Creating and Awarding Quick Quotes in OhioBuys

For agency users responsible for creating, updating, submitting, and reviewing quick quotes in OhioBuys.

Published: May 26, 2026

OhioBuys

Table of Contents

Introduction

Overview: A quick quote is a standardized, simplified solicitation process that encourages competition and standardization. A quick quote needs to be completed in OhioBuys whenever a line item in a purchase requisition references a State Term Schedule (STS) contract or contains over $5,000 in non-catalog items for a Supplier.

This learner guide covers the activities related to creating a quick quote in OhioBuys, identifying and inviting Bidders and/or Suppliers, reviewing and comparing quotes, making awards, and updating associated purchase requisitions.

- Agencies that have adopted OhioBuys and are using it in the manner prescribed by State of Ohio Administrative Policy: Purchasing Procedures (PM-01) are not required to submit requests to the Controlling Board when a minimum three or more quotes or proposals is not obtained when purchasing from an STS Contract. Instead agencies must invite multiple suppliers to the solicitation.
- State agencies not using OhioBuys in the manner prescribed in PM-01 shall continue to obtain a minimum of three quotes or proposals.
- Unless you are planning to create a contract based on the results of the quick quote, you must create a purchase requisition prior to the creation of the solicitation.
- Any quick quote that is being created and liked to a requisition must be awarded in OhioBuys.

- Agencies are encouraged to rely upon the items in the item grid as the official proposal from the supplier, instead of any quotes (e.g., PDFs) that may also be attached along with their proposal. Doing so eliminates the risk of confusion when the proposal in the item grid and the PDF quote don't contain the same pricing, or when attachments list other terms and conditions that conflict with those governing the solicitation (e.g., shipping charges).
- Agencies should consider including language such as "Completion of the grid is required and will be considered the response for evaluation. No outside/additional documentation will be considered." in the Process field of solicitations, when it's applicable.
- If a PDF quote is attached, agencies must review it to ensure it is consistent with the terms and conditions governing the solicitation. If there are any inconsistencies, the agency must conduct a clarification to obtain an updated copy of the quote.
- Suppliers have to agree to the following before they are able to submit a bid:

By clicking the below "I Agree," you are agreeing to the following:
1. If you are quoting against a contract in which you are a current supplier, the terms of that contract will apply.

2. If this solicitation includes terms and conditions, the terms and conditions of the solicitation will apply in addition to the State Standard Terms and Conditions linked below. If there is a conflict between the terms and conditions in the solicitation and the State Standard Terms and Conditions, the solicitation controls.

3. If this neither references a current contract nor includes terms and conditions attached to the solicitation, you are agreeing to the State Standard Terms and Conditions linked below.

Users: Both Requisitioners and Requesters who have been given the Quick Quote Procurement User role may create and manage quick quotes.

Process Overview:

1. Create the Quick Quote Solicitation: From a purchase Requisition, you can click Create Quick Quote to start the Quick Quote Process.

2. Set Up the Quick Quote Solicitation: You can add information including the start and end dates, selection process, and summary of the need to provide additional details to potential Suppliers and Bidders. You may also provide more detail about the items contained in the solicitation, including adding any relevant attachments.

3. Identify and Invite Bidders / Suppliers: You must select Suppliers who can provide the commodity requested in the quick quote solicitation. Searching for Bidders and Suppliers to invite can be filtered on qualifications such as Minority Business Development Division (MBDD) Status (e.g., MBE, EDGE, etc.).

4) Release the Quick Quote Solicitation: You must release the quick quote solicitation by sending the invite to the selected Bidders and/or Suppliers. Doing so will automatically post the solicitation on the OhioBuys Public Portal where additional Bidders / Suppliers can see and respond to the request.

5) Analyze and Award: At the close of the bidding period, OhioBuys provides a simple and straightforward view for you to compare quotes from Bidders / Suppliers side-by-side and select the one that best meets your needs.

6) Update the Purchase Requisition: Once an award has been made, the original purchase requisition needs to be updated with the award details. After the original purchase requisition has been updated, it can be submitted for approval.

Creating and Releasing Quick Quote Solicitations

Topics

OhioBuys

Creating a Quick Quote Solicitation

Updated: 09/19/2025 01:14 PM

Version: 19.0

Purpose & Profiles

This job aid covers the process for creating a new quick quote solicitation.

Profiles: Requisitioners, Requesters (with the Quick Quote Procurement User profile)

Used When

Reference this when creating a new quick quote.

Note

Agencies that have adopted OhioBuys and are using it in the manner prescribed by State of Ohio Administrative Policy: Purchasing Procedures (PM-01) are not required to submit requests to the Controlling Board when a minimum three or more quotes or proposals is not obtained when purchasing from an STS Contract.

State agencies not using OhioBuys in the manner prescribed in PM-01 shall continue to obtain a minimum of three quotes or proposals.

DOT Note

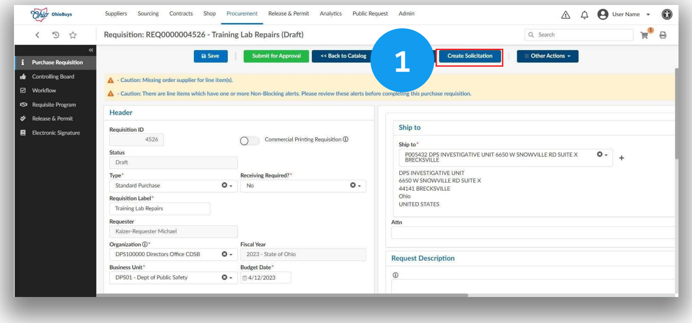
When DOT users create a purchase requisition that requires a quote, there are certain situations where it is appropriate to create a quick quote, and others where it is appropriate to create a request for quote (RFQ) in OhioBuys.

- **RFQ** solicitations should be created when purchasing non-contract items that require quotes in OhioBuys in order to meet all State requirements for electronic agency competitive selection. Please work with the appropriate Contract Analyst to conduct an RFQ solicitation and get a contract created for this purchasing need.
- **Quick quote** solicitations should be created when purchasing items from existing contracts or catalogs that require quotes in OhioBuys. (e.g., STS Contracts, Competitive Two Phase Contracts)

Create Solicitation

1. Open the purchase requisition for which you would like to create a quick quote solicitation and click **Create Solicitation.**

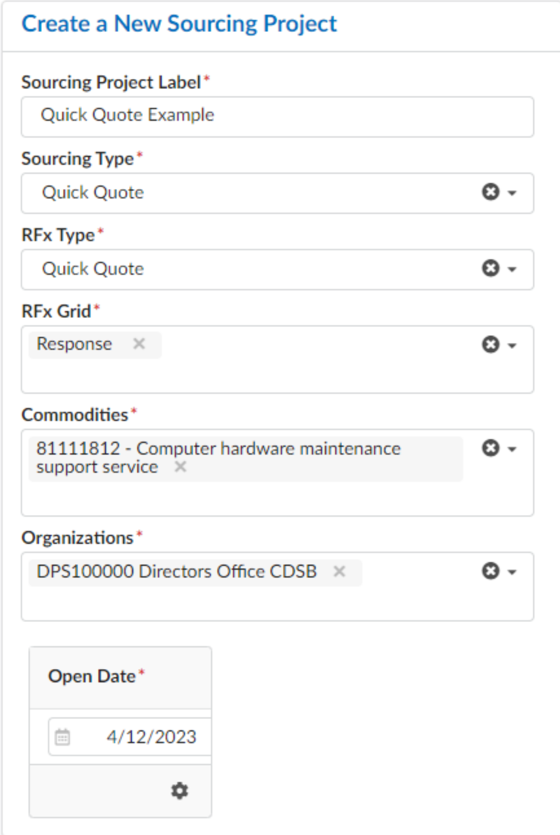
   Note that the purchase requisition must be in either Draft, Initialized, or Requisitioner Approval status.



Note

If you are creating a solicitation in reference to a contract with a hosted or punchout catalog you must add items from the catalog to your cart before clicking Create Solicitation. Freeform items will not update properly.

Create a New Sourcing Project

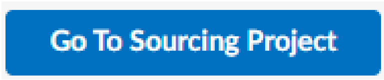


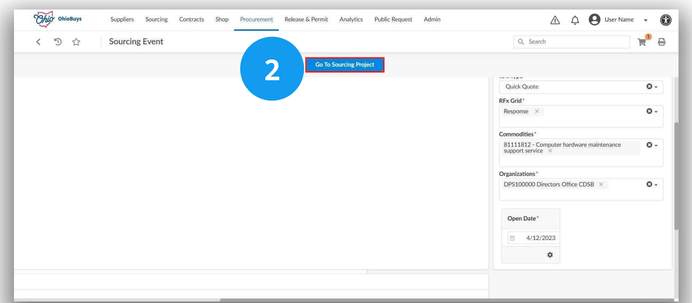
The associated line item information from the purchase requisition will be automatically carried over into the item grid of a new quick quote solicitation (Supplier, Item Description, UOM, Price, Quantity). You can edit these details prior to releasing the quick quote solicitation for responses. From this page:

- Enter the **Sourcing Project Label**, which should be a short description of what the quick quote solicitation is for. By default, this field will populate with the Label from the purchase requisition. Note that this will also be the title that Bidders / Suppliers see, and that users should always spell out agency names and divisions/offices/bureaus.
- Set the **Sourcing Type** and **RFx Type** to **Quick Quote**.
- Confirm and make any necessary updates to the **Commodities** and/or **Organizations** fields. These fields are pre-populated based on your purchase requisition.
- Enter the **Open Date**. This informs when responses will be opened and reviewed.

Go to Sourcing Project

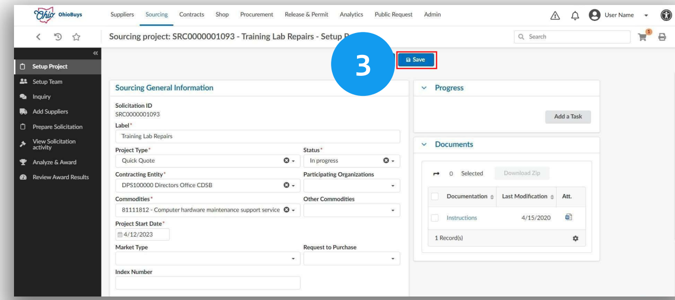
2. After completing the sourcing project fields, click **Go to Sourcing Project**.





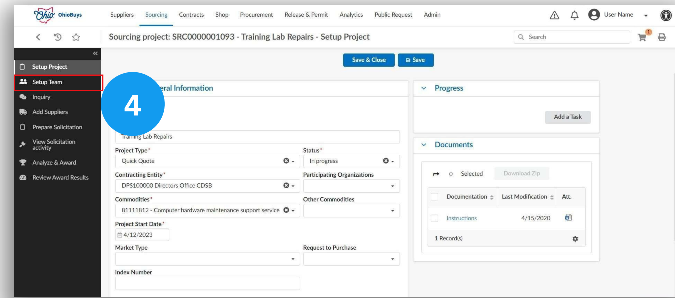
Sourcing General Information

3. The sourcing project is displayed. Review the **Sourcing General Information** section for accuracy. After making any relevant updates, click **Save**.



Setup Team

4. Navigate to the **Setup Team** tab.

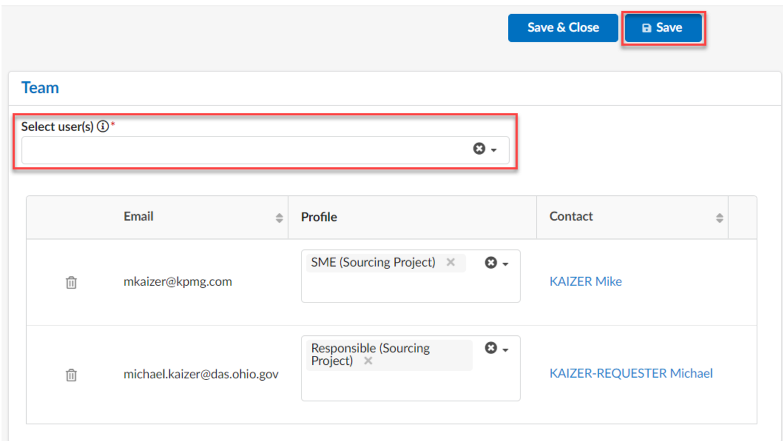


⚠ **Note**

If there will not be any team members from your organization assisting you with this quick quote, you can proceed to step 5.

<u>Setup Team</u>

On the **Setup Team** tab, you are able to add team members to your quick quote. This is particularly helpful if you would like someone to be able to take action on your quick quote while you are out of the office. Note that Requisitioners and Agency Procurement/Fiscal/Final Approvers can see all sourcing projects within their organizational scope (i.e., these users can see relevant sourcing projects without being manually added to each solicitation team).



Search for your team members using the **Select User(s)** field, and update their **Profile** if appropriate. Then click **Save.**

See All

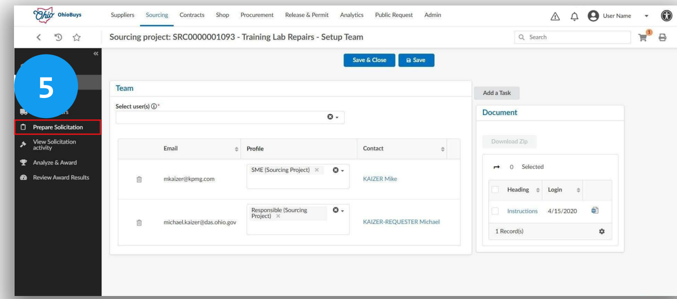
If selecting a contact that shares a name with multiple users, click **See All** to see more details and ensure the correct team member is added.

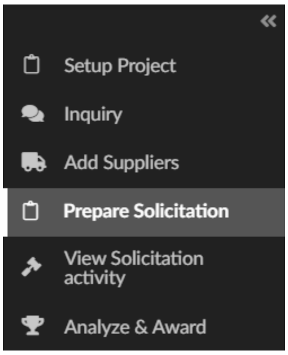
⚠ **Note**

- Only the user listed as Responsible for the project is able to release and award the quick quote.
- In most cases, users added to a team on a quick quote solicitation should be given either the **Contributor** or **SME** role.

Prepare Solicitation

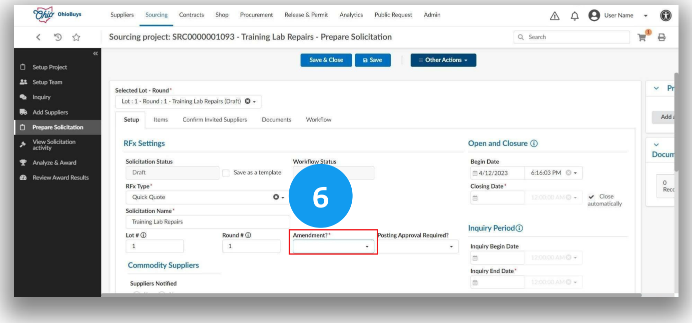
5. Navigate to the **Prepare Solicitation** tab.

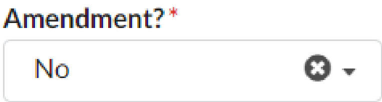




Amendment

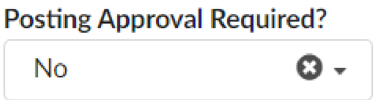
6. Update the **Amendment** field to **No.**





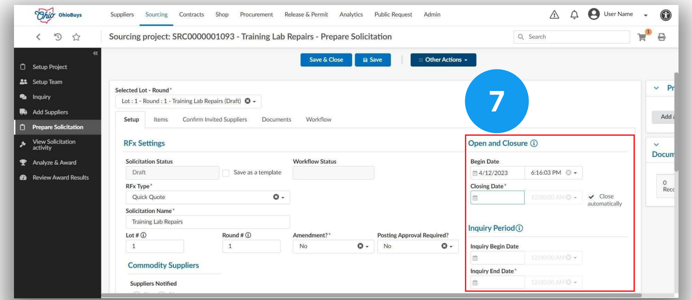
⚠ **Note**

Though not required, users should also update the **Posting Approval Required** field to **No.**

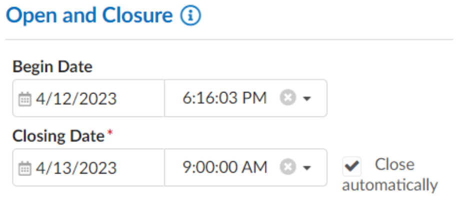


Dates

7. Update the solicitation dates, starting with the **Closing Date and time**, which is the date and time that responses will be due from Bidders and/or Suppliers.



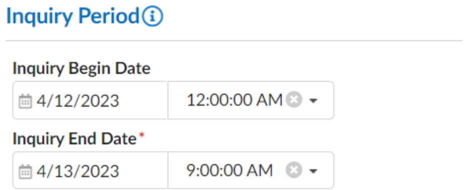
Solicitation Dates



Open and Closure Dates

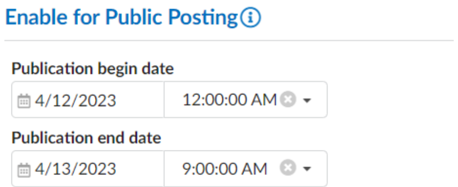
- **Begin Date** - The date and time the solicitation begins. This field will automatically populate with the date and time that the sourcing project was created.
- **Closing Date** - The date and time by which Bidders and Suppliers must submit their response(s). Closing dates and times should be during business hours so that issues can be resolved before bids are due.

To future date a solicitation start, enter a Begin Date that is in the future. When posting the solicitation, click Cancel in the pop-up window that appears. Doing so will block the Suppliers from bidding until the future Begin Date is reached, thereby future dating the solicitation.



Inquiry Period Dates

- **Inquiry Begin Date** - The date and time that the inquiry period begins, and Suppliers will be able to submit questions using the inquiry function in OhioBuys. If the Inquiry Begin Date is not populated by the user, it will automatically match the solicitation posting date once the solicitation is open for bidding.
- **Inquiry End Date** - The date and time that the solicitation will stop accepting Supplier questions using the inquiry function. Users must always manually enter the Inquiry End Date.



Enable for Public Posting Dates

- **Publication begin date** - The date on which the solicitation will appear for viewing on the public OhioBuys solicitation portal. If not populated by the user, the publication begin date will automatically populate to match the Begin Date of the solicitation.
- **Publication end date** - The date on which the solicitation will stop appearing on the public OhioBuys solicitation portal. If not populated by the user, the publication end date will automatically populate with a date one year after the Closing Date of the solicitation.

⚠ Note

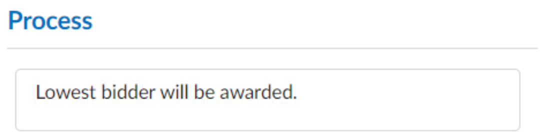
The attachment function for replying to inquiries is not enabled. All relevant details and documentation should be provided in the comments section. For more information on Supplier Inquiry, please consult the Creating, Managing, and Awarding Solicitations Learner Guide in the OhioBuys Training Catalog.

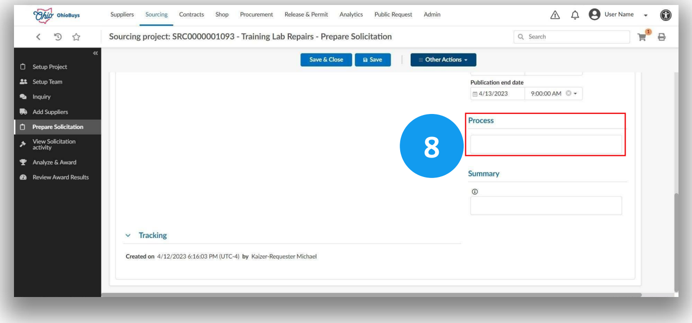
▲ **Note**

If the Publicly Post Opportunity checkbox is disengaged, verify that the **Commodity Suppliers Notified** selector is set to **No**.

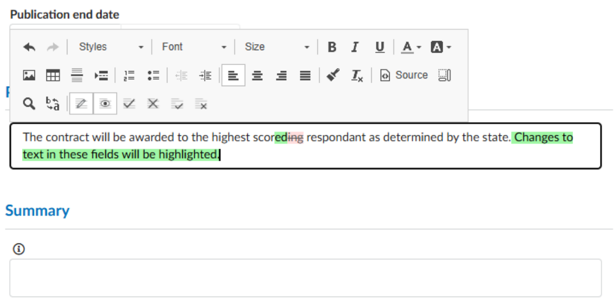
Process

8. Complete the **Process** field. This field provides additional details regarding the basis for making an award, and should be used to explain things like what the award will be based on or other procedures that apply to the solicitation.

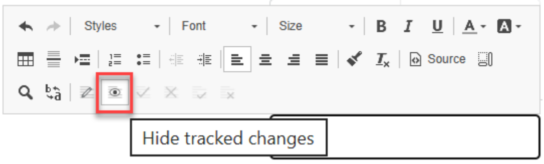


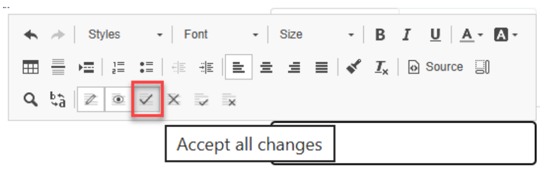


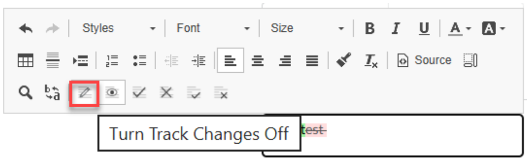
The Process and Summary fields include a text formatting toolset. These fields automatically track changes made. New text is highlighted in green, while deleted text is highlighted in pink.



