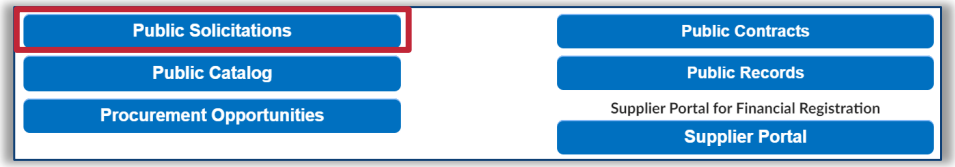
How to Access and Review Public Solicitations

Step-by-Step Instructions for Accessing and Reviewing Public Solicitations

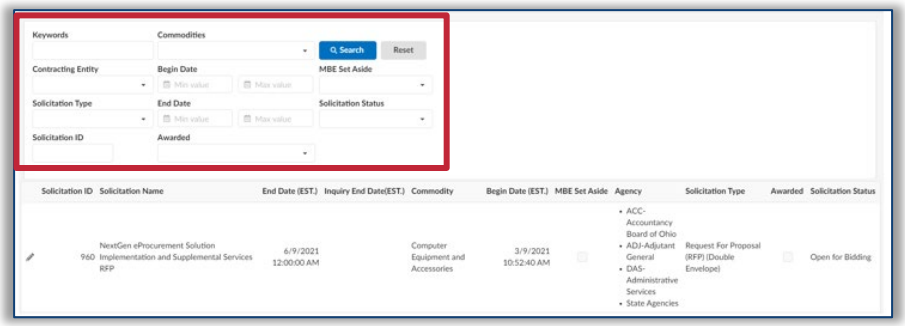
1 Navigate to https://ohiobuys.ohio.gov/.

2 On the left side of the homepage, click **Public Solicitations**.

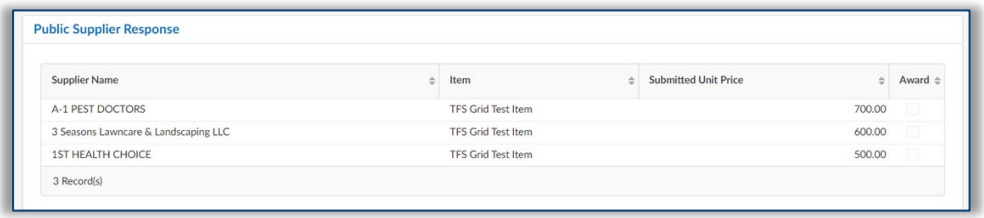


3 On the Public Solicitations page, use the search functionalities to search for public solicitations with the State of Ohio (e.g., search by keyword, commodity, ID, and/or status).

- For fields with a **Selector (▾)** icon, enter text into the field and then select a result from the drop-down menu BEFORE clicking **Search**. If you click Search before selecting your result from the down-down menu, your search will not actually search your keyword.
- For fields with a **Selector** (▾) icon, you can click See All at the bottom of the drop-down menu to perform a detailed search on the field.
- For MBE Set Aside solicitations, only MBE businesses certified by the State of Ohio may submit offers.
- For the Commodity field, be as specific as you can when searching by commodity. To effectively search for Commodities, click the **Selector** (▾) icon and then select **See All**.
  - Clicking the **Expand** (⊞) icon shows the sub-commodities under this commodity.
  - Clicking the **Hand** ( ) icon selects the commodities under it.
- For the Commodity field, you can also input your keywords in the Commodities field and select the applicable commodity from the relevant search results.



- Some solicitations will have a Public Supplier Response Grid available after closing which will display the details of submitted responses for that project.



If you have questions or need additional assistance, contact OBM Financial Support Services to create a help desk ticket for OhioBuys:1-877-644-6771 OR OBM.ContactCenter@obm.ohio.gov.