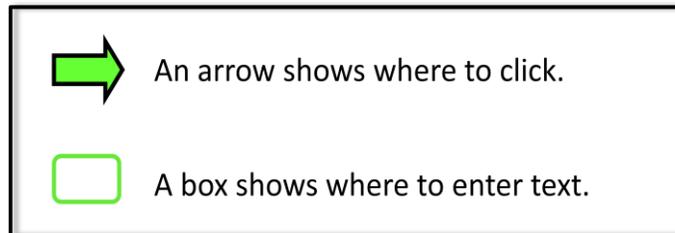


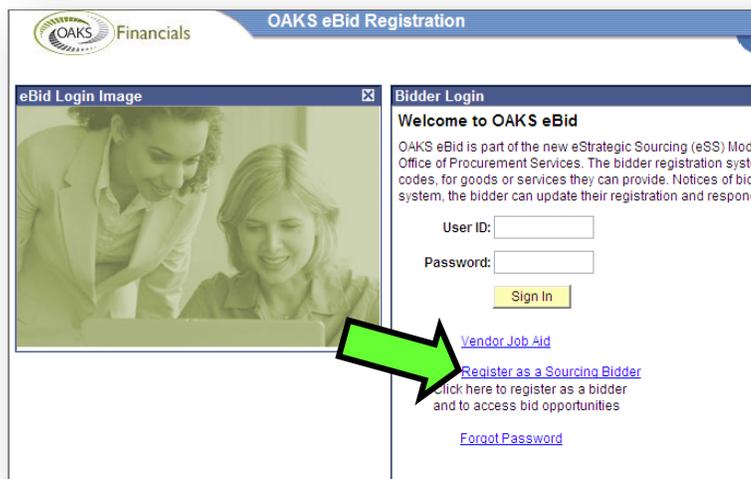
The State of Ohio eBid system allows businesses to receive electronic bid notifications and submit bid responses electronically.

All businesses need to register in eBid unless you were directly emailed eBid log in information.

If you have determined that you need to complete registration to obtain a User ID and Password, please follow the steps below.



1. Open a web browser.
2. Go to the State Procurement website: <http://procure.ohio.gov>
3. Click the **Selling to the State** link.
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. The **OAKS eBid Login** page will appear.
7. Click the **Register as a Sourcing Bidder** link.



8. The **Step 1 of 8: Preliminary Information** page will appear.
9. "Business" is selected for you as the default type.
10. Click the **Next** button to continue.

OAKS Financials

Bidder Registration

Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

1. Welcome to the State of Ohio Bidder Registration. Default type will be 'Business'.

Business
 Individual

[Next >>](#) [Cancel Registration](#)

* Required Field

11. The **Step 2 of 8: User Account Setup** page will appear.
12. All fields accompanied by an asterisk (*) are required: **Company Name, First Name, Last Name, Email ID, Telephone, and User ID**. The **User ID** will become your login for eBid. Do not enter spaces or special characters (! @ # \$ % ^ & *) in your User ID.
13. All other fields are optional.
14. If you wish to add additional users, click the **Save and Add Another User** button. (Each additional User ID must be unique.)
15. The **Other Contact Info** section is optional.
16. Click the **Next** button.

Bidder Registration

Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form.

*Company Name

URL: http://

User Information

*First Name [Delete](#)

*Last Name

Title

*Email ID

*Telephone Ext

Fax

*User ID (User's account login name.)

Other Contact Info (Optional)

Personalization Information

Time Zone

Currency Code US Dollar

17. The **Step 3 of 8: Primary Address** page will appear.
18. Enter the company's **Address, City, State,** and **Postal** code. (You may use the **Look up State** icon  to determine the state name abbreviation.)
19. Click the **Next** button.

Bidder Registration

Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

Primary Address

Country: United States [Change Country](#)

*Address 1:

Address 2:

Address 3:

*City:

County:

*State:  Postal:

<< Back **Next >>** Cancel Registration

* Required Field

20. The **Step 4 of 8: Confirm Primary Address** page will appear.
21. Review the address for errors. To make corrections, click the Back button.
22. If no errors are found, click the **Next** button.

