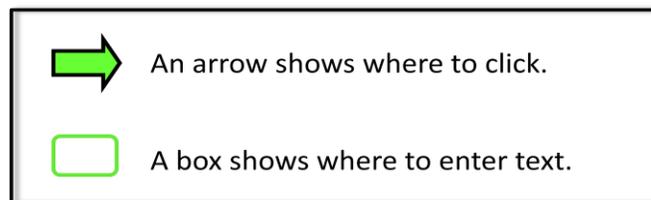


Once your business has registered to bid with the State of Ohio, you may log in to eBid to bid on procurement opportunities (events). You may be invited by email to participate in an event, or you may also participate in public events that are posted on the State Procurement website and in eBid.

Your bid responses remain sealed until the event has ended and a representative from the Auditor of State's Office certifies the event.

If you are bidding on a reverse Auction, please refer to the *Participating in Reverse Auctions* document.

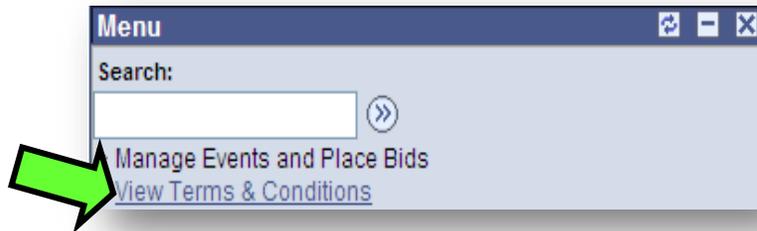
When adding or updating your information, please review the Terms and Conditions.



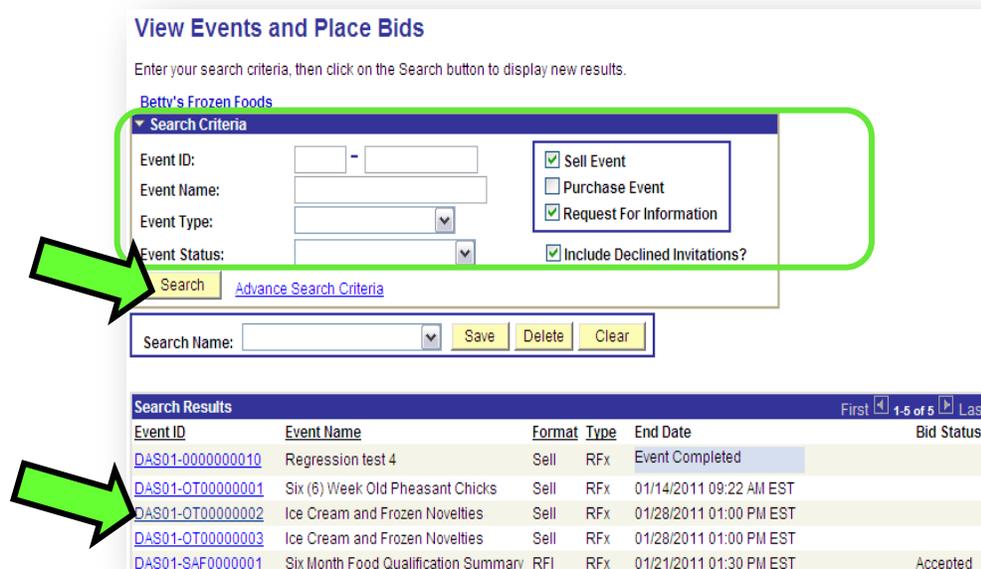
1. Open a web browser.
2. Go to the State Procurement website: <http://ohio.gov/procure>.
3. Click **Selling to the State**.
4. Click the **eBid Registration/Log In** link.
5. The eBid Vendor and Bidder Notice page will appear. Click the **Continue to the eBid Registration / Login** link.
6. Enter your **User ID** and **Password**, and then click the **Sign In** button.



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



8. Using the links on the menu, go to: **Manage Events and Place Bids > View Events and Place Bids**
9. Use the **View Events and Place Bids** page to preview events or place bids.
10. Use the Search Criteria section to narrow your search for an event, and click the **Search** button.
11. Click the **Event ID** link beside an event to view more information and bid on the event.



Placing a Bid

12. Once you click on an event, use the **Event Details** page to view information.

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



The screenshot shows the 'Event Details' page for an event titled 'Ice Cream and Frozen Novelties'. The event ID is OT00000002. The start date is 01/11/2011 10:49AM PST and the end date is 01/28/2011 01:00 PM EST. The round is 1 and the version is 1. Multiple bids are allowed, and all lines are required. A green arrow points to the 'Bid on Event' button. Below the button are 'Accept Invitation', 'Decline Invitation', and 'Event Activity' buttons. There is also a 'View Event Package' link and a 'Return to Event Search' link. A dropdown menu at the bottom shows 'Event Details' selected.