To clear the highlight, use the text formatting toolbar to either accept the changes, or stop tracking changes:

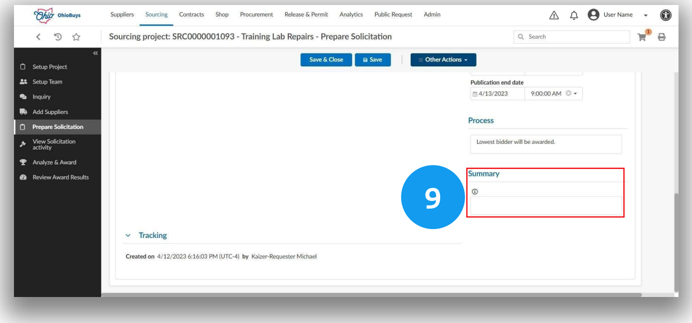
- Select **Hide tracked changes** to clear the highlights from the text.
  - 

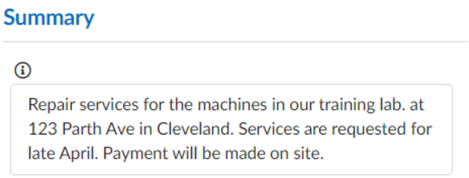
- Select **Accept all changes** from the toolbar.
  - 

- To accept only particular changes, you can select the **Accept Change** button for desired edits and **Reject Change** for undesired edits.
- To stop tracking changes for the solicitation, select the pencil icon to **Turn Track Changes Off**.
  - 

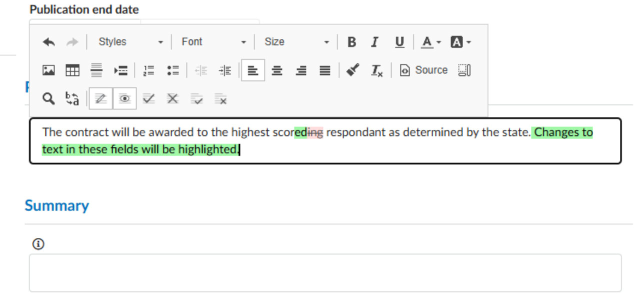
Summary

9. Complete the **Summary** field, which should include additional details regarding the purpose for the solicitation. The Summary field will automatically populate with the the information contained in the Request Description field of the purchase requisition and needs to include a clear description of the need, when the goods/services will be needed, the Ship To address, and the method of payment.

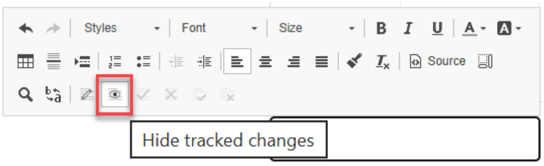


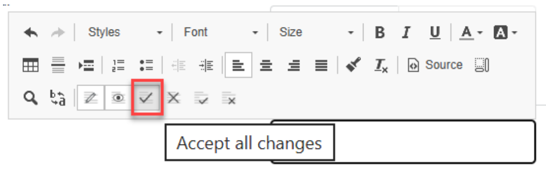


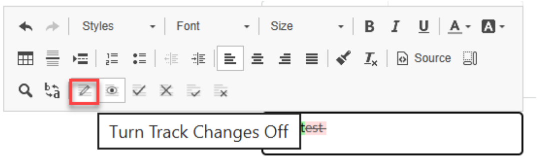
The Process and Summary fields include a text formatting toolset. These fields automatically track changes made. New text is highlighted in green, while deleted text is highlighted in pink.



To clear the highlight, use the text formatting toolbar to either accept the changes, or stop tracking changes:

- Select **Hide tracked changes** to clear the highlights from the text.
    - 

- Select **Accept all changes** from the toolbar.
    - 

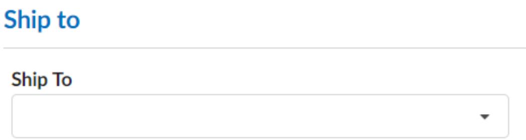
- To accept only particular changes, you can select the **Accept Change** button for desired edits and **Reject Change** for undesired edits.
- To stop tracking changes for the solicitation, select the pencil icon to **Turn Track Changes Off**.
    - 

⚠ **Note**

The Process and Summary fields will both be visible to the public on the OhioBuys public solicitation portal.

Note

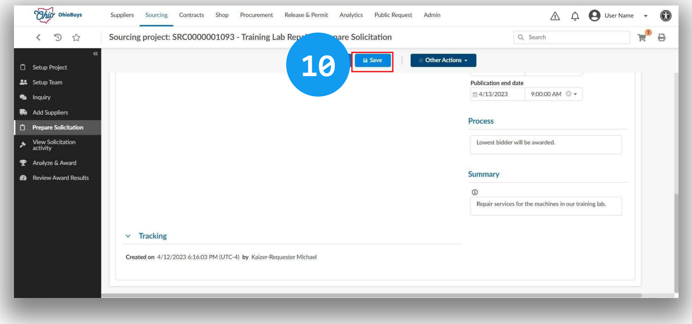
Though not required, users can complete the **Ship to** field on the Prepare Solicitation tab to provide Bidders and/or Suppliers with a precise shipping address.



Available addresses are limited by a user's organizational scope. To add a Ship to address, begin typing one in and select it from the drop-down menu.

Save

10. Click **Save**.



For details on subsequent steps in the Quick Quote process, refer to the following assets:

Identifying Bidders and Suppliers for a Quick Quote

Releasing a Quick Quote Solicitation

Analyzing and Awarding a Quick Quote Solicitation

Updating a Purchase Requisition with a Quick Quote Award

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

OhioBuys Locating an Existing Quick Quote Solicitation

Updated: 02/27/2026 04:28 PM Version: 8.0

Purpose & Profiles

This job aid covers the process for locating a quick quote solicitation in OhioBuys.

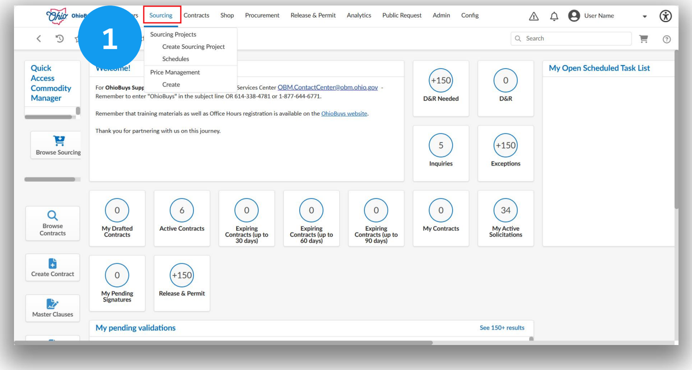
<u>Profiles</u>: Requisitioners, Requesters (with the Quick Quote Procurement User profile)

Used When

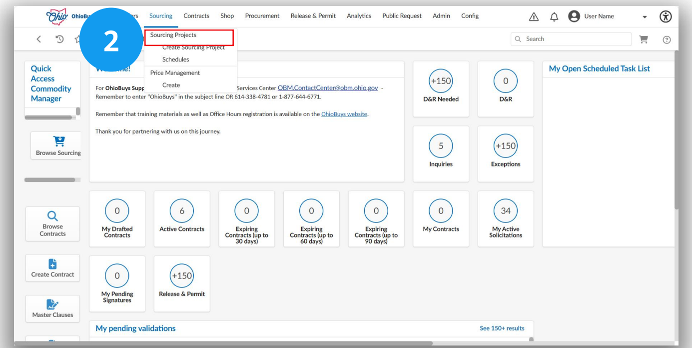
Reference this when navigating to an existing quick quote solicitation that is in the in-progress, or completed state.

Navigate to Sourcing Projects

1. Log in to OhioBuys. From the Main Menu Navigation bar, click **Sourcing** from the main menu ribbon.

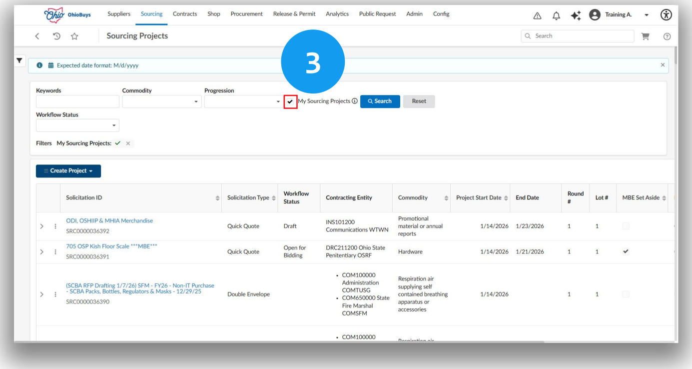


2. Select **Sourcing Projects** from the dropdown menu.



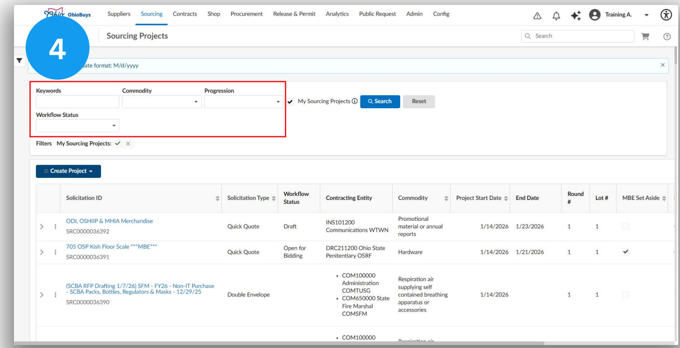
Add Filters to Refine Your Search

3. The **Sourcing Projects** page is shown. Sourcing projects that you are associated with (initiated the project, are member of project team, etc.) are displayed. To see additional sourcing projects, deselect the **My Sourcing Projects** checkbox, then refresh the results using the **Search** button.



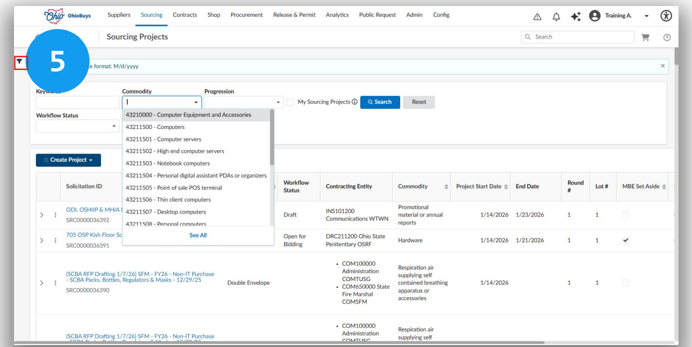
4. You can refine your search using **Keywords** or filtering by **Commodity**. Additionally, you can filter projects based on progress toward completion. You can refine:

- Very specific: **Workflow Progress** (e.g., Approved, Draft, Under Evaluation)
- Broader: **Progression** (e.g., Preparation, Awarding & Contracting)

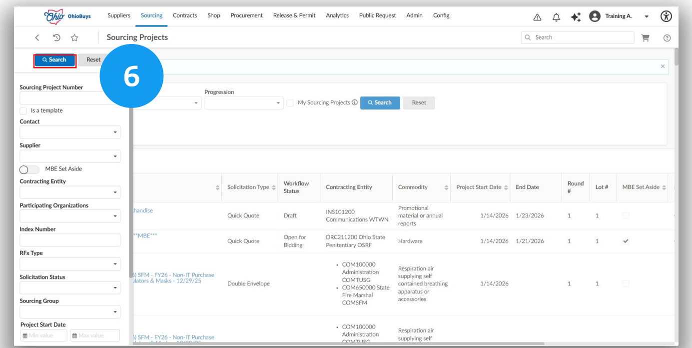


Using Advanced Filters

5. Expand the Advanced Filters pane using the **Advanced Filters** icon to see additional criteria.



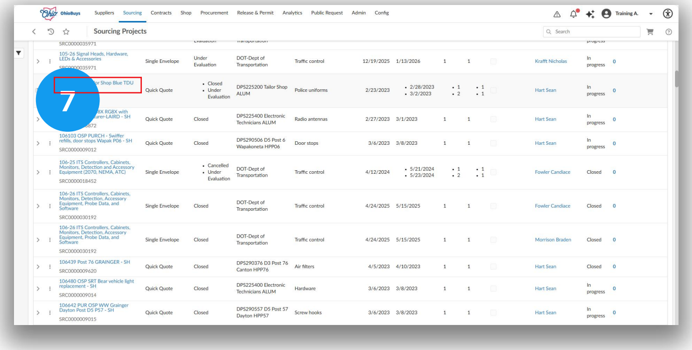
6. You can filter projects by **Supplier, MBE Set Aside** status, a **Project Start Date** range, and more. Once you have selected all of your criteria, click the **Search** button.



Open Solicitation

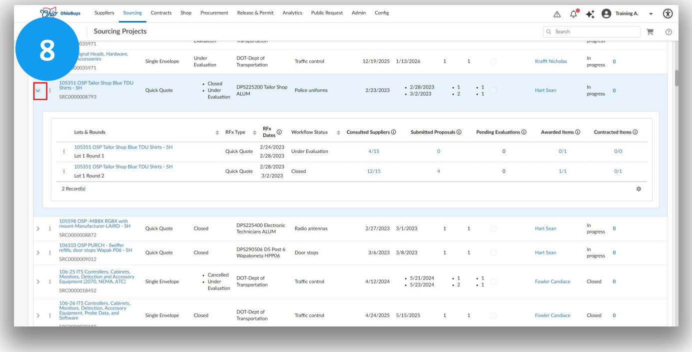
7. Locate the sourcing project/Quick Quote you would like to edit and open by clicking the **hyperlink** for the project.

Selecting the main project hyperlink will bring you to the **Setup Project** functional tab of the main sourcing project.



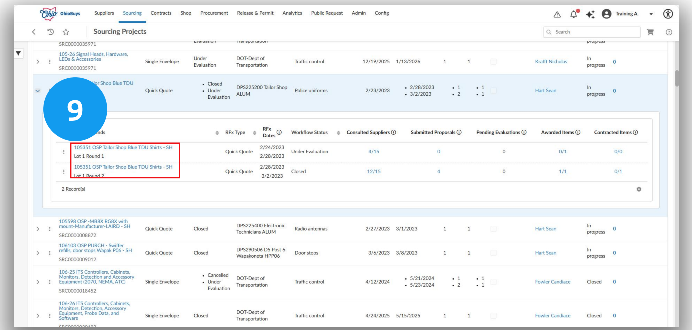
8. For Quick Quotes with multiple lots or rounds, click the **Detail View button.** This will display a subgrid of all lots/rounds.

Detail View button >



9. Select the **hyperlink** for the lot/round of interest. Selecting a hyperlink from the subgrid will take you directly to the **Prepare Solicitation** functional tab for that particular lot/round.

You can also select the more options ⋮ button to use shortcuts for opening or deleting an RFx.



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

OhioBuys Identifying Bidders and Suppliers for a Quick Quote

Updated: 05/20/2026 08:44 PM

Version: 19.0

Purpose & Profiles

This job aid covers the process for inviting Bidders and/or Suppliers to participate in a Quick Quote solicitation in OhioBuys.

Profiles: Requisitioners, Requesters (with the Quick Quote Procurement User profile)

Used When

Reference this when inviting Bidders and/or Suppliers to participate in a quick quote solicitation.

For details on previous steps in the quick quote process, refer to the following assets:

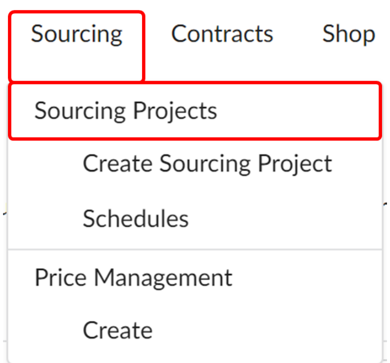
Creating a Quick Quote Solicitation

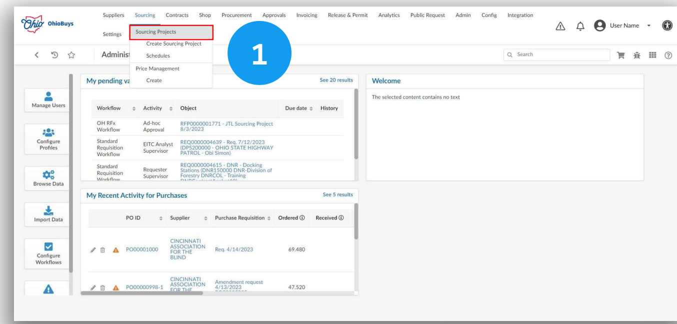
Note

In addition to the Bidders and Suppliers specifically invited to participate in a solicitation, unless the Suppliers Notified button on the Prepare Solicitation Tab is set to "No," all Bidders and Suppliers that have indicated they can provide the commodity associated with the solicitation will be notified that there is a new solicitation available.

Navigate to Quick Quote

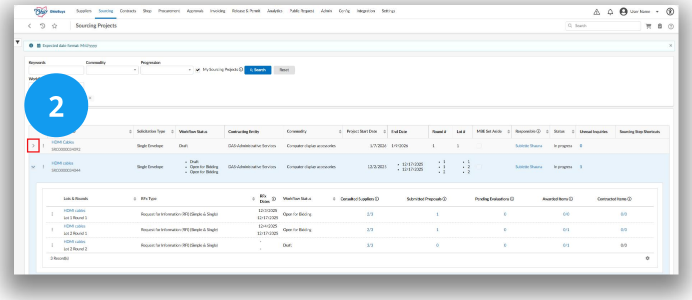
1. From the Main Menu Navigation bar, click **Sourcing** and then select **Sourcing Projects** from the drop-down menu.





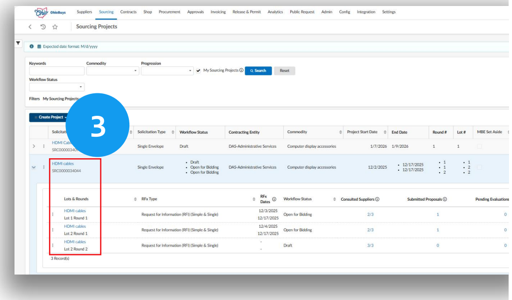
2. Locate the Sourcing Project you wish to edit and expand its row using the detail view button.

Detail view button



Open Quick Quote

3. Select the main project **hyperlink** or the **hyperlink** for the Lot/Round you wish to edit.

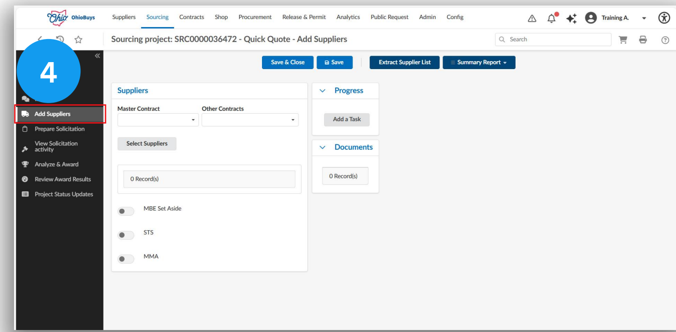


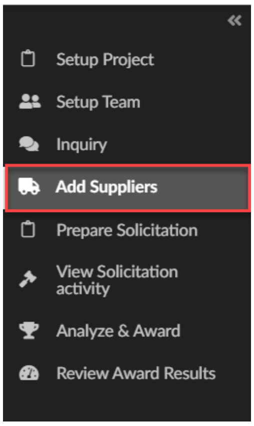
For more information on how to locate your sourcing project, please refer to the following document:

[Browsing and Opening Sourcing Projects](#)

Add Suppliers

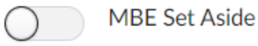
4. Navigate to the **Add Suppliers** tab.





▲ **Note**

If you want to limit participation to Bidders and/or Suppliers with a valid MBE certification, turn on the **MBE Set Aside** slider on this tab. When this slider is enabled, the quick quote solicitation is marked as an MBE Set Aside, and only registered MBE Bidders or Suppliers can be invited or submit responses.



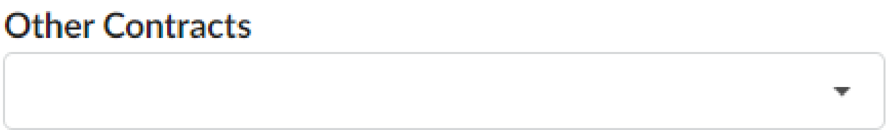
If you want to limit participation to Suppliers from an STS or MMA contract, engage the **STS** and/or **MMA** slider(s).

These sliders must be applied before adding Bidders or Suppliers. If the **STS** or **MMA** slider is selected, the **Other Contracts** field will become a required field and be pre-filtered to only show relevant STS or MMA contracts. Once a contract(s) is selected, all dealers associated with the selected contract(s) will be added to the Add Suppliers tab and will subsequently be invited to the quick quote solicitation

If the **MBE Set Aside** slider is selected, once a contract(s) is selected, all MBE dealers associated with the selected contract(s) will be added and will be subsequently invited to the quick quote solicitation.