Bidder Registration

Step 4 of 8: Confirm Primary Address

The Primary Address you have entered for Yago Training Solutions is:
214 OAK Street
Columbus, Ohio 43228, United States

If you need to make corrections, click the Back button and edit your fields.

<< Back **Next >>** Cancel Registration

* Required Field

23. The **Step 5 of 8: Address Contacts** page will appear.
24. The user name(s) that you added to the registration will be listed as contacts. Review the contact name(s) for accuracy.
25. Click the **Next** button.

Bidder Registration

Step 5 of 8: Address Contacts

Your primary address and contact is below.

| User Name | Designate as Contact for |
|-----------|--------------------------|
| Isaac Nye | Primary Address |

Next >> **Cancel Registration**

* Required Field

26. The **Step 6 of 8: Additional Classification Information** page will appear.
27. Enter the company's **Tax Identification Number (TIN)**. Do not enter dashes (-).
28. Select the UNSPSC codes for the goods and services your company can provide. You will receive bid invitations based on the codes you select.
29. Click the **Look up Standard Industry Code** icon .

Bidder Registration

Step 6 of 8: Additional Classification Information

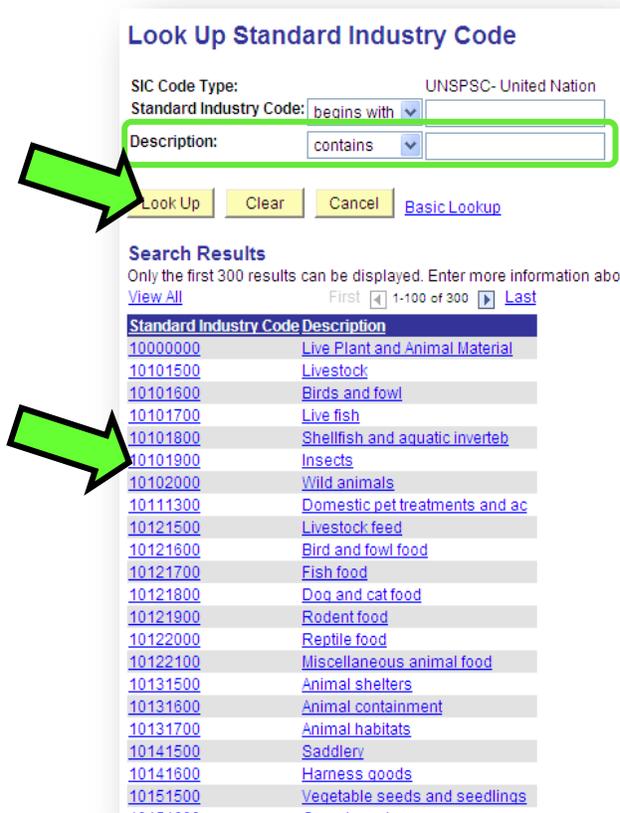
Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

| Standard ID Numbers | |
|---------------------|-----------|
| Identification Type | ID Number |
| 1 *TIN/SSN | |

SIC Codes - UNSPSC - United Nation Standard Industry Code

 **Delete** **Add Row**

30. Use the **Description** field to search for UNSPSC code.
31. Click the **Description** dropdown arrow  and select **contains**.
32. In the **Description** field, enter the description of the UNSPSC code needed. Enter the minimal amount of the description to bring back the optimum amount of returns. (For example, for livestock, only put in live.)
33. Click the **Look Up** button.
34. Select the **Description** link that fits the nature of the good or service your company provides. This will pull the UNSPSC code onto the registration.



Look Up Standard Industry Code

SIC Code Type: UNSPSC- United Nation

Standard Industry Code: begins with

Description: contains

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information about [View All](#) First 1-100 of 300 Last

| Standard Industry Code | Description |
|------------------------|--|
| 10000000 | Live Plant and Animal Material |
| 10101500 | Livestock |
| 10101600 | Birds and fowl |
| 10101700 | Live fish |
| 10101800 | Shellfish and aquatic inverteb |
| 10101900 | Insects |
| 10102000 | Wild animals |
| 10111300 | Domestic pet treatments and ac |
| 10121500 | Livestock feed |
| 10121600 | Bird and fowl food |
| 10121700 | Fish food |
| 10121800 | Dog and cat food |
| 10121900 | Rodent food |
| 10122000 | Reptile food |
| 10122100 | Miscellaneous animal food |
| 10131500 | Animal shelters |
| 10131600 | Animal containment |
| 10131700 | Animal habitats |
| 10141500 | Saddlery |
| 10141600 | Harness goods |
| 10151500 | Vegetable seeds and seedlings |

35. To add multiple UNSPSC codes click the **Add Row** button.
36. To remove a UNSPSC code, click the **Delete** button.
37. Click the **Next** button.