Event Details

Event ID: OT00000002 Ice Cream and Frozen Novelties Round: 1
Event Start Date: 01/11/2011 10:49AM PST End Date: 01/28/2011 01:00 PM EST Version: 1
Multiple Bids Allowed: Yes All lines Required: No

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 respond to this RFx at a later time.
Decline Invitation Click Decline Invitation if you do not intend to respond to this RFx
Event Activity View personal bidding activity

[View Event Package](#)

[Return to Event Search](#)

▼ Event Details

Placing a Bid

14. Use the **Create Bid Response** page to view details about the event and enter a bid response.
15. Any section with ▾ icon can be expanded to view more details.
16. Expand each section by clicking the ▾ icon.
17. The **General Questions** section contains questions that relate to the event as a whole.
★ = Requires a response
18. Use the dropdown next to the **Response** field and select your response to the question.
19. 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: OT00000002 Ice Cream and Frozen Novelties
Event Format: Sell Event Round: 1 Version: 1
Start Date: 01/11/2011 1:49PM EST End Date: 01/28/2011 01:00 PM EST
Multiple Bids Allowed: Yes All lines Required: No

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 1 Questions

★ Is your company located in the United States Response  

Ideal: Yes

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

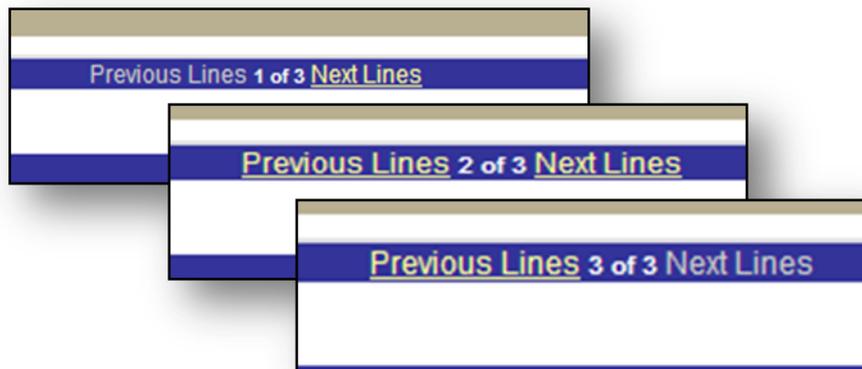
Line Items Previous Lines 1-3 of 3 Next Lines

Line Description	UOM	Qty Requested	Bid Qty	Unit Bid Price
1 ICE CREAM, 3 GALLON BULK DISTRICT 1 SEE FLAVORS	CS	1,000,000		

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

The screenshot shows a web interface for placing a bid. It includes sections for 'Payment & Currency Information', 'Event Contact', 'Legend', and 'General Questions'. The 'General Questions' section contains a table with columns for 'Response', 'Weighting', and 'Score'. Below this is a 'Line Items' section with a table containing one line item: 'Peanut Butter - 6 cans/tubs per case'. The table has columns for 'Line', 'Description', 'UOM', 'Qty Requested', 'Bid Qty', and 'Unit Bid Price'. A 'Bid' button is located to the right of the 'Unit Bid Price' column for this line item, highlighted with a green arrow. Below the table are buttons for 'Validate Entries', 'Save for Later', and 'Submit Bid', along with a 'Your Total Price' of 0.0000 USD and a 'Return to Event Search' link.

- 22. There may be one or more lines available for bidding, the Bid button on each line must be clicked to bid on each individual item. In the blue bar above the line item description, use the Next Lines link to view additional line items. Be sure to respond to each line item individually, if there are multiple line items on the event.

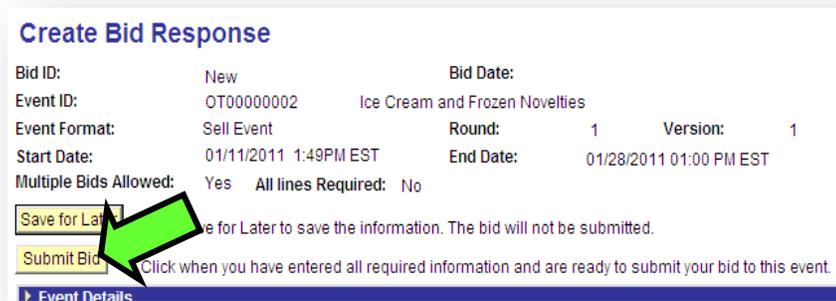


Placing a Bid

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. Enter your bid quantity in the **Bid Qty** field.
27. 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.**
28. Click the **OK** button.
29. Click the **Validate Entries** link.
30. 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.
31. Click the **OK** button.
32. If there are price breaks on the line item, a Price Breaks link will be available. For more information on entering Price Breaks, refer to the *Entering Price Breaks on a Bid* document.