▲ **Note**

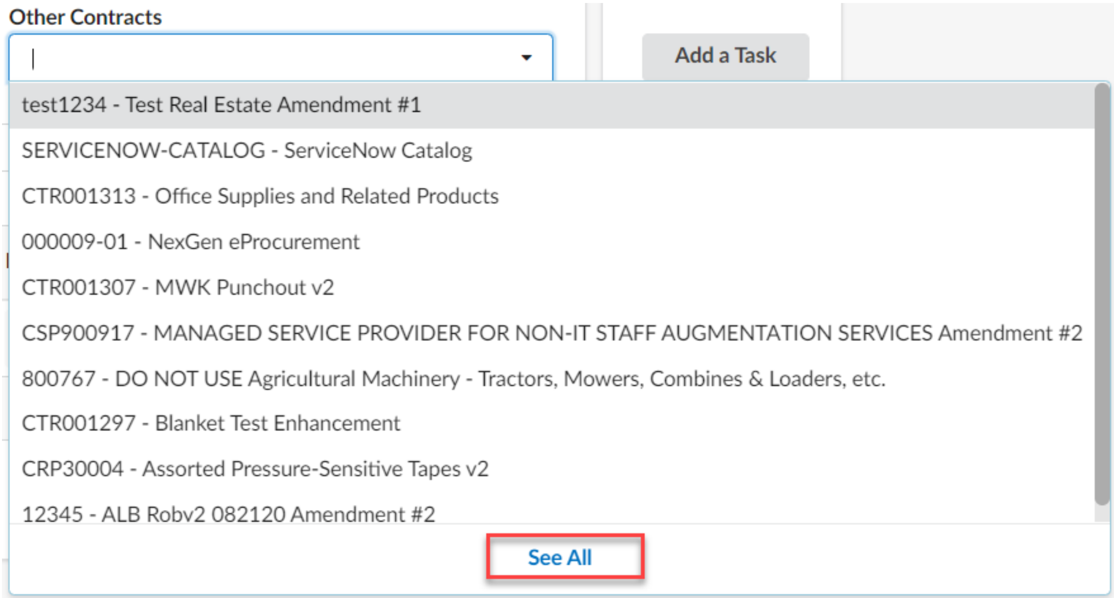
Users can locate a contract(s) by clicking in the **Other Contracts** field and typing in the name of the contract, then selecting it from the drop-down menu. Multiple contracts can be selected at once. Additionally, users can click **See All** on the **Other Contracts** field, search by an index number on the left side (e.g., STS123), check all contracts that come back, and then pull in all dealers for a particular index number.



▲ Note

In certain circumstances, such as when conducting a two-phase quote, it may be appropriate to select Suppliers based on preexisting contracts in OhioBuys.

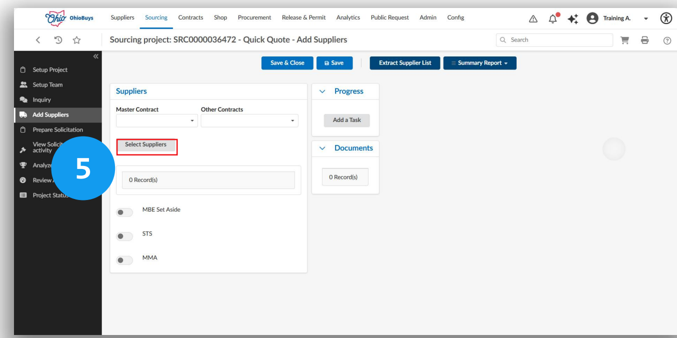
- If applicable, users can indicate the **Master Contract** and/or **Other Contracts** for the quick quote solicitation. This will automatically add all Suppliers associated with the contract(s) to the list of invited Suppliers.
- These options are most commonly used when a contract has already been awarded to a pool of pre-qualified Suppliers and secondary solicitations amongst those Suppliers are required before a purchase can be made.
- Adding a **Master Contract** will pull the Supplier associated with a parent contract, as well as the Suppliers associated with any child contracts. Note that users may only add one Master Contract.
- Adding **Other Contracts** will pull in the Supplier associated with a particular contract. Users should use this field to easily add the Suppliers associated with a Competitive Selection Two Phase contract. This field can also be used to quickly add contract Suppliers that are associated with a particular Index Number. Note that users may select multiple **Other Contracts**.



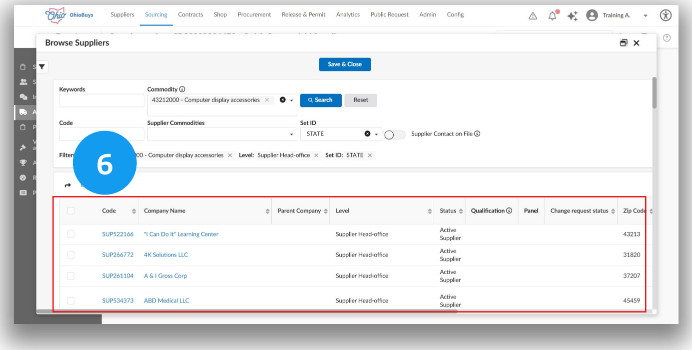
- Users can conduct a more detailed search in either the **Master Contract** or **Other Contracts** field by clicking in the drop-down menu and selecting **See All**. There, users can search for contract(s) using a variety of filters, such as the Index Number, by clicking on the **More Filters** ( ) icon. Selections can be made from the **See All** menu by clicking the checkbox ( ) icon(s) next to the relevant contract(s).

Select Suppliers

5. Click the **Select Suppliers** button.

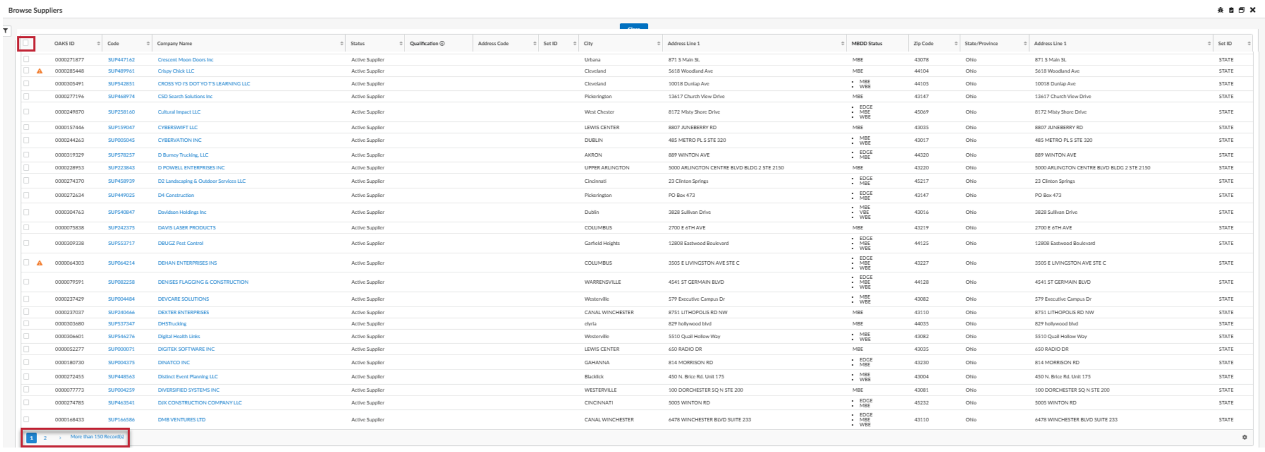


6. The Browse Suppliers screen is displayed. Bidders and Suppliers who have relevant commodity code(s) that match the code for the quick quote solicitation will automatically be listed. Users can narrow a search for Bidders and/or Suppliers by using different filters such as **Keywords**, **Commodities**, etc.



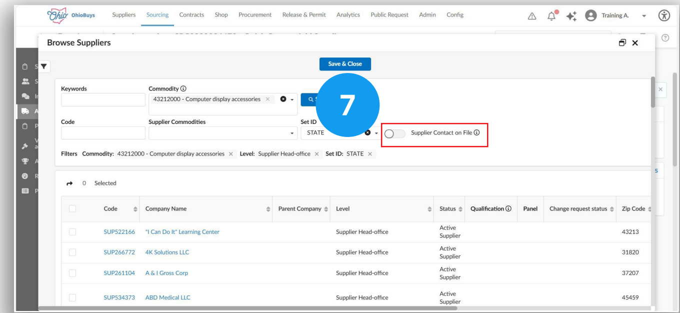
▲ Note

The first 150 Bidders/Suppliers that met the criteria will appear on the first page. Be sure to scroll to the bottom of the page to access additional pages and click the checkbox icon (☐) in the upper left corner of the table to select all displayed Bidders and/or Suppliers on each page, if applicable, to ensure all Bidders/Suppliers are invited to the quick quote solicitation.

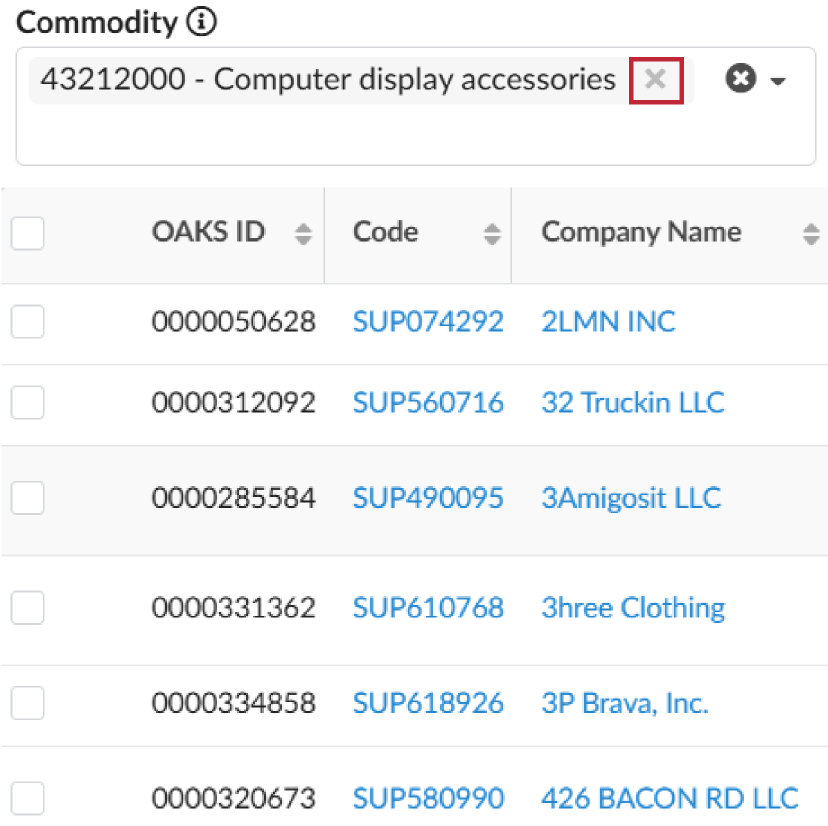


Filtering Results

7. To filter your results to only show Suppliers with a Supplier Contact, toggle the **Supplier Contact on File** radio button.

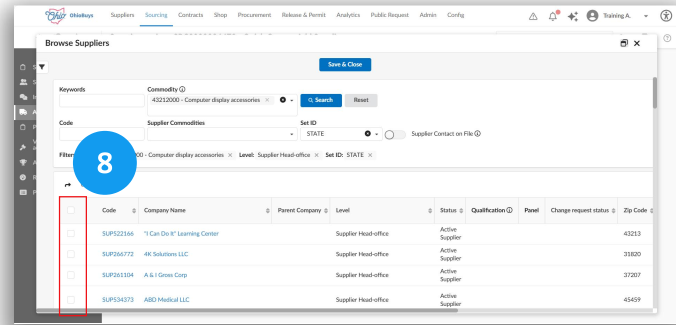


To see additional Bidders and/or Suppliers, click the **X** icon (×) next to the commodity name and then click **Search**.

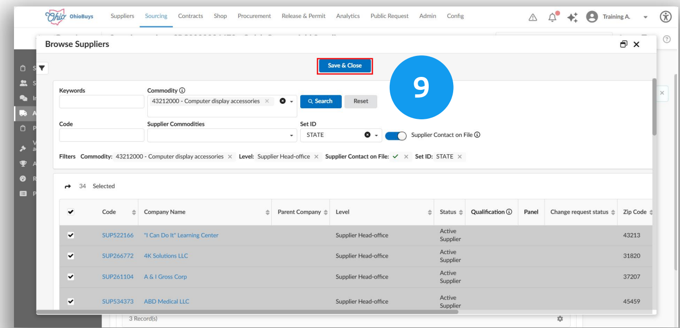


Add Suppliers

8. Use the checkboxes to add Bidders and Suppliers. Or use the top checkbox to select all listed Bidders and Suppliers.



9. Once you have added all intended Bidders and Suppliers, click the **Save & Close** button.

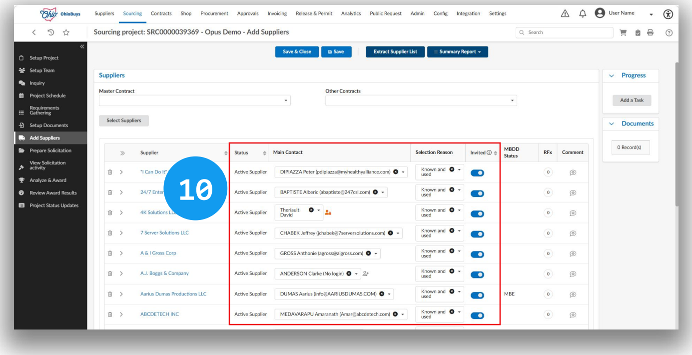


▲ Note

OhioBuys requires the selection of at least 1 Bidder or Supplier. If the user does not want to select any individual Bidders and/or Suppliers, search for the Supplier ID associated with the contracting entity (e.g., DAS01, DPS01, etc.) in the Keywords eld and select this Supplier in the search results. To do this, the chosen Supplier record must have a contact associated with it. Doing so fulfills the need to invite at least 1 Supplier.

Review the Main Contacts

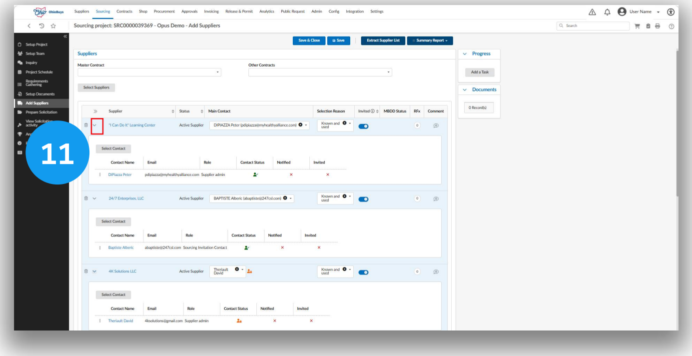
10. Review the **Main Contacts** for your selected Suppliers. This Supplier contact will receive the invitation to respond. Use the **Invited** toggle button to determine whether or not a Bidder or Supplier on the list should be invited to respond to the solicitation.



▲ Note

If the Supplier has designated a contact with the role of **Sourcing Invitation Contact**, this contact will be automatically added as the **Main Contact**. If no Sourcing Invitation Contact role exists, a contact with the role of **Supplier Admin** will be automatically selected instead.

11. You can expand the rows using the **Detail View Button** for each supplier, to confirm their **Roles** and **Contact Status.**



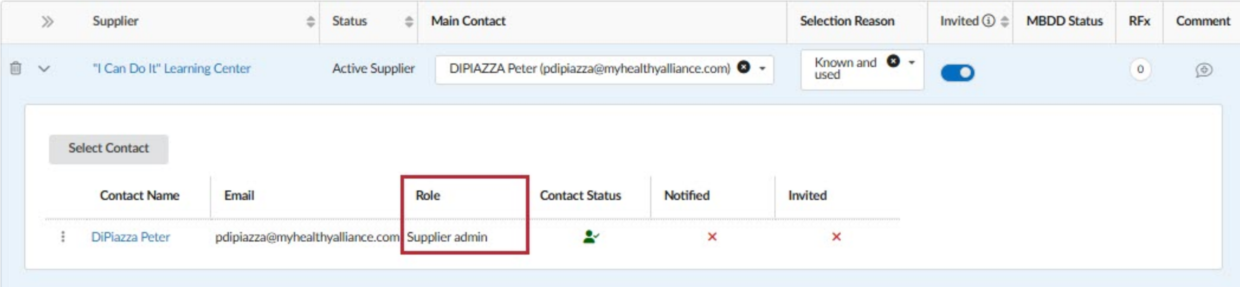
Detail view button

Contacts will have a **Contact Status** of:

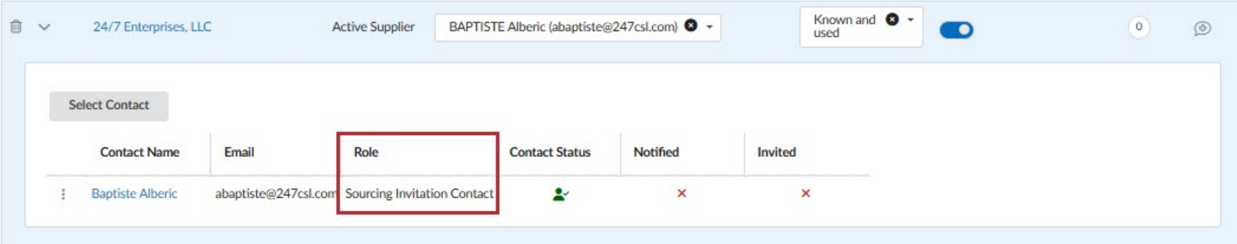
Valid: Indicated in Green with a checkmark

Disabled: Indicated in Orange with a lock. You can select another contact, uninvite the supplier, or update the contact.

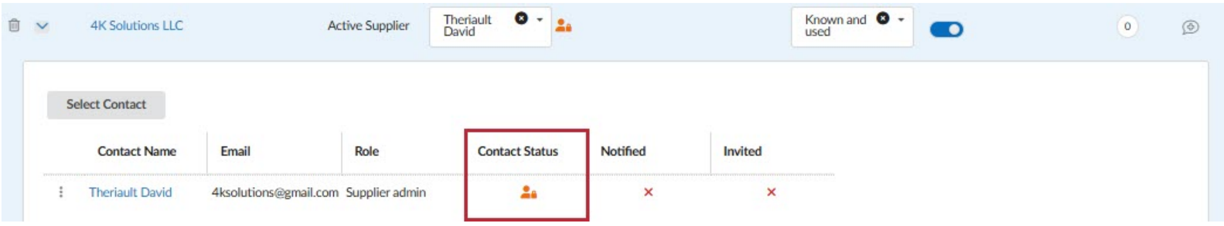
In this first example, the Supplier has no Sourcing Invitation Contact role, so the contact with the **Supplier Admin** role was added.



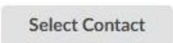
In this second example, the Supplier contact with the **Sourcing Invitation Contact** role was added.

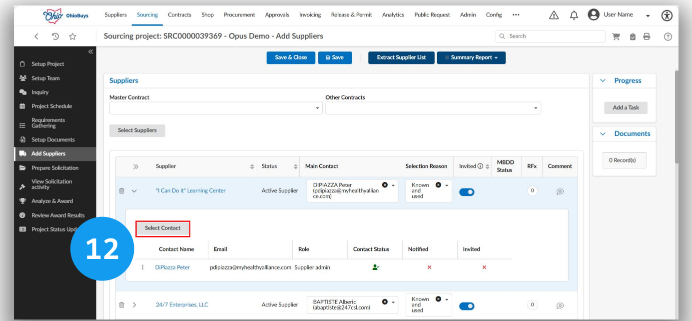


In this third example, the Supplier contact has a **Contact Status** of **Disabled**.

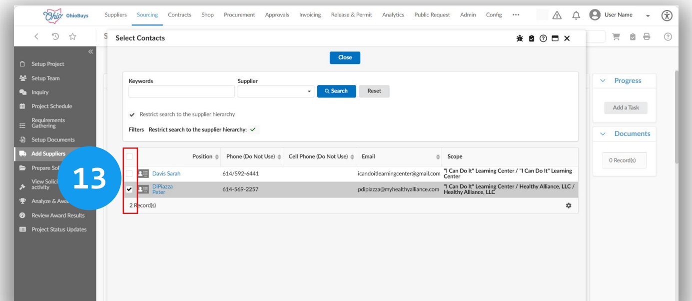


12. To add or change the Main Contact(s) of a Supplier, click the **Select Contact** button.

Select Contact button 

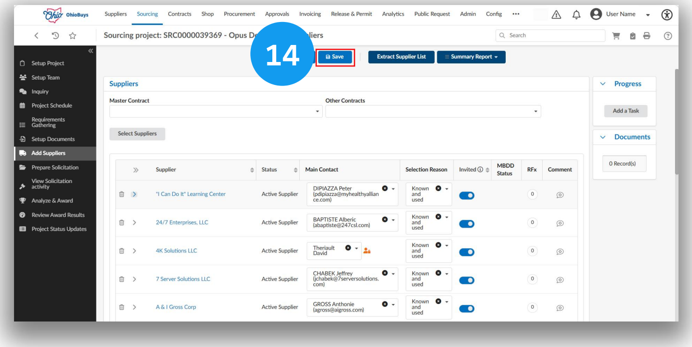


13. Use the **checkboxes** to add or remove contacts. Click the **Close** button when complete.



Save

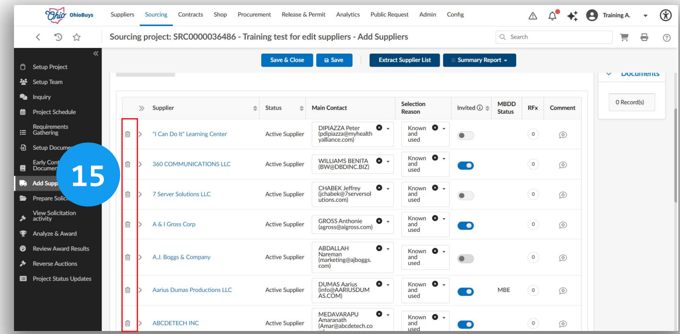
14. Click **Save** to confirm the list of invited Bidders and Suppliers.



