for information on obtaining eBid assistance.

### **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.”