Bidder Registration

Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

| Standard ID Numbers | |
|---------------------|-----------|
| Identification Type | ID Number |
| 1 *TIN/SSN | 123123129 |

| SIC Codes - UNSPSC - United Nation | | |
|------------------------------------|---|--------|
| Standard Industry Code | Description | |
| 88101700 | Non scientific vocational training services | Delete |

Add Row

<< Back Next >> Cancel Registration

38. The system will check for duplicate records based on the Tax ID number you entered. If you receive a message that this is a duplicate registration, please contact the OAKS Help Desk for assistance. Otherwise, continue with your registration.

39. The Step 7 of 8: **Categorization Information** page will appear.
40. On this page you have the option to select one or more categories that best describes your company's bidding interests. The type of categories you select may determine the type of bid invitations you receive.
41. To select individual categories, select the **checkbox** next to the category.
42. Click the **Next** button.

Bidder Registration

Step 7 of 8: Categorization Information

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more notifications of bid events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

It is recommended that you select the category that matches the UNSPS Code(s) you selected in Step 6. Example: If you selected UNSPS Code 13121900, you should select category 13000000.

For best performance, please pause briefly after checking each selection box.

[Check all](#) [Uncheck all](#)

Self Categorization Tree

Sourcing - Sourcing Categories

Sell Categories

- 10000000 - Live Plant and Animal Materia
- 11000000 - Mineral, Textile, Inedible Ma
- 14000000 - Paper Materials and Products
- 15000000 - Fuels, Fuel Additives, Lubric
- 13000000 - Resin, Rosin, Rubber, Foam Et
- 20000000 - Mining, Well Drilling Machine
- 21000000 - Farming, Fishing, Forestry Ma
- 22000000 - Building, Construction Machin
- 24000000 - Material Handling, Storage Ma
- 25000000 - Comm, Military, Private Vehic
- 26000000 - Power Generation, Distrib Mac
- 27000000 - Tools and General Machinery
- 30000000 - Structures, Bldg, Const, Comp
- 31000000 - Manufacturing Components, Sup

43. The **Step 8 of 8: Terms and Conditions** page will appear.
44. Read the Terms and Conditions.
45. If you agree to the Terms and Conditions, select the checkbox next to **I agree to be bound by the following Terms and Conditions.**
46. Click the **Finish** button.

The screenshot shows a web form titled "Bidder Registration" with a sub-header "Step 8 of 8: Terms and Conditions". Below the sub-header is a note: "Make sure you read the terms and conditions fully before continuing." There is a checkbox labeled "I agree to be bound by the following Terms and Conditions:". Below the checkbox is a scrollable text area containing the following text: "1. The Department of Administrative Services (DAS) is required, by law, to advertise intended purchases for the benefit of competing persons producing or dealing in the supplies or services to be purchased. These intended purchases are listed in an electronic Bid Bulletin maintained on the Procurement Services web site and may be accessed by any interested party. As a courtesy, DAS will provide electronic notice of such purchases to any bidder who has registered with DAS for the respective supplies or services. This registration does not include opportunities for the architectural, engineering and construction industry. To obtain more information on current". At the bottom of the form are three buttons: "<< Back", "Finish", and "Cancel Registration". Below the buttons is a small asterisk and the text "* Required Field".

47. A page will display stating that Bidder Registration was successful.
48. A confirmation email will be sent to the email address listed during registration. It will contain your User ID and Password for logging into eBid.
To log into your account in the future, follow the link in your registration confirmation email or go back to the State Procurement page at <http://procure.ohio.gov> .
Click **Selling to the State, eBid Registration/Log In, Continue to the eBid Registration / Log In Page.**
49. 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.”