Modify Selected Suppliers

15. To modify the list of Added Bidders and/or Suppliers, use the **Trashcan** icon to remove a Bidder or Supplier or change the **Invited** toggle button to off to change their invitation status.


Trashcan icon



▲ Note

Bidders or Suppliers must have a contact in OhioBuys to be invited to participate in the quick quote solicitation.

▲ Note

Any contact added to a sourcing project, whether a new Supplier, a new contact for an existing Supplier, or an internal team member, will automatically gain access to all ongoing discussions initiated before their addition. This ensures that all public discussions visible to internal teams and Suppliers are accessible.

For details on subsequent steps in the quick quote process, refer to the following assets:

[Releasing a Quick Quote Solicitation](#)
[Analyzing and Awarding a Quick Quote Solicitation](#)
[Updating a Purchase Requisition with a Quick Quote Award](#)

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

OhioBuys Releasing a Quick Quote Solicitation

Updated: 05/19/2026 06:19 PM

Version: 12.0

Purpose & Profiles

This job aid covers the process for releasing a quick quote solicitation.

Profiles: Requisitioners, Requesters (with the Quick Quote Procurement User profile)

Used When

Reference this when you are ready to post a quick quote solicitation and accept bids.

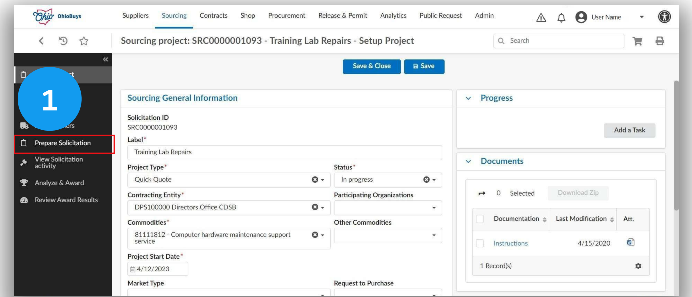
For details on previous steps of the Quick Quote process, refer to the following assets:

Creating a Quick Quote Solicitation

Identifying Bidders and Suppliers for a Quick Quote

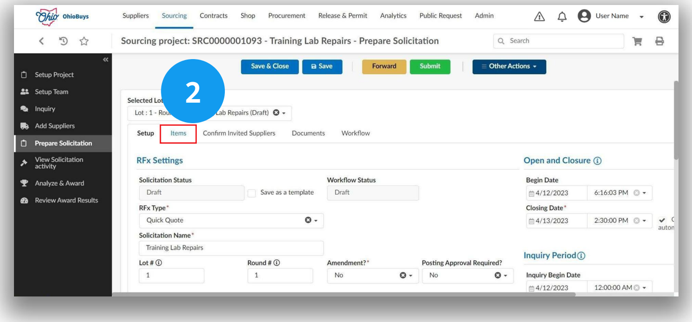
Prepare Solicitation

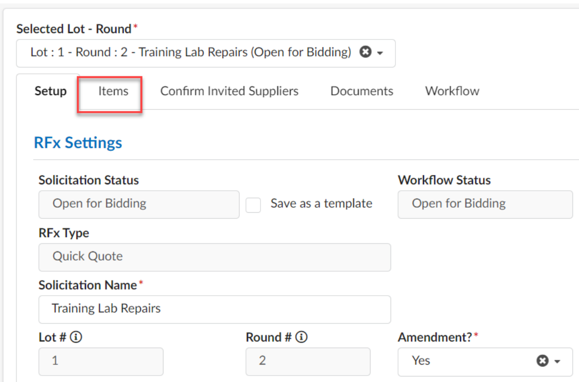
1. Open the quick quote solicitation that you would like to release and navigate to the **Prepare Solicitation** tab.



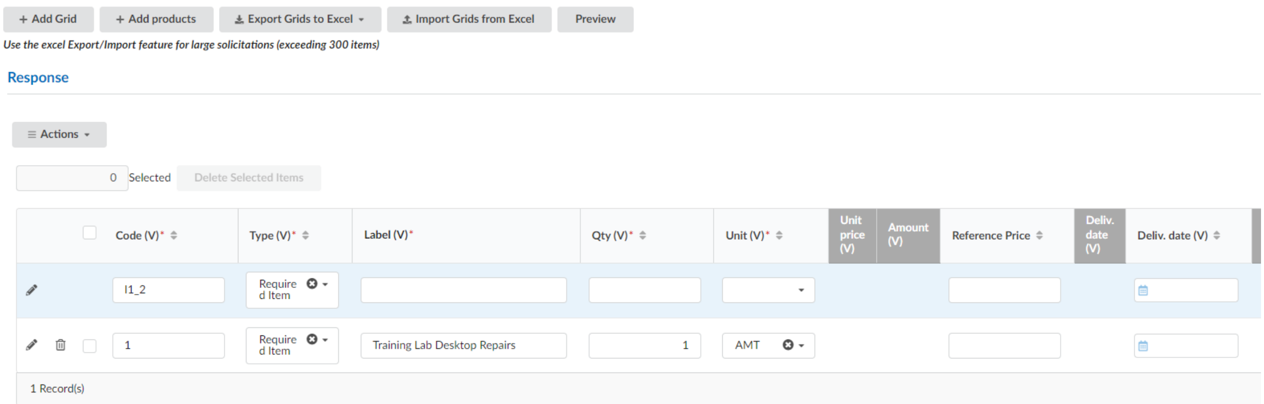
Items

2. Navigate to the **Items** header to confirm the items that have been added automatically from the purchase requisition.





Quick Quote Item Grid

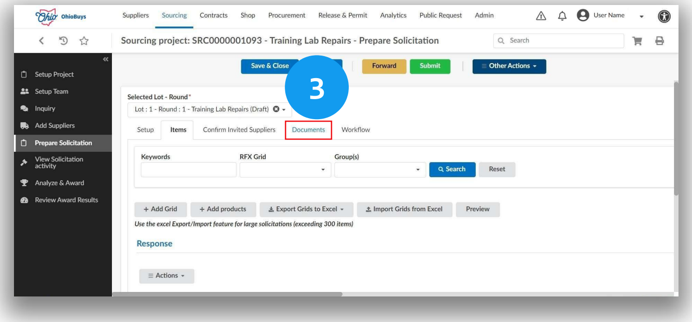


- The information displayed in the grid is populated from your purchase requisition. Review the displayed information. Ensure that you complete the **Label**, **Unit**, **Delivery Date** (for Products), **Manufacturer**, **SKU Number**, and **Detailed Description** sections. (Some of these fields are not applicable when obtaining a quick quote for a catalog item.)
- Any fields with a **(V)** in the title are fields that are visible to a Bidder and/or Supplier when submitting their response.
- There will always be one blank line item displayed in the grid, this is where additional line items can be added to a quick quote solicitation if needed (e.g., and alternate item added by a Bidder or Supplier.
- To add attachments associated with an item, click the **Buyer Attachments** button and select the file that you want to upload.
- To make a field mandatory for a Bidder and/or Supplier, right-click on the column header for the field you like to update and then select **Column Settings**. From the displayed pop-up window, click the **Required?** checkbox and then click **Save & Close**.

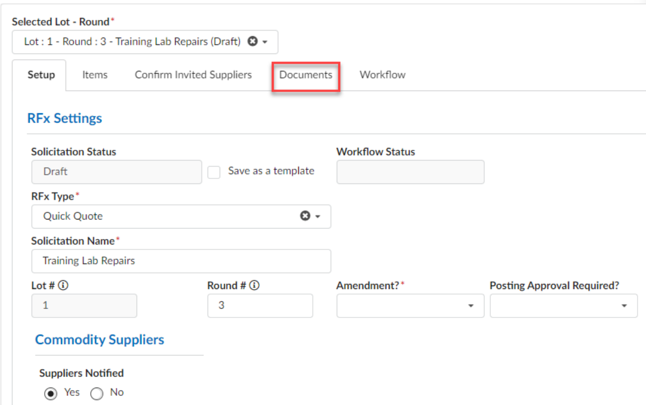
⚠ Note

If there is a need to add additional items to the quick quote, it is recommended that users first add them to the purchase requisition, and then create a new quick quote using the Create Solicitation button. Lines added directly to the quick quote will not be able to be updated on the purchase requisition.

Documents



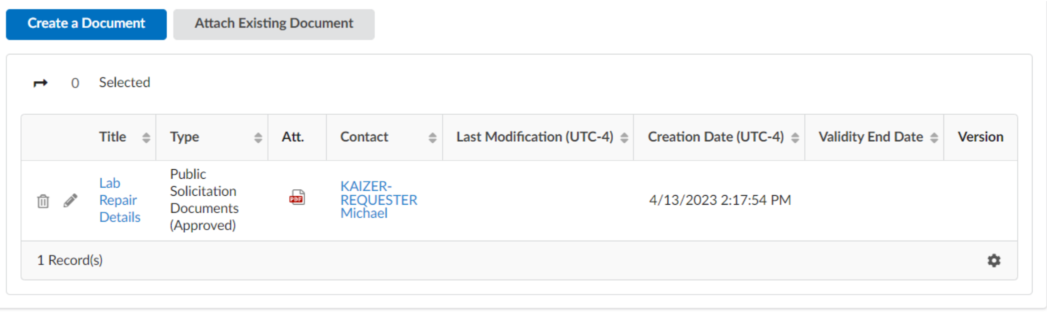
3. Navigate to the **Documents** header to confirm that any relevant attachments have been applied to the solicitation.



⚠ **Note**

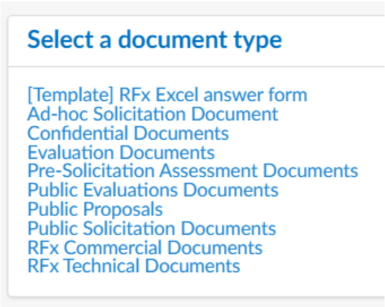
If your solicitation does not require attachments, proceed to step 5.

Quick Quote Documents

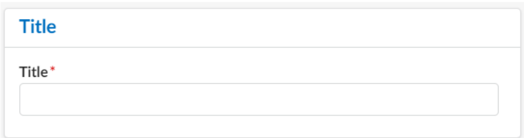


Users should use the documents section to upload any attachments that Suppliers will need in order to submit their response.

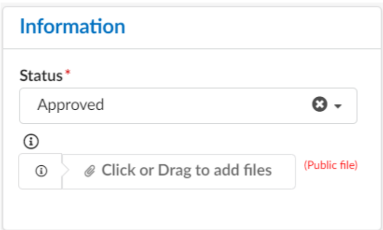
- Click **Create a Document**.



- Select a **document type**. For most documents attached to a quick quote, users can select **Public Solicitation Documents**.



- Input a document **Title**. This is the name of the document that will appear within OhioBuys.



- Use the **Click or Drag to add files** button to either drag the attachment from your desktop, or search for it in the File Explorer.

- After uploading the attachment, click **Save & Close**.

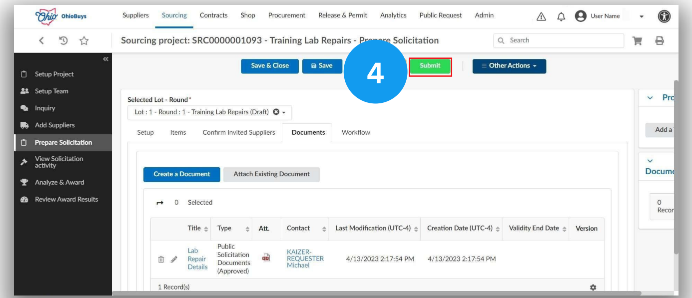
Repeat the above process as required to upload any additional documents.

⚠ Note

All documents uploaded to the documents section of the quick quote will be posted to the public. Users should be careful not to attach any internal-facing files to the solicitation.

Submit

4. Click **Submit**.

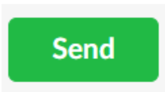


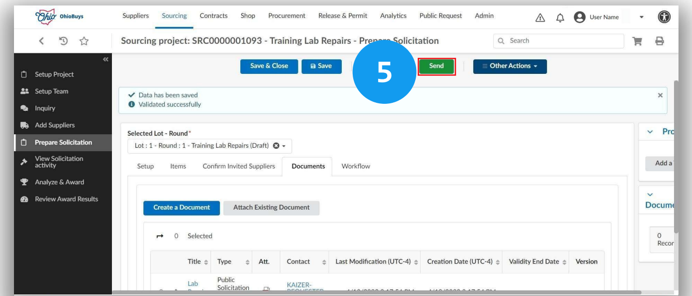
⚠ Note

If the SIA Review flag is selected for the quick quote's corresponding contract, the quick quote will route to IT review before it can be posted.

Send

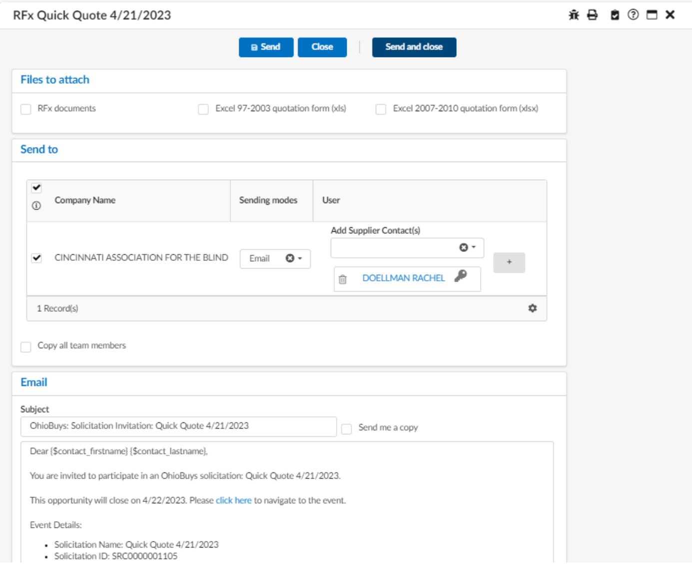
5. Click **Send**.





Sending a Solicitation Invitation

Complete the following steps on the displayed pop-up window:



1. Select the files you would like to attach to the invitation to bid email.

2. Confirm the Bidder and/or Supplier list. Note that if a Supplier does not have a Supplier Contact in OhioBuys, you will need to deselect that Supplier by unchecking the checkbox to its left, and will need to contact the Supplier outside of OhioBuys.

3. Revise the email Subject and Text as necessary. Be sure to check off **Send me a copy** as this will make it easier to copy and paste the message text for any emails to Bidders and/or Suppliers sent outside of OhioBuys.

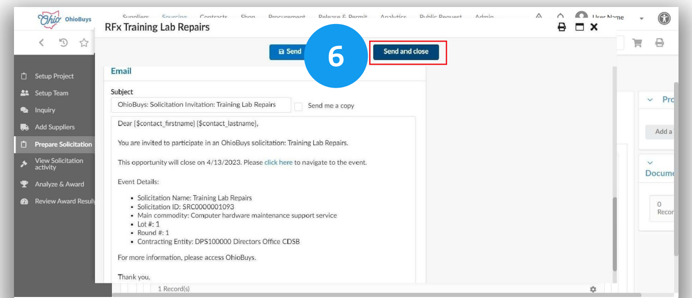
⚠ Note

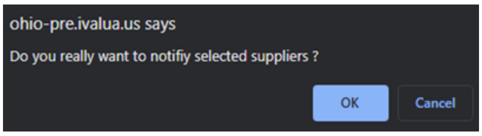
- Once a solicitation is posted, it will also become available on the OhioBuys Public Portal unless the Publicly Post Opportunity checkbox has been unchecked. This means that the solicitation is visible to **all** Suppliers regardless of whether or not they were invited to participate.
- Alternative methods in OhioBuys to view and get a copy of the Solicitation Invitation email:

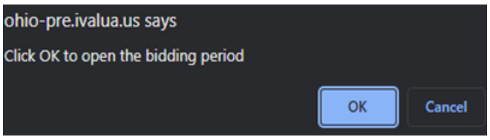
1. Click the **View Solicitation Activity** tab, click on the link in the **Email** column for one of the suppliers, from the Sent Email screen click the email link under the Subject column to view and save a copy of the email.
2. Click the **Workflow** tab within the Prepare Solicitation tab, scroll down to **Mail History** section, click the email link in the Subject column for one of the suppliers, and view and save a copy of the email.

Send & Close

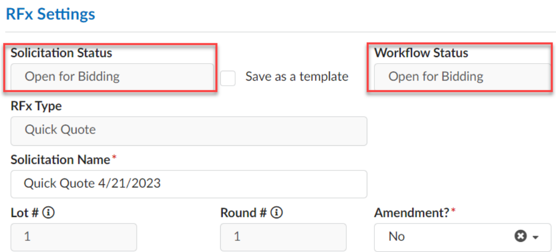
6. Click **Send & Close**, and click **OK** in any pop-ups that appear.



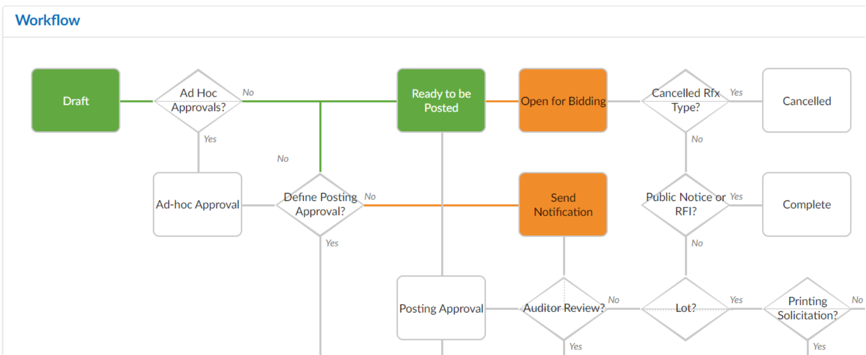




The solicitation has now been posted.To confirm its status, on the Prepare Solicitation tab confirm that it has both a **Solicitation Status** and a **Workflow Status** of **Open for Bidding**.



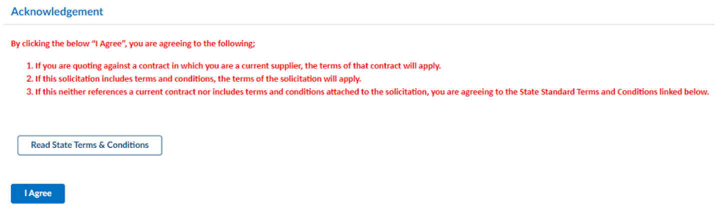
The workflow for a posted solicitation should resemble the image below:

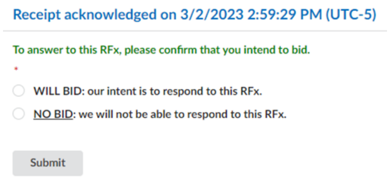


If the **STS** or **MMA** slider is engaged on the **Add Suppliers** tab on your quick quote, all of the dealers associated with the contract will be automatically notified when the solicitation is posted.

Note

Once a solicitation is posted, Suppliers will be able to access it from the Public Solicitation page. Before Suppliers can respond to the solicitation, they will be required to complete the following acknowledgement and then indicate if they will or will not bid. Supplier acknowledgements can be tracked on the View Solicitation Activity of a solicitation.





To future date a solicitation start, enter a Begin Date that is in the future. When posting the solicitation, click Cancel in the pop-up window that appears. Doing so will block the Suppliers from bidding until the future Begin Date is reached, thereby future dating the solicitation.

▲ Step-by-Step Instructions for Sending Notices To Additional Bidders Note

The Inquiry tab of the solicitation has a “notice” message type that allows users send communications to external emails. Follow this process to send bid notification to additional bidders that do not have OhioBuys contacts. Note, this additional notice should occur shortly after posting the solicitation.

