OhioBuys

For Suppliers/Bidders

Introducing OhioBuys

OhioBuys provides the primary platform for you to conduct procurement activities with the State of Ohio. OhioBuys leverages innovative technologies to increase efficiency, opportunities, and participation with businesses in Ohio.

OhioBuys also provides an online shopping experience for State users purchasing contract and non-contract items provided by supplier partners.

OhioBuys Catalog functionality allows users to:

- Search for items from State contracts via a catalog shopping experience and place an order for those items.
- Browse the goods and services that are available for purchase including batteries, clothing, footwear, general hardware, gloves, ink and toner cartridges, IT equipment pickup and disposal/delivery services, laboratory supplies, office supplies, soaps and hand sanitizers and much more.



Order-through-Pay functionality includes:

- Quick quoting, guided buying and the addition of even more catalogs for shopping.
- Automated workflows to route items for approval, as well as dashboard capabilities to track activity.
- Seamless linkages across order-through-pay transactions; increasing compliance while automating exception scenarios by routing to the proper authority.

Solicitation and Contract Management functionality allows users to:

- Create bid opportunities, award and manage contracts and measure spend, all in one place.
- Take advantage of data analytics and reporting to track spend across contracts, categories and suppliers. Reporting can be generated both at the agency and enterprise level.

Supplier and Bidder Registration

A **Supplier** is a business or organization that is fully registered to do business with the State, while a **Bidder** is a business or organization that wants to respond to an opportunity to do business with the State and is not currently a fully-registered State Supplier.

To begin registration, Bidders and Suppliers need an OH|ID to access Ohio Buys. To find out how to obtain an OH|ID, please see page 2.

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How To: Access OhioBuys

In order to access OhioBuys, every Bidder or Supplier contact must have an OH|ID. An OH|ID is a secure, single sign-on that provides users access to online services for multiple State of Ohio systems. The following rules dictate how Bidders and Suppliers use OH|IDs to access OhioBuys:

- A valid OH|ID is required for each Bidder or Supplier contact.
- Each user must provide a valid email address and password to request and create an OH|ID.
- The email address used to create your OH|ID must match the email address associated with your Supplier contact record in OhioBuys

To access OhioBuys, navigate to: https://ohiobuys.ohio.gov

Then click on the OhioBuys Login button to either create an account and obtain your OH|ID or input your OH|ID and password to log in to OhioBuys.

How To: Update Contacts

If you are an existing Supplier, you may manage your contacts in OhioPays at supplier.ohio.gov. Instructions on how to manage contacts in OhioPays are available under the How to Register option within OhioPays.

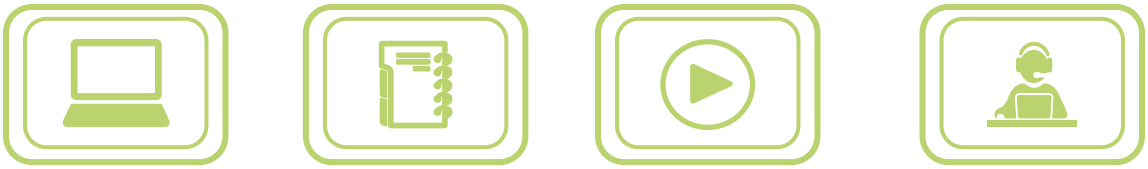
Bidders can manage their contacts directly within OhioBuys under the Contacts tab.

How To: Locate Training and Support

Suppliers and Bidders are strongly urged to complete training to begin successfully working in OhioBuys. Training includes web-based eLearning videos, hosted webinars, and job aids.

The training videos and job aids are available on the OhioBuys website. If you are interested in attending a Supplier webinar, please contact the OhioBuys project team at ohiobuys@das.ohio.gov. Please note, we recommend viewing the video overviews before attending the webinars.

For support or if you have Registration questions, please contact our Ohio Shared Services Team at OBM.ContactCenter@obm.ohio.gov or 877-644-6771



Webinars **Job Aids** **Training Videos** **Help Desk Support**