The screenshot shows the 'Create Bid Response' form. At the top, there are 'OK' and 'Validate Entries' buttons. Below is the 'Line Detail' section with fields for Line, Description, Event Qty, UOM, Response Required, and Category. The 'Line Questions' section contains two questions: 'Bid Price' and 'Is this product manufactured or produced in Ohio?'. The 'Line Response' section has a 'Bid Qty' field. The 'Bid Parameters' section includes 'Minimum Bid Quantity', 'Maximum Bid Quantity', and 'Reserve Price'. The 'Shipping Information' section is partially visible at the bottom. Green arrows point to the 'OK' button, the 'Validate Entries' button, the 'Response' field for 'Bid Price', and the 'Bid Qty' field.

33. Click the **Submit Bid** button to submit your bid response.
34. If the event has not started, click the **Save for Later** button to save your entry. If you select the **Save for Later** button, you will need to return after the start time of the event, click the **Edit/View Bid** button, and click the **Submit Bid** button to submit your bid response for consideration.



Create Bid Response

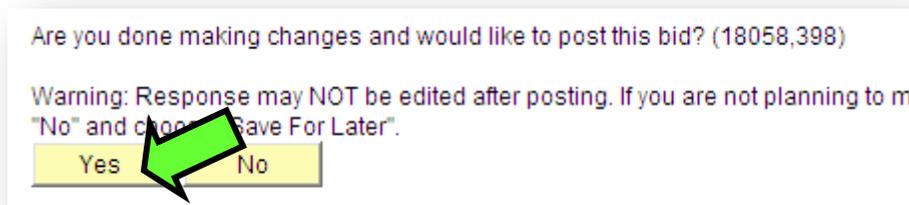
Bid ID:	New	Bid Date:	
Event ID:	OT00000002	Ice Cream and Frozen Novelties	
Event Format:	Sell Event	Round:	1
Start Date:	01/11/2011 1:49PM EST	End Date:	01/28/2011 01:00 PM EST
Multiple Bids Allowed:	Yes	All lines Required:	No
Version:			1

Click when you want 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](#)

35. You will receive a pop up asking if you want to post the bid.
36. Click the **Yes** button to submit your bid response.



Are you done making changes and would like to post this bid? (18058,398)

Warning: Response may NOT be edited after posting. If you are not planning to make changes, click "No" and choose "Save For Later".

37. A message will appear, "Your bid has been successfully submitted."
38. To go back to the View Events and Place Bids page, click the **OK** button.
39. To verify that the bid has posted to the event, click the **My Event Activity** link in the menu.

40. In the **Search Criteria** section, select the **Events Bid On** radio button by clicking on it.
41. Click the **Search** button.
42. Click the **Event ID** link beside the event for which you just placed a bid.

Search Criteria

Event Format: Events Invited To **Events Bid On** Events Awarded

Event Type: Date Range: From: Through:

Legend

Event ID	Format	Event Name	Event Status	Start Date	End Date
DAS01-OBF0000001	RFI	Food Auction Qualification	Posted	01/11/2011 1:22PM PST	01/11/2011 10:00 PM PST
DAS01-OT00000002	Sell	Ice Cream and Frozen Novelties	Posted	01/11/2011 10:49AM PST	01/28/2011 10:00 PM PST
DAS01-SAF00000002	RFI	Six Month Food Qualification Summary	Posted	01/11/2011 9:42AM PST	01/11/2011 10:00 PM PST

43. From the **Event Details** page, click the **Edit/View Bid** button.

Event Details

Event ID: OT00000002 Ice Cream and Frozen Novelties

Event Start Date: 01/11/2011 10:49AM PST End Date: 01/28/2011 01:00 PM PST

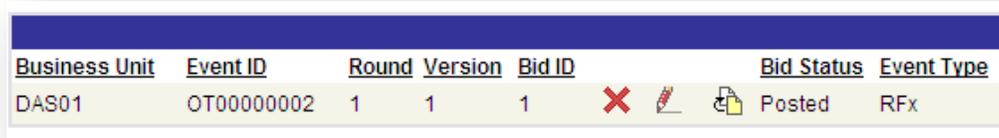
Multiple Bids Allowed: Yes All lines Required: No

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

Click Edit Bid to modify a bid you previously entered.

View personal bidding activity

44. The **Select Bid to Edit/View** page displays information about your bid responses for the event. The **Bid Status** will be “Posted” if the bid was successfully submitted.



Business Unit	Event ID	Round	Version	Bid ID		Bid Status	Event Type
DAS01	OT00000002	1	1	1	  	Posted	RFx

45. 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.”