Prep Stage

1. Gather the list of additional bidders.

2. Format all emails in a chain, separated by a semicolon (;). Do not use any spaces in between emails.
Ex.david.colopy@das.ohio.gov;randall.dublikar@das.ohio.gov;curtis.brooks@das.ohio.gov

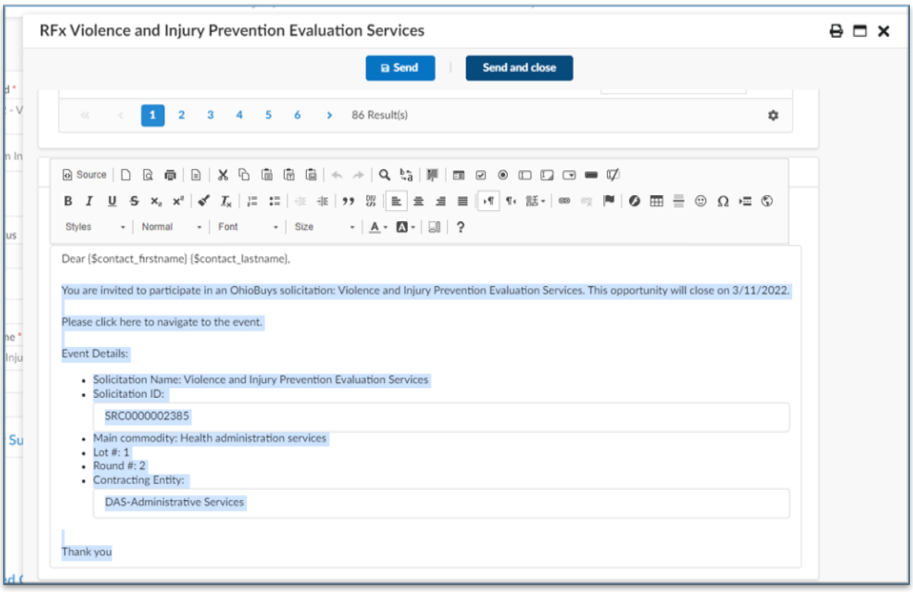
3. Have this file open and available at the time you post your solicitation (will be copy & pasting this later)

Posting

1. Approvals are obtained, posting dates are updated, and you are ready to advertise.

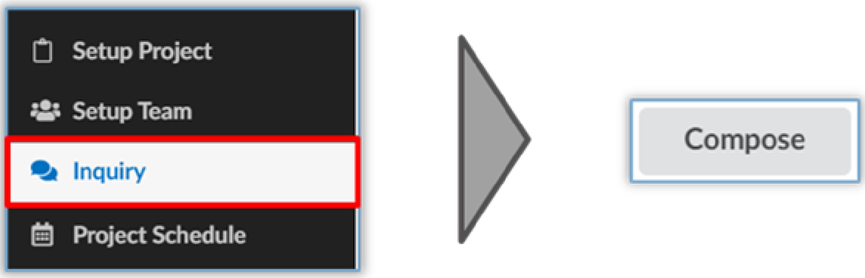
2. Click **Send**.

3. Scroll down on the popup to the language of the message. Copy the text of the message except for the heading (“Dear {$contact_firstname} {$contact_lastname}”)



4. Click **Send and Close**, along with confirming the two pop-ups for notifications and posting to the site.

Step-by-Step Instructions for Posting a Solicitation Note
Navigate to the Inquiry tab and click Compose.



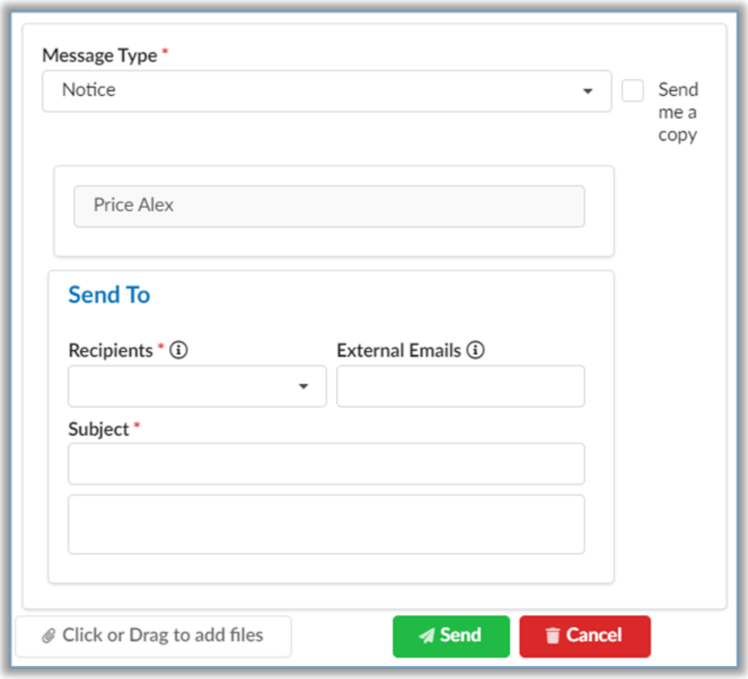
Update the **Message Type** field to **Notice** by selecting it from the drop-down menu.

In the Recipients field, select **Responsible – Sourcing project**.

Enter the emails of the users you would like to invite in the **External Emails field**, separated by a “;” and note that you should not put a space between emails after the semicolon.

Complete the **Subject** field and fill in the body of the message with the copied text from posting the solicitation. Note that if you did not copy the text from the initial notice (step 3 of Posting), you can retrieve the language from the View Solicitation Activity tab.

Click **Send**.



Your message will be delivered to the email addresses indicated informing them of the solicitation in OhioBuys. Note that prospective Bidders and/or Suppliers will need to register in OhioBuys in order to submit a response.

⚠ **Step-by-Step Instructions for Posting a Solicitation that is not Publicly Posted Note**
Alternative methods in OhioBuys to view and get a copy of the Solicitation Invitation email:

1. Click the View Solicitation Activity tab, click on the link in the Email column for one of the suppliers, from Sent Email screen click the email link under the Subject column to view and save a copy of the email.

2. Click any subtab within the Prepare Solicitation tab, scroll down past the Workflow to Mail History section, click the email link in the Subject column for one of the suppliers, and view and save a copy of the email.

⚠ **Step-by-Step Instructions for Sending Notices To Additional Bidders Note**
Additional Bidder Notification:

1. The solicitation is now posted. Navigate to the **Inquiry** tab.

2. Click **Compose**.

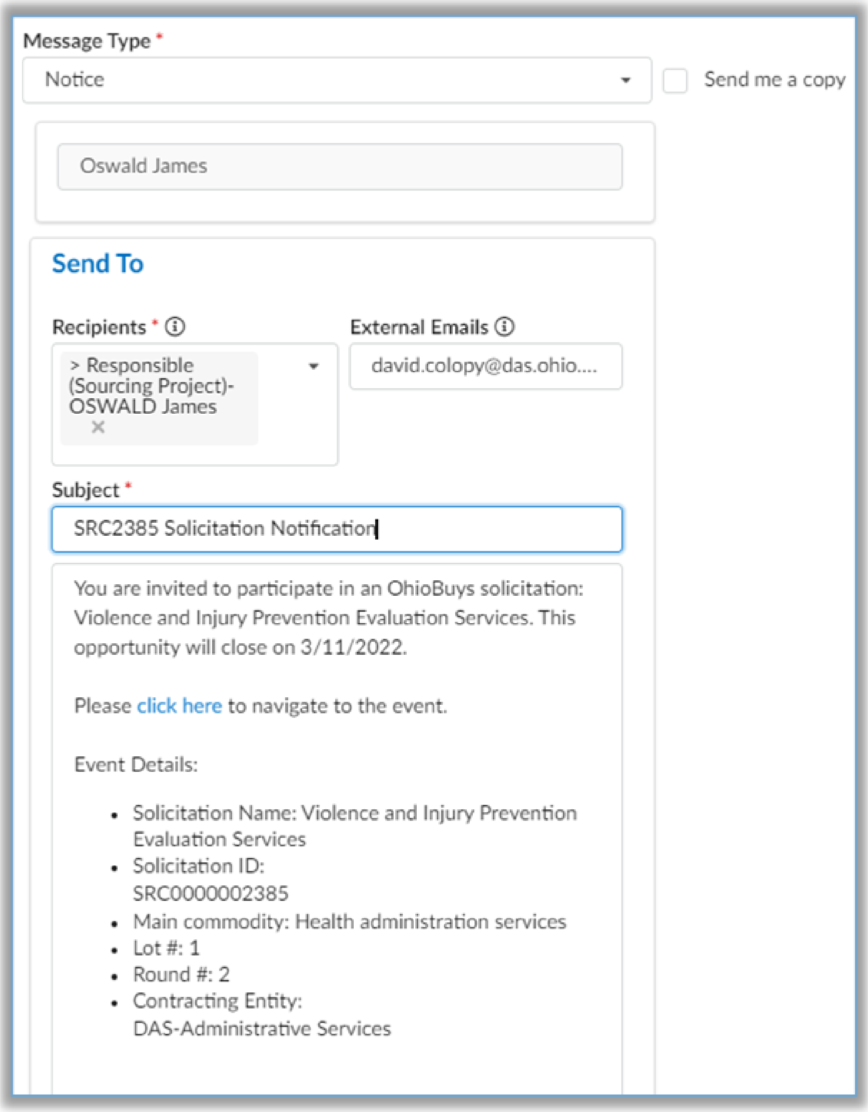
3. Change the **Message Type** to Notice.

4. Select yourself as the recipient

5. Paste the text copied from step 3 above into the message text.

6. List the SRC Number and “Solicitation Notification” in the **Subject** field.

7. Add the list of additional bidder emails, formatted with no spaces & separated with a semicolon, and past into the external email box.



8. Click **Send**.

If you do not copy the text from the initial notice (step 3 of Posting), you can retrieve the language from the View Solicitation Activity tab.

For details on subsequent steps in the quick quote process, refer to the following assets:

[Analyzing and Awarding a Quick Quote Solicitation](#)

[Updating a Purchase Requisition with a Quick Quote Award](#)

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

OhioBuys Cancelling a Solicitation

Updated: 04/27/2026 12:32 PM

Version: 14.0

Purpose & Profiles

This job aid covers the process of cancelling a solicitation.

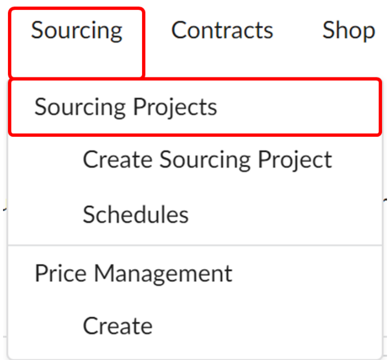
Profiles: Contract Analyst, DOT Contract Analyst, Printing Contract Analyst, Real Estate Contract Analyst, Agency Contract Analyst, Procurement Manager, Agency Sourcing Associate

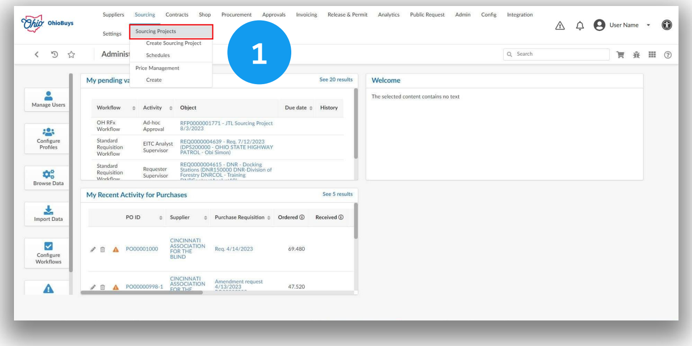
Used When

Reference this when attempting to cancel a solicitation.

Navigate to Sourcing Projects

1. From the Main Menu Navigation bar, click **Sourcing** and then select **Sourcing Projects** from the drop-down menu.

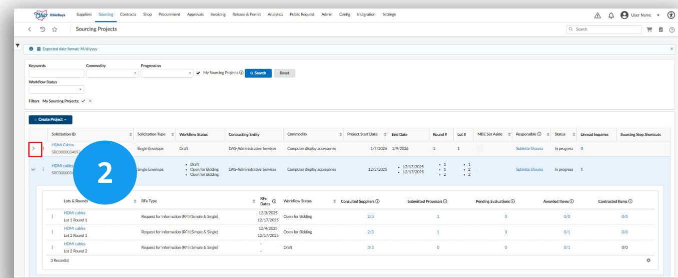




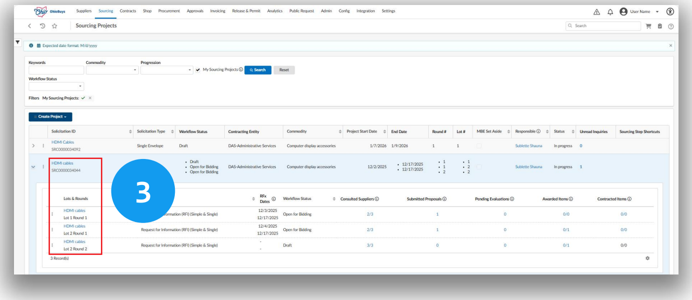
Open Solicitation

2. Locate the sourcing project you wish to edit. Use the **Detail View button** to expand the row.

Detail View button



3. Select the main project **hyperlink** or the **hyperlink** of the Lot/Round you wish to edit.

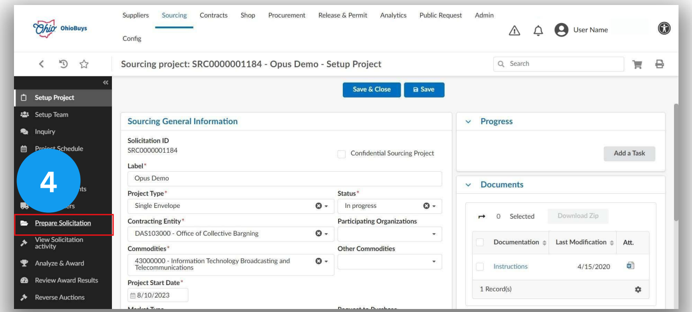


For more information on how to locate your sourcing project, please refer to the following document:

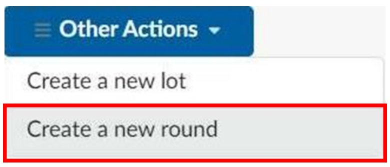
[Browsing and Opening Sourcing Projects](#)

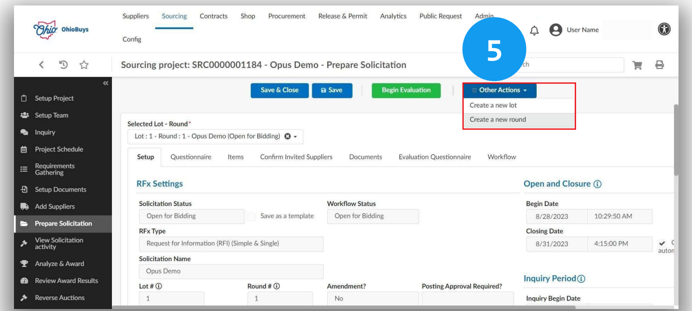
Navigate to the Prepare Solicitation Tab

4. Navigate to the **Prepare Solicitation** tab.



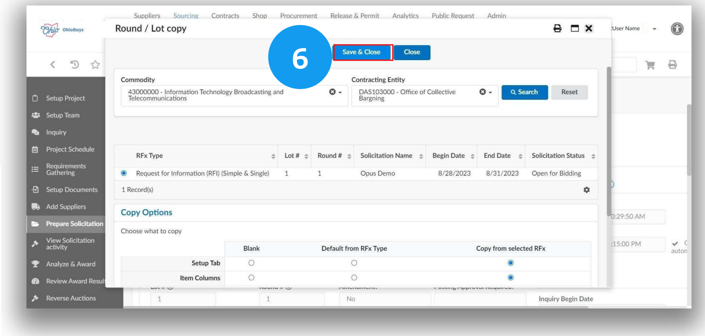
5. Click the **Other Actions** drop-down menu and then click **Create a New Round**.





Create a New Round

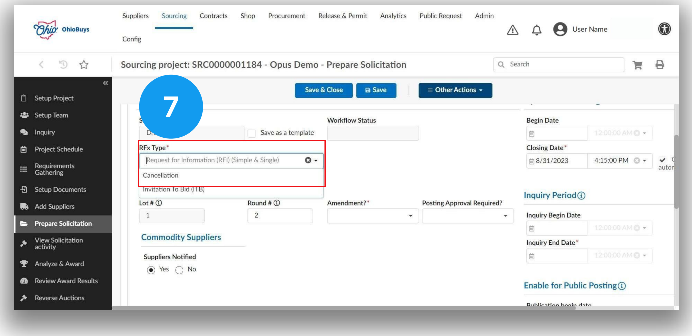
6. The new round will default to copying all information from the previous round. Click **Save & Close** to make a new round.



The following window will appear afterwards. Click **Continue** to apply changes.

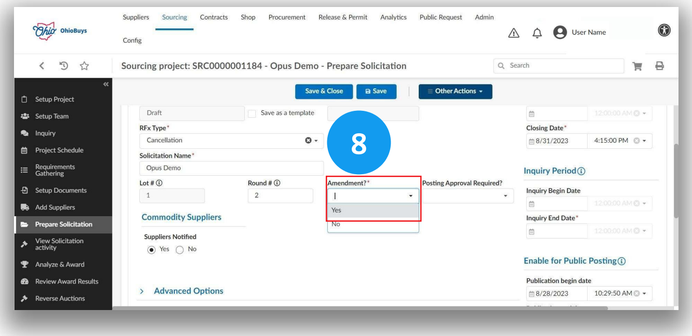
Update Rfx Type

7. Click the **Rfx Type** field and update the field to **Cancellation**.



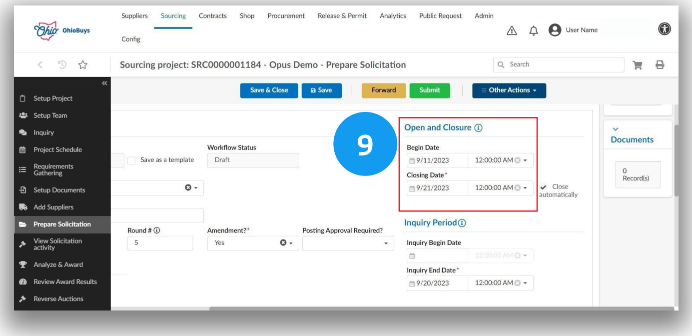
Update the Amendment Field

8. Click the **Amendment** field and update the field to **Yes**.



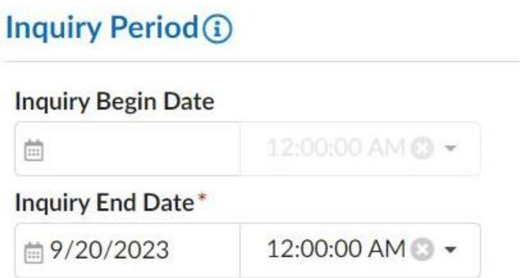
Update Sourcing Dates

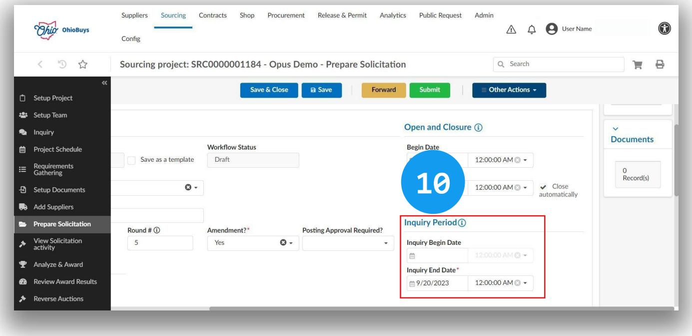
9. Click the **Begin Date** to set a future date and time, and set the **Closing Date** to some time after the **Begin Date**.



Update Sourcing Dates Cont.

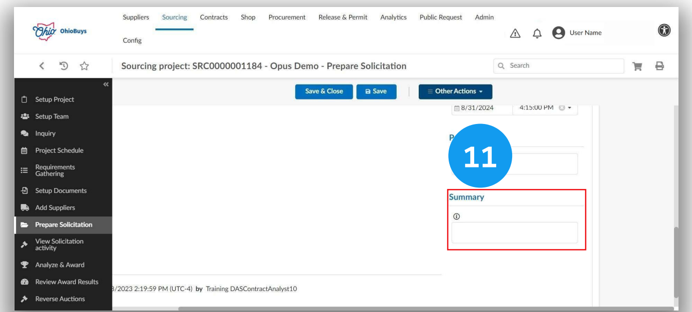
10. Click the **Inquiry Begin Date** to set a future date and time, and set the **Inquiry End Date** to some time after the **Inquiry Begin Date**.





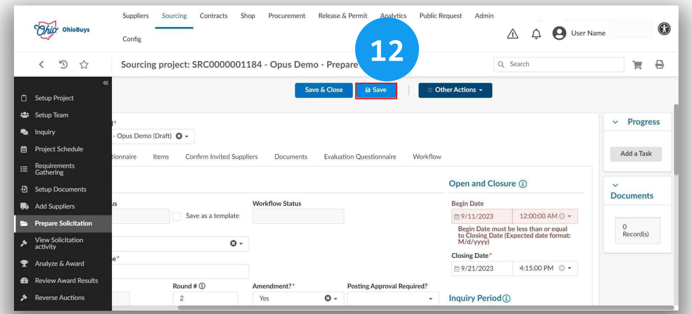
Create a Public Cancellation Notice

11. In the **Summary** field, enter any public notes.



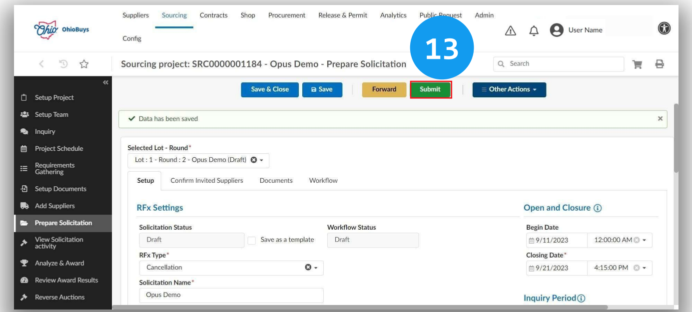
Save Cancellation Round

12. Click **Save**.



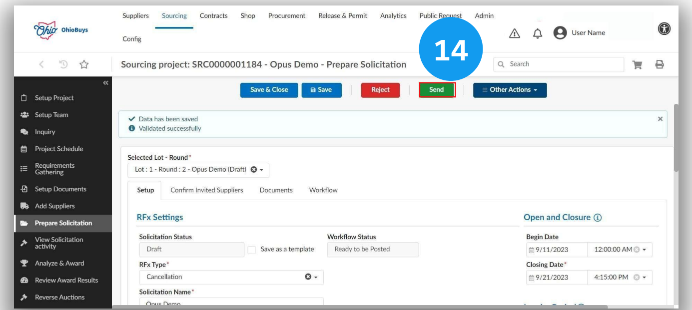
Submit Cancellation Round

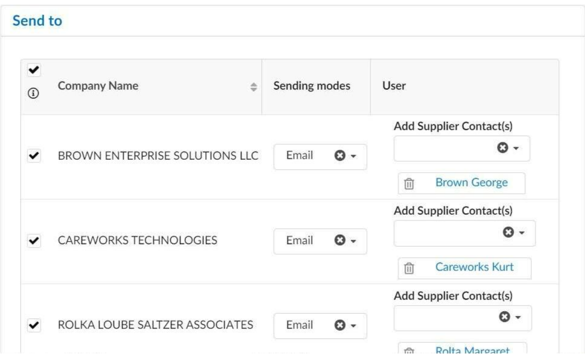
13. Click **Submit**.



Send a Cancellation Round

14. Click **Send**.





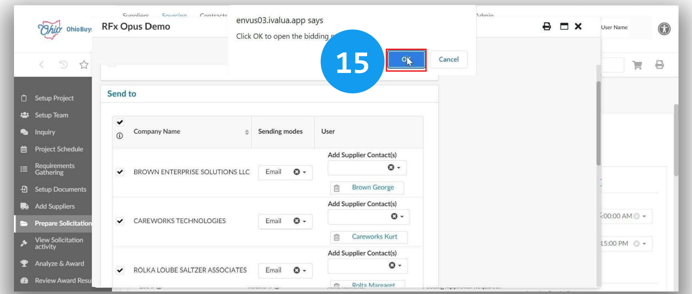
Modify the Supplier Contacts as necessary. The listed contacts are the recipients of the cancellation notice.

Click **Send and Close** to finish the cancellation of the solicitation and the ensuing notification.

⚠ **Note**

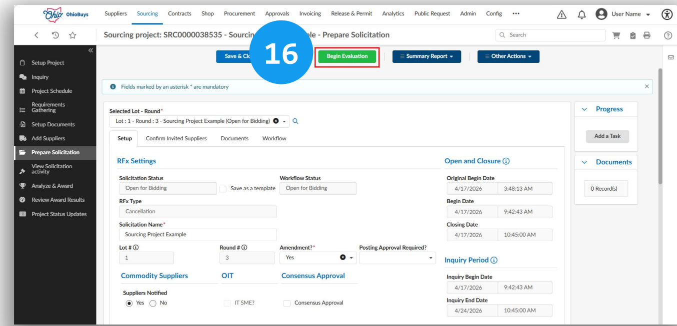
When a solicitation is cancelled, any previously submitted responses can be accessed and reviewed by opening the desired round or lot.

15. Click **OK** on the pop-up screen.



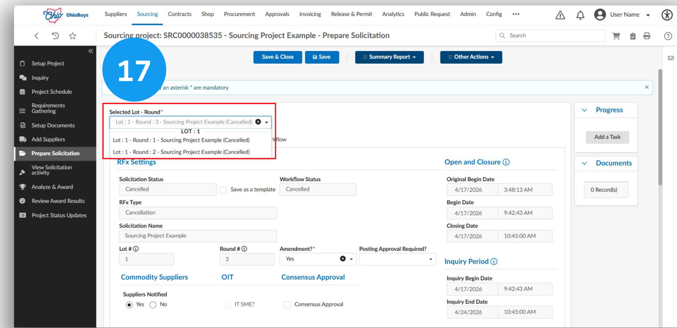
Begin Evaluation

16. Click the **Begin Evaluation** button to advance the status of all lots and rounds to cancelled.



All lots and rounds of the Sourcing Project are now cancelled.

17. All lots and rounds for the project are now cancelled.



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

Analyzing and Awarding a Quick Quote Solicitation

Topics

OhioBuys Analyzing and Awarding a Quick Quote Solicitation

Updated: 08/29/2025 02:55 PM

Version: 11.0

Purpose & Profiles

This job aid covers the process of comparing Bidder and/or Supplier responses to a quick quote solicitation and making an award.

Profiles: Requisitioner, Requester (with the Quick Quote Procurement User profile)

Used When

Reference this when determining the award for a quick quote solicitaiton.

For details on previous steps in the quick quote process, refer to the following assets:

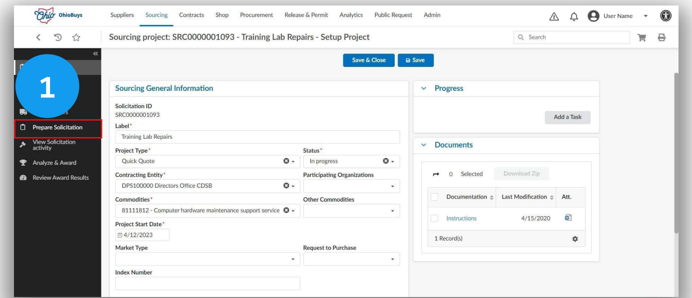
Creating a Quick Quote Solicitation

Identifying Bidders and Suppliers for a Quick Quote

Releasing a Quick Quote Solicitation

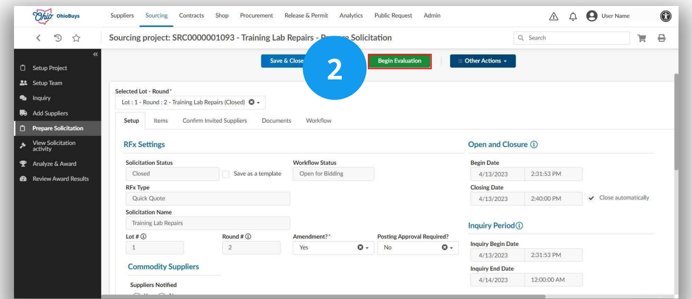
Prepare Solicitation

1. Open the solicitation in OhioBuys and navigate to the **Prepare Solicitation** tab.



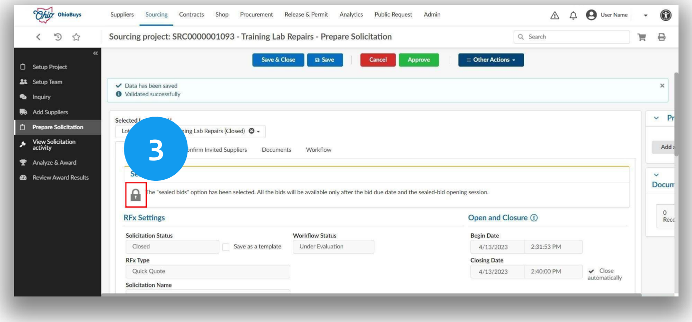
Begin Evaluation

2. Click **Begin Evaluation**.

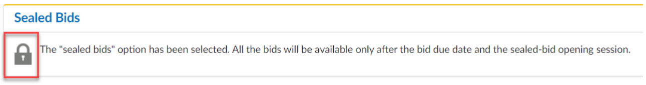


Unseal the Bids

3. Click the **Lock** icon to unseal the bids.

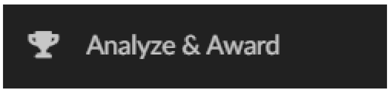


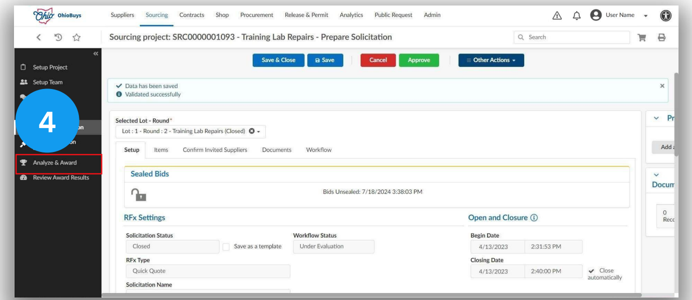
▲ Note
DO NOT click the **Approve** button, as a supplier has not been chosen. Selecting **Approve** will close the solicitation without an award.



Analyze and Award

4. Navigate to the **Analyze and Award** tab.



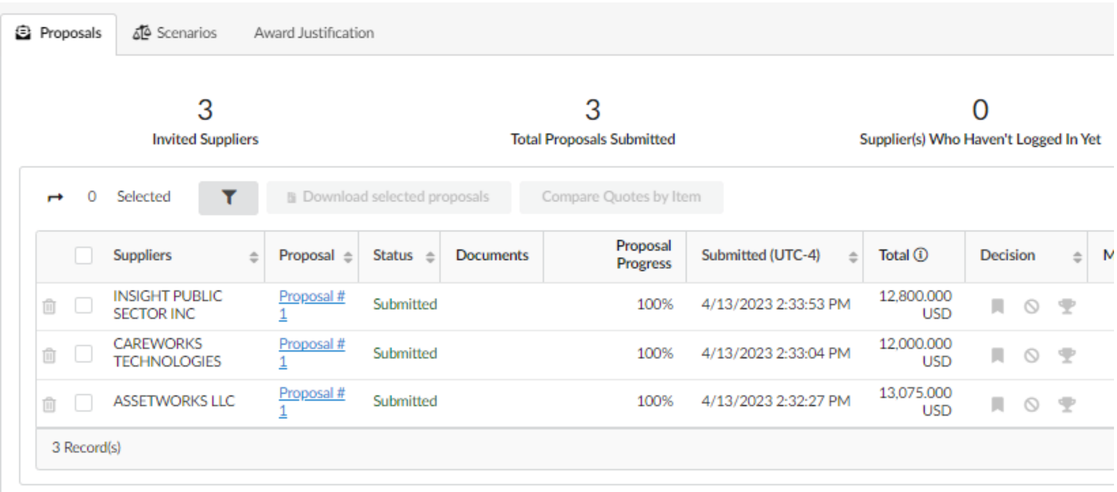


▲ Note

If you have not received enough responses to proceed with awarding the quick quote, you can extend the solicitation period by creating a new round. This process is discussed in more detail in Creating and Issuing New Lots or Rounds.

Analyze and Award

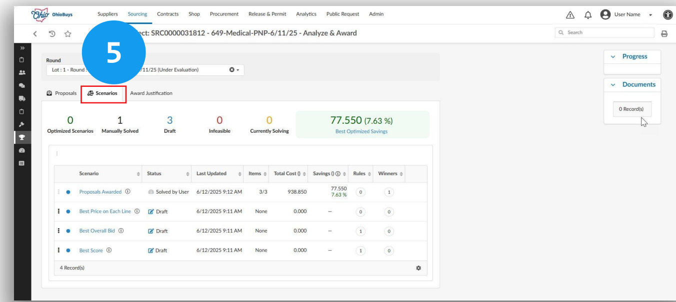
From the Analyze and Award tab, users can review a summary of each submitted response, download responses, compare responses by item, and make an award.



- Awards cannot be made until the solicitation end date has been reached. To view the full details of a response, click on the associated **Proposal** hyperlink.
- While reviewing the summary of responses displayed in the table on this tab, you may notice some responses have a **Proposal Progress** of less than 100%. This indicates the response may contain a quote for an alternate item or may have only submitted quotes for some of the items in your quick quote solicitation.
- To download all of the responses or compare responses by line item, click the **Select All Checkbox** ( ) icon (at the top of the Suppliers column) and then click **Download selected proposals**.
- To compare response by item, click the **Select All Checkbox** ( ) icon (at the top of the Suppliers column) and then click Compare quotes by item. A pop-up window will appear. From here you can select the item you would like to compare and then click **Compare Proposals**.

---

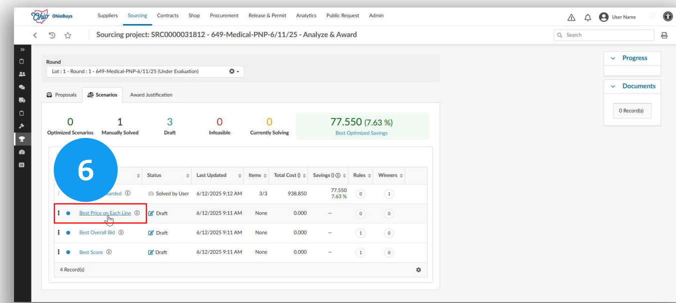
5. To review all items for all bids including the reference price, click the **Scenarios tab.**



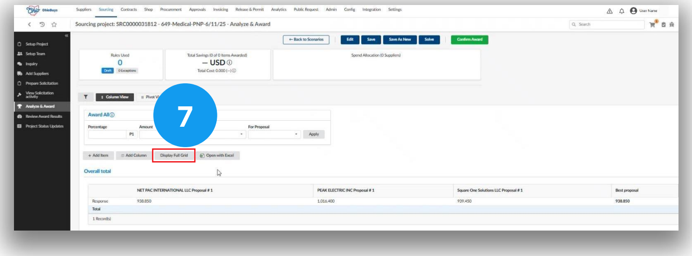
---

6. 

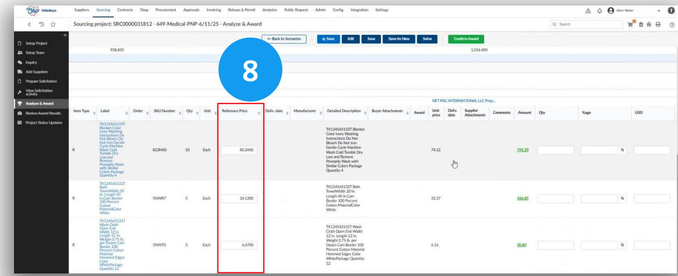
Click the **Best Price for Each Item** scenario.



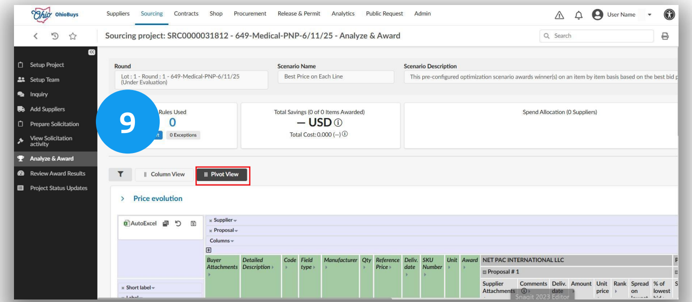
7. Click the **Display Full Grid** Display Full Grid button.



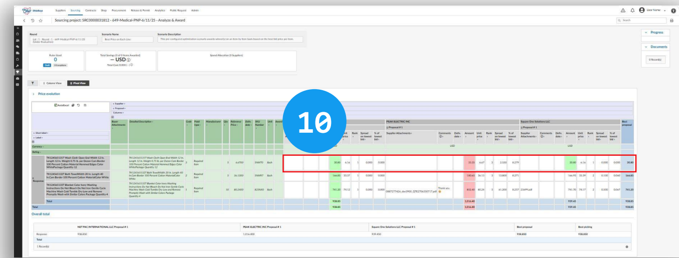
8. Compare each line item amount with the available **Reference Price.**



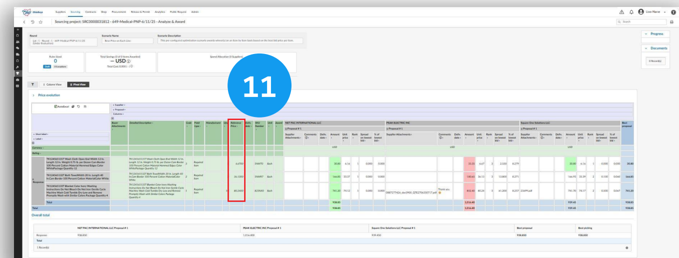
9. Alternatively, you can also click the **Pivot View** Pivot View button.



10. Compare each line item**.**

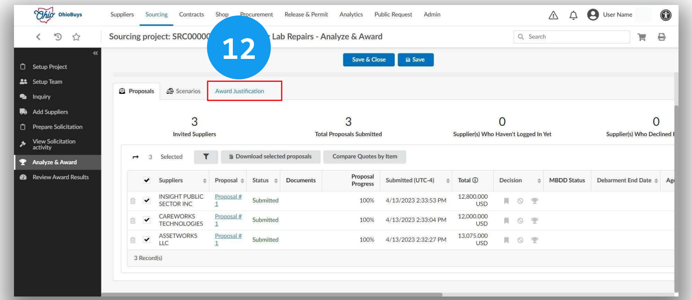


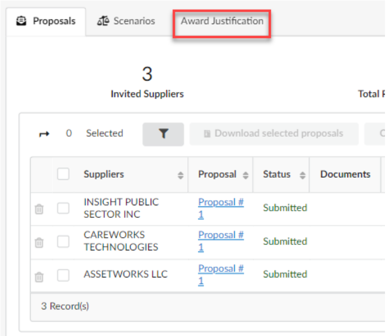
11. Compare each line item with available **reference prices.**



Award Justification

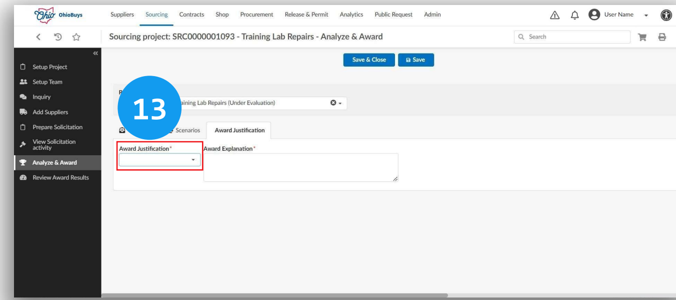
12. Navigate to the **Award Justification** section of the Analyze and Award tab.

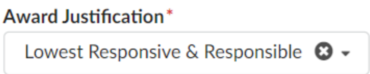




Select Justification

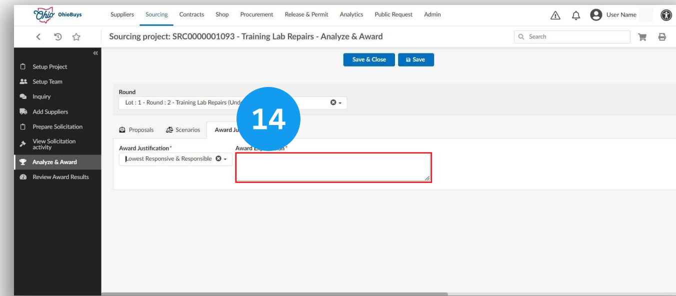
13. Click the **Award Justification** selector icon and choose the option which most closely describes your reasoning for selecting the winning Bidder or Supplier.

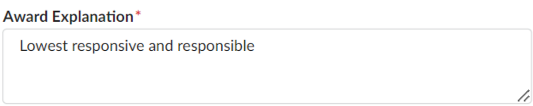




Award Explanation

14. Add additional **Award Explanation** comments. For STS quick quotes, the values input to this field will be pulled into the quarterly STS Report produced by DAS and submitted to the Controlling Board.



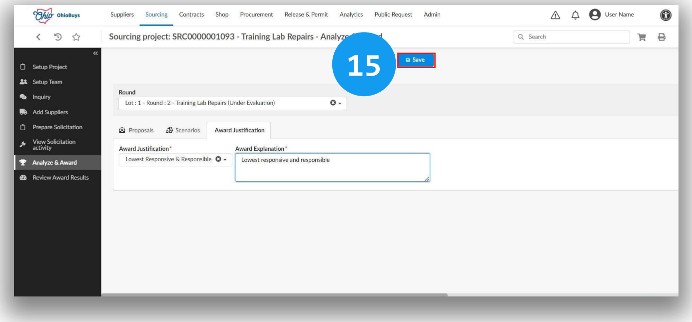


Note

Users must perform a quick quote prior to referencing an STS contract on a requisition. A quick quote must be in OhioBuys for purchases referencing an STS contract because DAS will use quick quote data to populate the STS Report submitted to the Controlling Board; if there is no quick quote, the data required for this report will not be captured. The justification for selecting an STS Contract Supplier must be documented in the award justification fields.

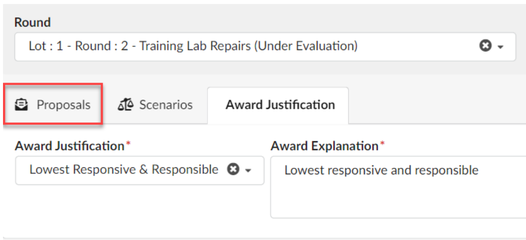
Save

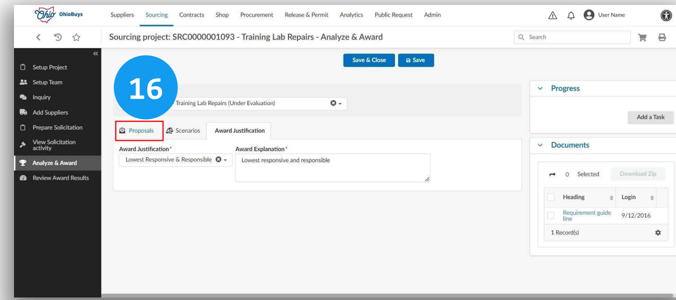
15. Click **Save**.



Proposals

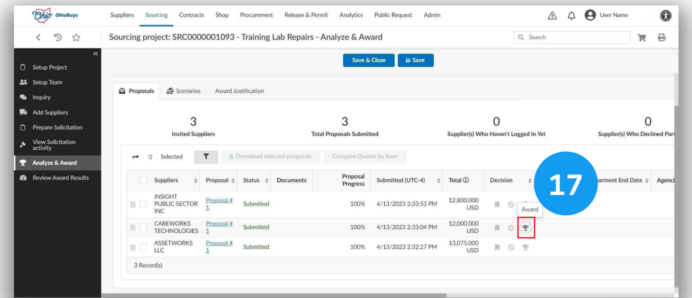
16. Return to the **Proposals** section of the Analyze and Award tab.





Award

17. Click the **Trophy** icon in the Decision column for the Bidder or Supplier for which you would like to create an award, then click **OK** in the pop-up that appears.



For details on subsequent steps in the quick quote process, refer to the following assets:

Updating a Purchase Requisition with a Quick Quote Award

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

Updating a Purchase Requisition with a Quick Quote Award

Updated: 07/30/2025 12:55 PM

Version: 8.0

Purpose & Profiles

This job aid covers the process for updating a purchase requisition containing either hosted catalog or freeform line items with the results of a quick quote solicitation.

Profiles: Requisitioner, Requester (with Quick Quote Procurement User profile)

Used When

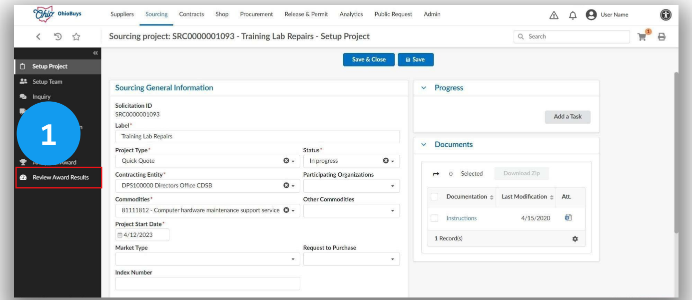
Reference this when updating a purchase requisition containing either hosted catalog or freeform line items after having performed a quick quote.

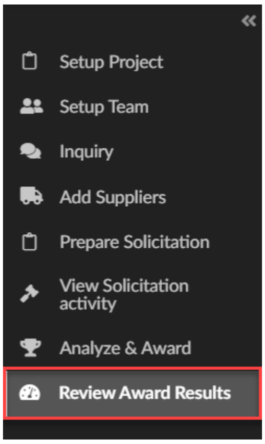
For details on previous steps of the Quick Quote process, please refer to the following documents:

Creating a Quick Quote Solicitation
Identifying Bidders and Suppliers for a Quick Quote
Releasing a Quick Quote Solicitation
Analyzing and Awarding a Quick Quote Solicitation

Review Award Results

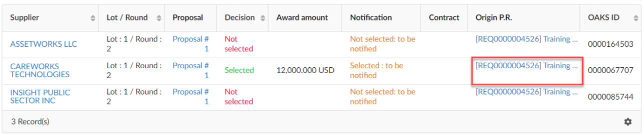
1. Open the solicitation that has been awarded and navigate to the **Review Award Results** tab.





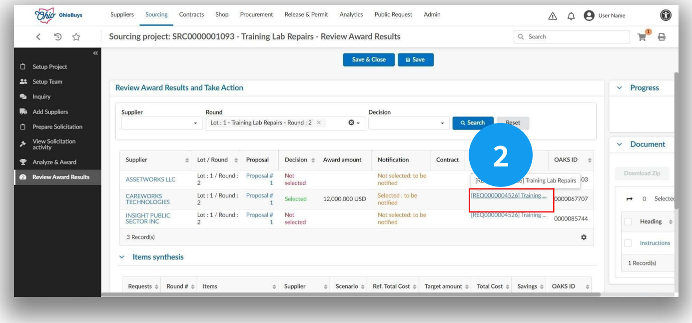
Origin P.R.

2. To update the purchase requisition associated with this quick quote with the award details, click the **Origin P.R.** hyperlink for the Bidder or Supplier you are planning to award to.



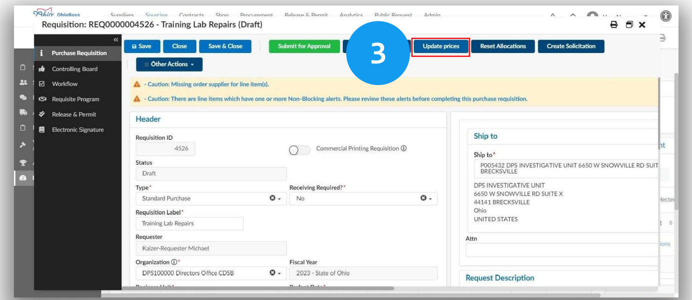
Supplier	Lot / Round	Proposal	Decision	Award amount	Notification	Contract	Origin P.R.	OAKS ID
ASSETWORKS LLC	Lot : 1 / Round : 2	Proposal # 1	Not selected		Not selected: to be notified		[REQ0000004526] Training ...	0000164503
CAREWORKS TECHNOLOGIES	Lot : 1 / Round : 2	Proposal # 1	Selected	12,000.000 USD	Selected : to be notified		[REQ0000004526] Training ...	0000067707
INSIGHT PUBLIC SECTOR INC	Lot : 1 / Round : 2	Proposal # 1	Not selected		Not selected: to be notified		[REQ0000004526] Training ...	0000085744

3 Record(s)



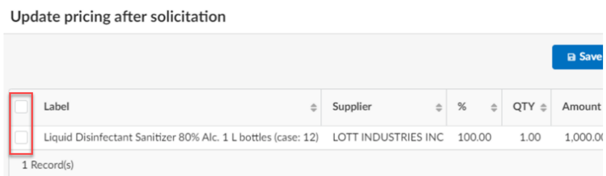
Update Prices

3. Click **Update Prices**.



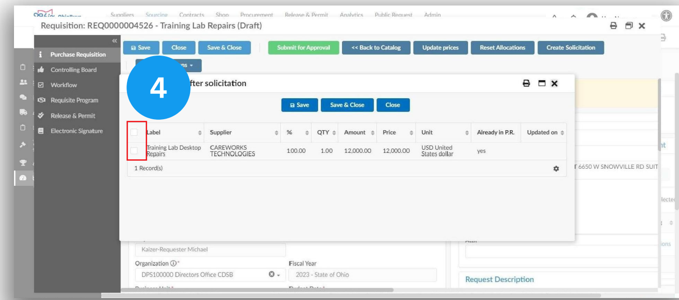
Select Items

4. Click the **Checkbox** icons for the line items you want to update.



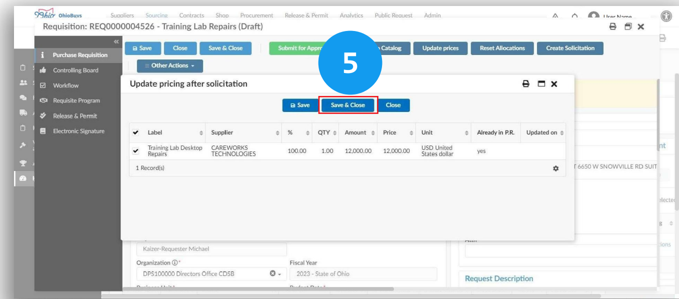
Label	Supplier	%	QTY	Amount
Liquid Disinfectant Sanitizer 80% Alc. 1 L bottles (case: 12)	LOTT INDUSTRIES INC	100.00	1.00	1,000.0

1 Record(s)



Save & Close

5. Click **Save & Close**, then click **OK** in the pop-up that appears.

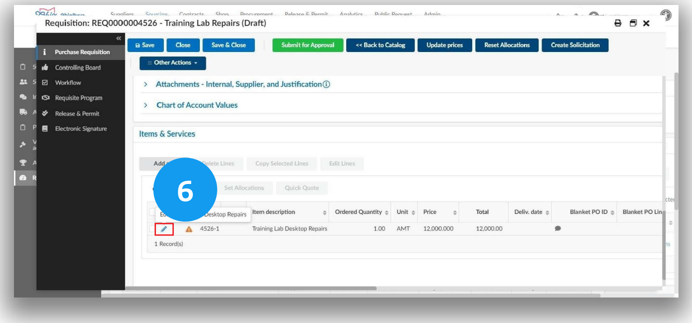


⚠ Note

If there is any justification documentation required for the award, please attach it to the header of the purchase requisition.

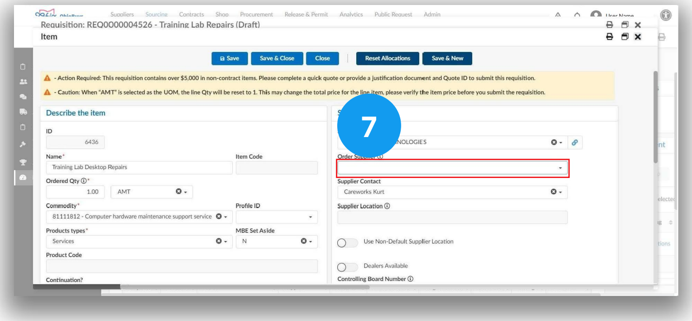
Line Item

6. The purchase requisition has now been updated. Scroll down to the line item(s) and, click on the **Pencil** icon to open it.



Order Supplier

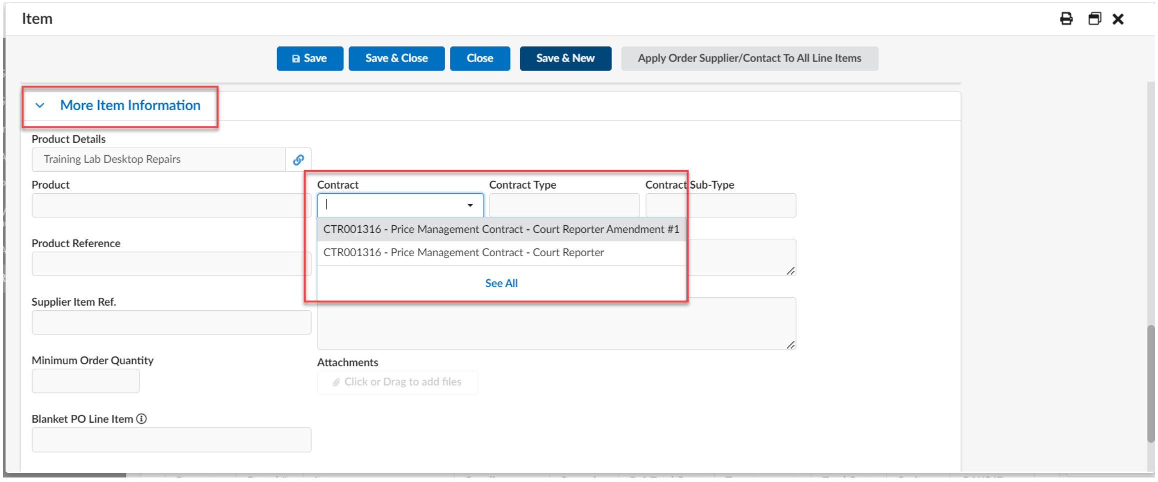
7. Complete the **Order Supplier** and, if applicable, **Supplier Contact** fields.



⚠ Note

If there are Dealers available in the contract they will appear as the options contained in the Order Supplier field. The Supplier should remain the primary Supplier on the contract. (e.g., Supplier – HP Inc. Order Supplier – Brown Enterprise Solutions)

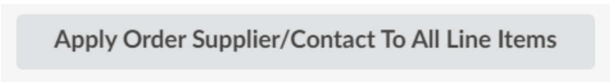
Two-Phase Quote Contracts



If you awarding a solicitation that is for a Two-Phase Quote Contract purchase, scroll down to the More Item Information section and select the corresponding Supplier contract in the Contract field.

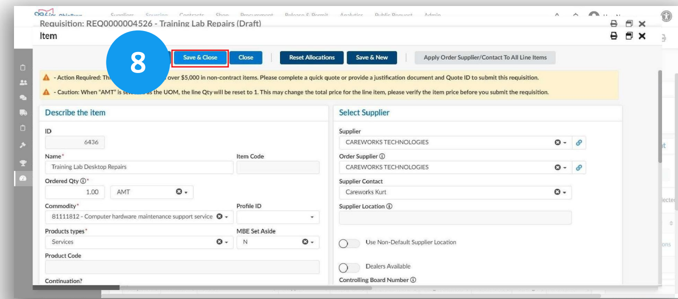
⚠ Note

If there are multiple line items that need to be updated, click **Save** and then click **Apply Order Supplier/Contact to All Line Items** to automatically update the Order Supplier, Supplier Contact, Delivery Date, and Attn field for all line items from that Supplier. Note that this action will have no effect on any line items that are from another Supplier.



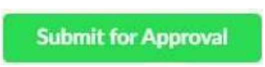
Save & Close

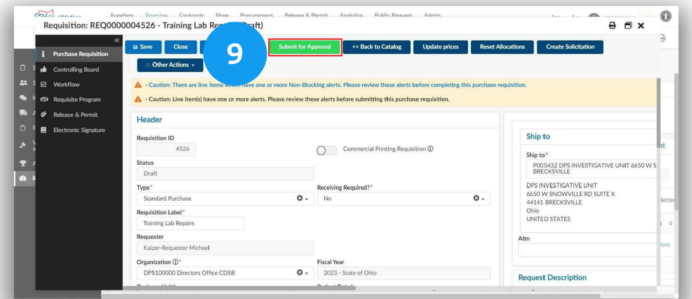
8. Click **Save & Close**.



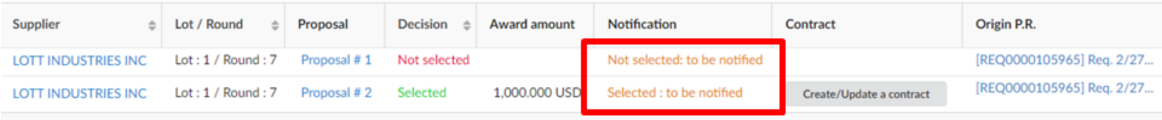
Submit for Approval

9. Repeat this process for any remaining line items as required. When you are finished, click **Submit for Approval**.

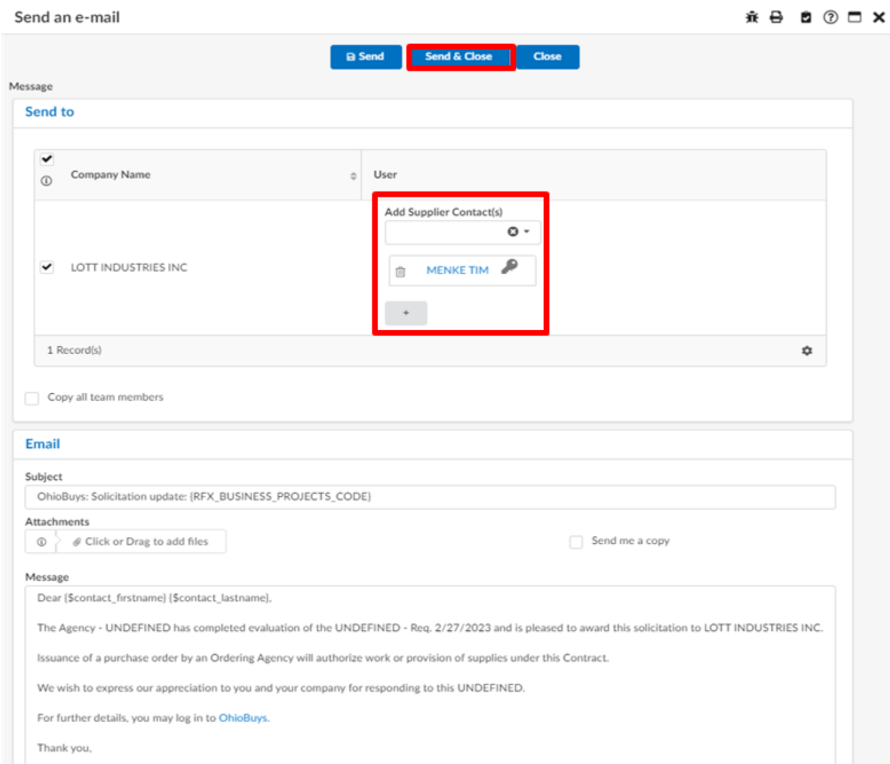




Notifying Suppliers



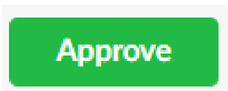
While not required, users can notify Suppliers of the results of a quick quote solicitation from OhioBuys. Navigate to the **Review Award Results** tab of the quick quote solicitation. In the **Notification** column, click on **Selected: to be notified** or **Not selected: to be notified** to generate an email notification for the selected Supplier.



Select at least one **Supplier Contact** and then edit the notification email as needed. Attachments can be added as well as copy sent for personal records. Click **Send & Close** to send the email.

⚠ **Note**

Once the purchase requisition has been processed into a purchase order, users should move the quick quote from an Under Evaluation status into a Closed status. To do this, navigate to the **Prepare Solicitation** tab of the quick quote and click **Approve**.



Note that you will not be able to update the award after moving a quick quote into a Closed status.

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

Creating a New Round

Topic

- Create and Issue New Lots and Rounds

OhioBuys Creating and Issuing New Lots and Rounds

Updated: 05/20/2026 12:49 PM

Version: 11.0

Purpose & Profiles

This job aid covers the process for creating new lots and rounds for a solicitation in OhioBuys.

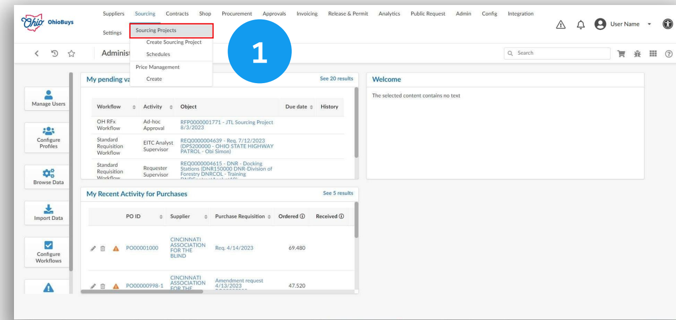
Profiles: Contract Analyst, DOT Contract Analyst, Printing Contract Analyst, Real Estate Contract Analyst, Agency Contract Analyst, Procurement Manager, Agency Sourcing Associate

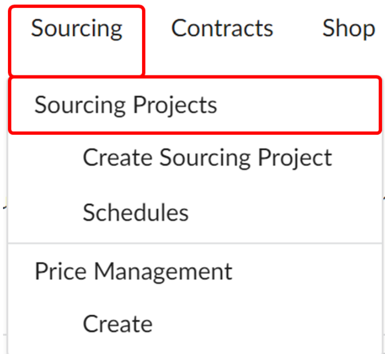
Used When

Reference this when creating a new lot or round for a solicitation in OhioBuys.

Navigate to Sourcing Projects

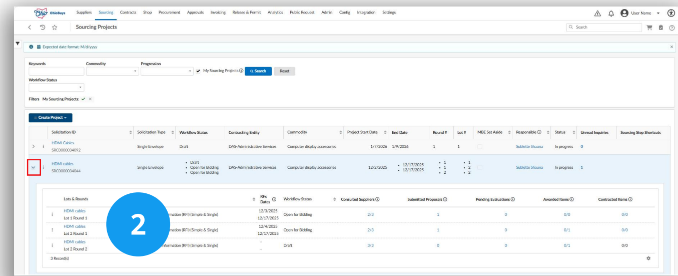
1. From the Main Menu Navigation bar, click **Sourcing** and then select **Sourcing Projects** from the drop-down menu.





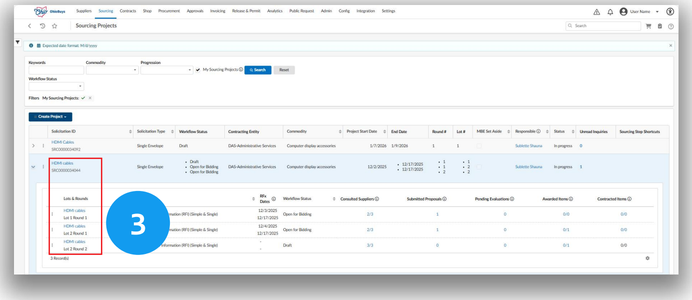
Open Solicitation

2. Locate the Solicitation you wish to edit and expand its row using the **Detail View Button**.



Detail view button

3. Select the main project **hyperlink** or the **hyperlink** for the Lot/Round you wish to edit.

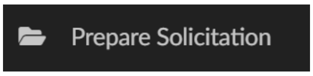


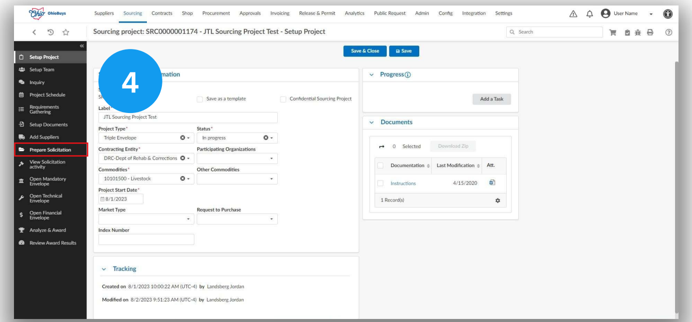
For more information on how to locate your sourcing project, please refer to the following document:

Browsing and Opening Sourcing Projects

Prepare Solicitation

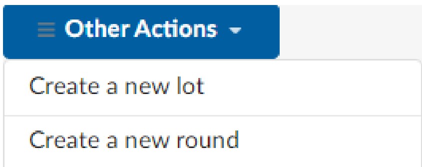
4. Select the **Prepare Solicitation** tab.

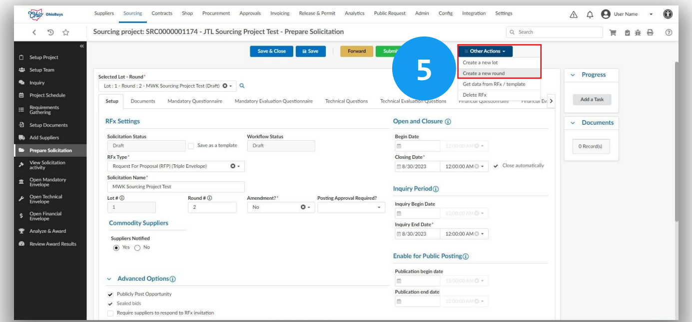




Create a New Lot / Create a New Round

5. Click **Other Actions** and select either **Create a new lot** or **Create a new round**.



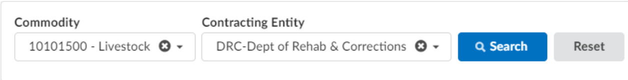


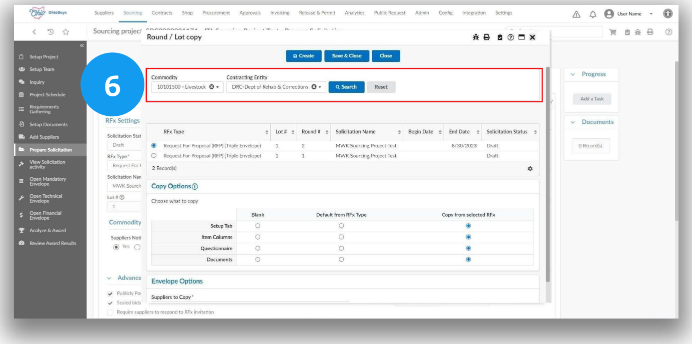
⚠ Note

Once you have selected which you would like to create, the process for creating a new lot or round is the same.

Commodity and Contracting Entity

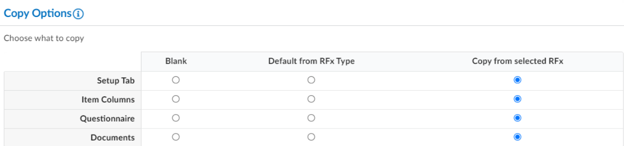
6. If necessary, update the **Commodity** or the **Contracting Entity**. These fields both carry over from the original sourcing project.

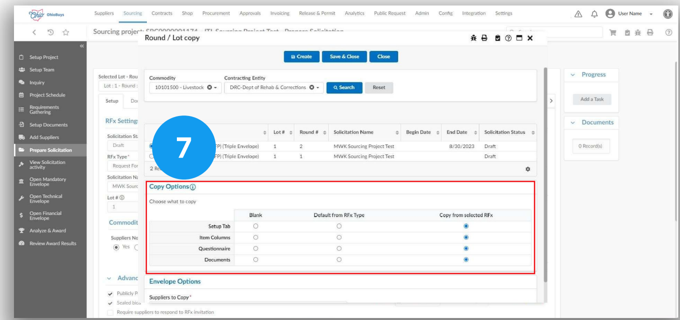




Copy Options

7. Confirm the **Copy Options** that should carry over from the original RFx. You can also choose to leave a section blank, or populate the section with the default from the RFx type.



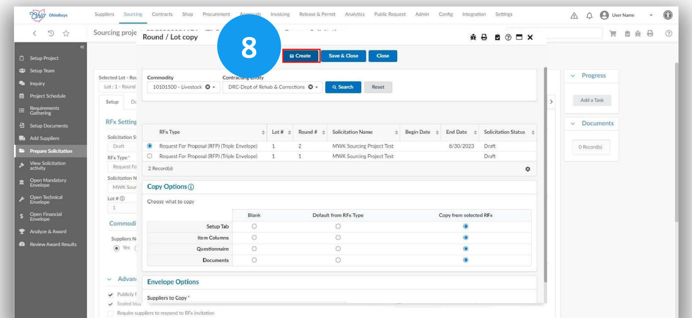


Note

The **Setup Tab** selector will determine whether or not the Advanced Options from the original RFx carry over. Users should carefully consider whether to retain this field.

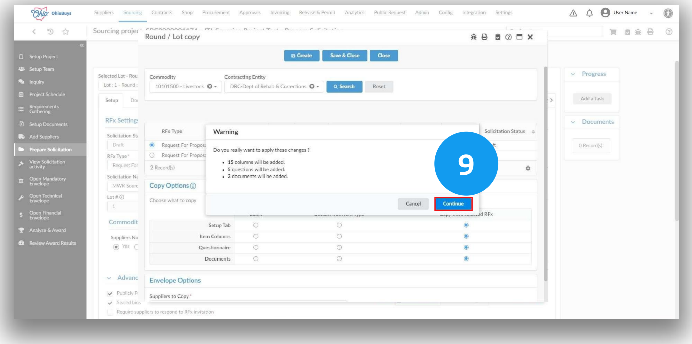
Create

8. Click **Create**.



Continue

9. Click **Continue**.

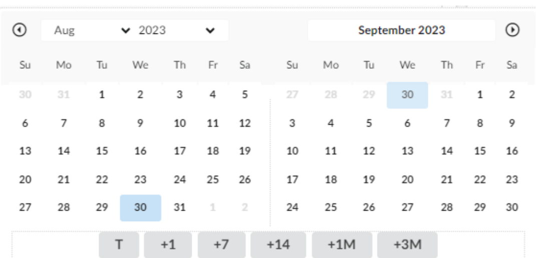


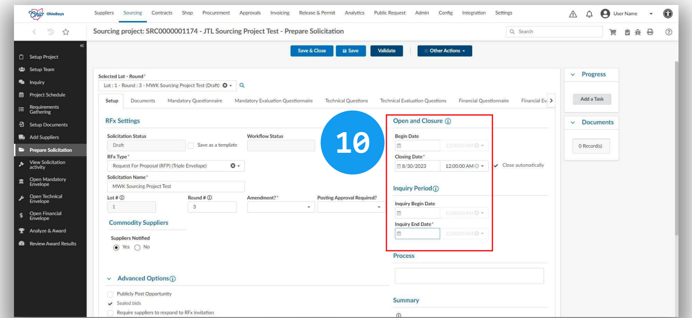
▲ **Note**

When creating a new round for a double or triple envelope solicitation, the sourcing responsible can elect to copy over the proposal status from the previous round or un-validate the proposals, and can choose to include only Suppliers with accepted proposals or all invited Suppliers.

Open & Closure and Inquiry Dates

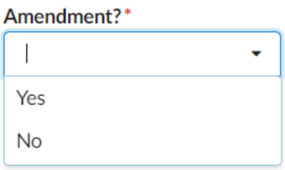
10. A new lot or round has been created. Make any necessary updates to the **Open & Closure** and **Inquiry Dates** by clicking the fields and selecting the date(s).

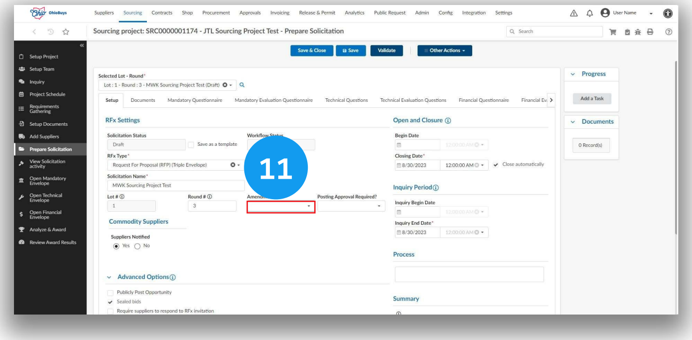




Amendment

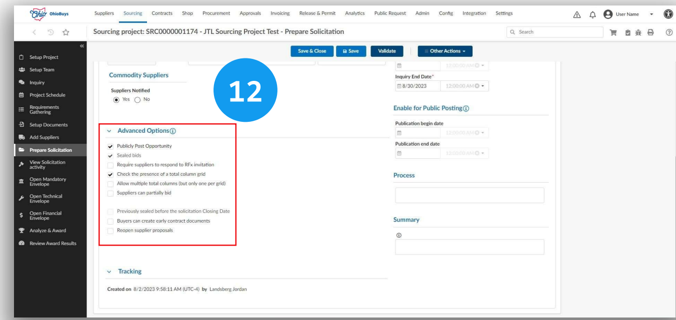
11. Update the **Amendment** field to **Yes** or **No** depending on the reason the new round or lot is being created by clicking the field.





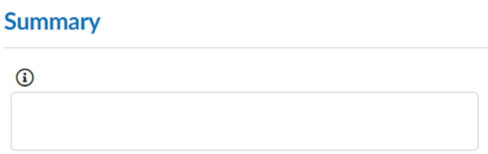
Public Post Opportunity

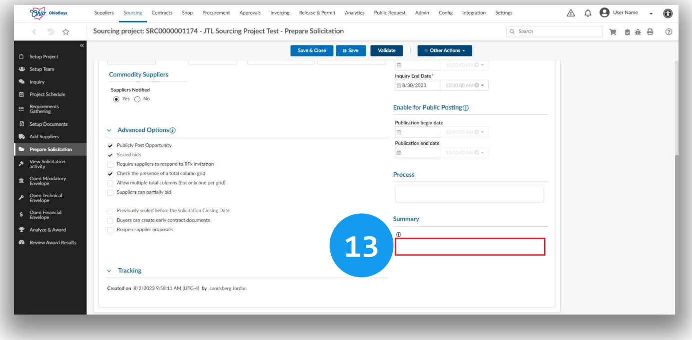
12. Scroll down on the solicitation. In the **Advanced Options** section, review the options selected to ensure they are appropriate.



Summary

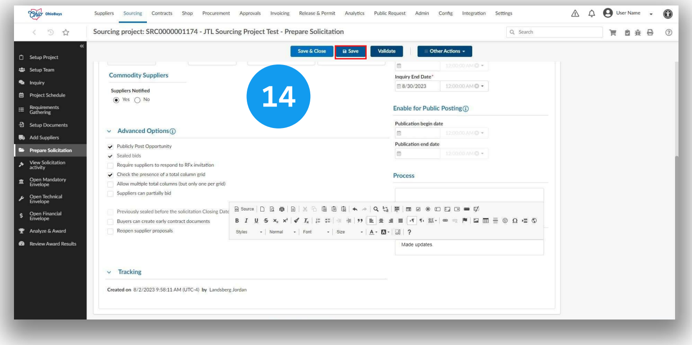
13. Enter the reason for the new lot or round in the **Summary** field.





Save

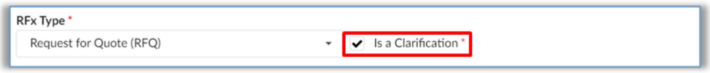
14. Click **Save**.



Note

If you are creating a new lot, you should indicate whether or not the lot is a clarification using the **Is a Clarification** checkbox.

If the lot is a clarification, the Sourcing Responsible user is able to manually close the solicitation prior to the scheduled close date once clarifications have been received.



When conducting Agency Competitive Selection purchases in OhioBuys, the need to conduct clarifications with a supplier(s) may arise. Users should create new lots to conduct these clarifications, not new rounds. Once the required information has been gathered from the applicable supplier(s), users should proceed with awarding the round that suppliers originally submitted their proposals for, not the lot that was used to conduct the clarification.

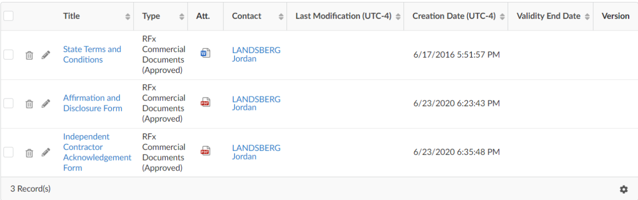
This will ensure that the resulting contract is tied to a solicitation that meets the quoting requirements.

If the Inquiry Begin Date is not populated by the user, it will automatically match the solicitation posting date once the solicitation is open for bidding, however, users must always manually input the Inquiry End Date.

If not populated by the user, the Publication Begin Date will automatically populate to match the Begin Date of the solicitation, and Publication End Date will automatically populate with a date one year after the solicitation closing date.

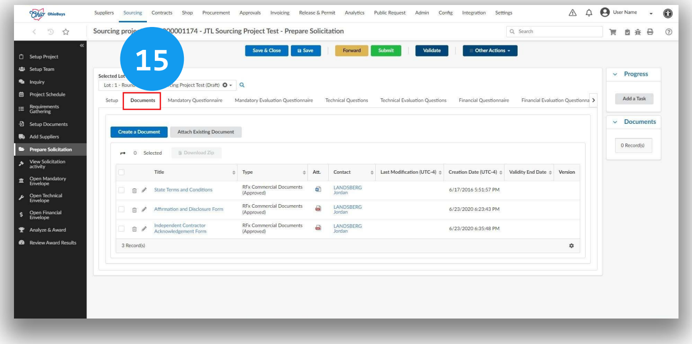
Documents

15. Click the **Documents** tab and upload any new amendment documents.



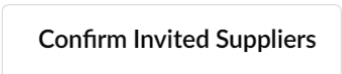
Title	Type	Att.	Contact	Last Modification (UTC-4)	Creation Date (UTC-4)	Validity End Date	Version
State Terms and Conditions	RFx Commercial Documents (Approved)		LANDSBERG Jordan		6/17/2016 5:51:57 PM		
Affirmation and Disclosure Form	RFx Commercial Documents (Approved)		LANDSBERG Jordan		6/23/2020 6:23:43 PM		
Independent Contractor Acknowledgement Form	RFx Commercial Documents (Approved)		LANDSBERG Jordan		6/23/2020 6:35:48 PM		

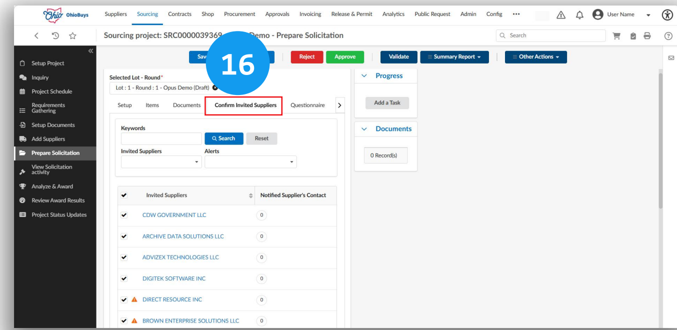
3 Record(s)



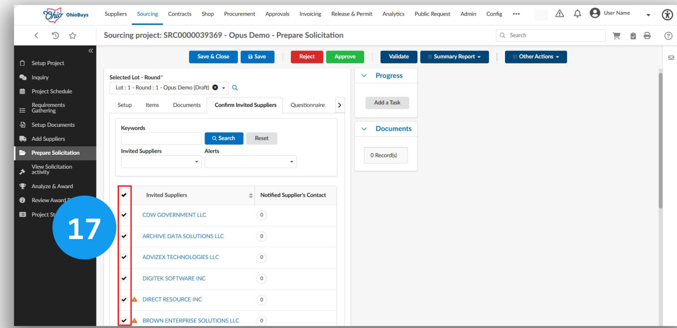
Confirm Invited Suppliers

16. Navigate to the **Confirmed Invited Suppliers** tab.



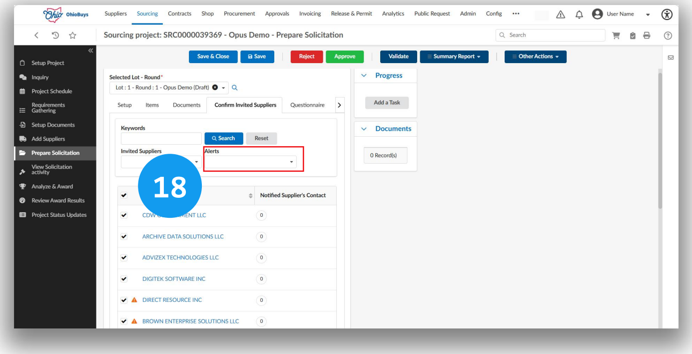


17. Select the Suppliers you wish to include in the new lot or round using the **checkboxes.**



Review Supplier Alerts

18. Use the **Alerts** filter to review Bidders and Suppliers whose accounts are experiencing issues.

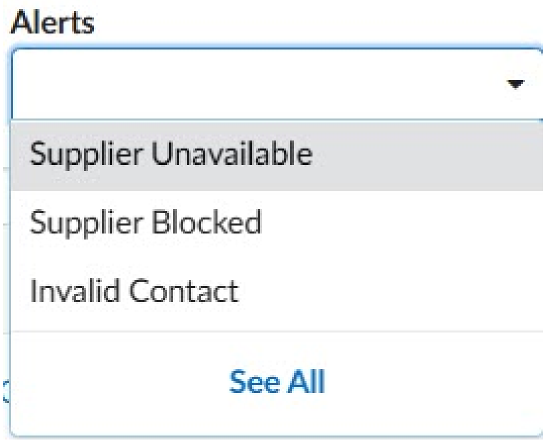


Alert Filters

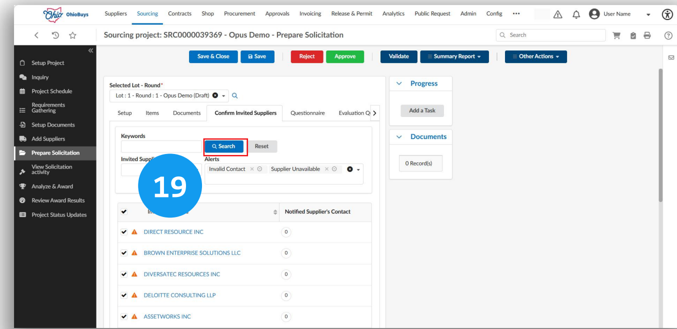
Supplier Unavailable: The Supplier is in a deleted or archived status and must be removed from the solicitation invitation.

Supplier Blocked: The Supplier record has a blocking alert that must be resolved before inviting to the solicitation invitation.

Invalid Contact: The Supplier's current main contact is not valid in OhioBuys, therefore the supplier will not receive the invitation. The contact is either in inactive status, is missing a login, or does not exist on the supplier record in OhioBuys. Select another contact for the Supplier, resolve the contact issue, or remove the Supplier from the solicitation and contact them outside of OhioBuys.

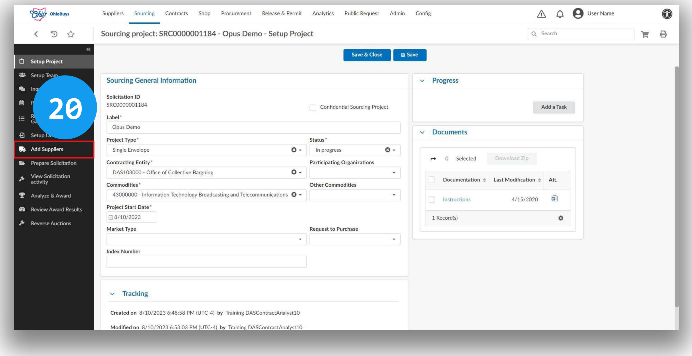


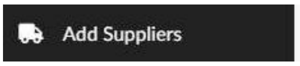
19. Select one or more Alerts from the dropdown and click **Search**. You can then bulk remove the checkboxes for Suppliers with the chosen Alert.



Adding Additional Bidders and/or Suppliers

20. To add additional suppliers, navigate to the **Add Suppliers** tab.





▲ **Note**

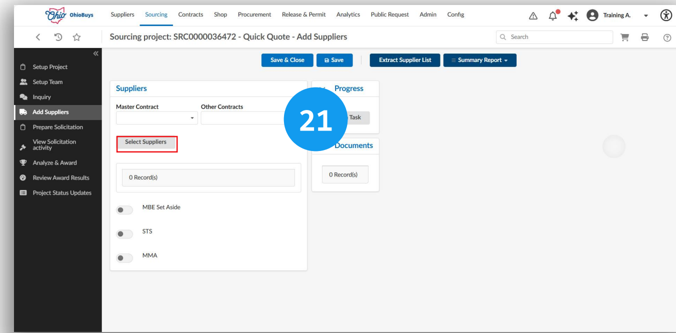
Any contact added to a sourcing project, whether a new supplier, a new contact for an existing supplier, or an internal team member, will automatically gain access to all ongoing discussions initiated before their addition. This ensures that all public discussions visible to internal teams and suppliers are accessible.

▲ **Note**

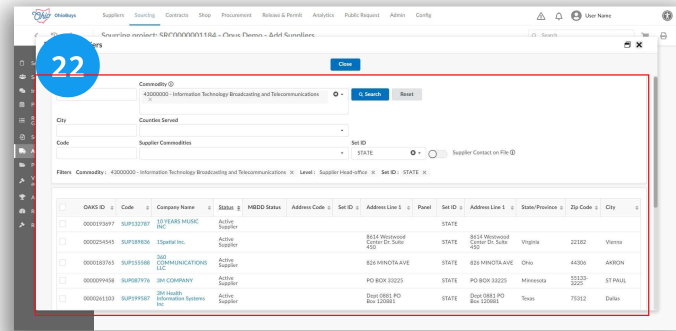
OhioBuys requires the selection of at least 1 Bidder or Supplier. If the user does not want to select any individual Bidders and/or Suppliers, search for the Supplier ID associated with the contracting entity (e.g., DAS01, DPS01, etc.) in the **Keywords** field and select this Supplier in the search results. In order to do this, the chosen Supplier record must have a contact associated with it. Doing so fulfills the need to invite at least 1 Supplier.

Select Suppliers

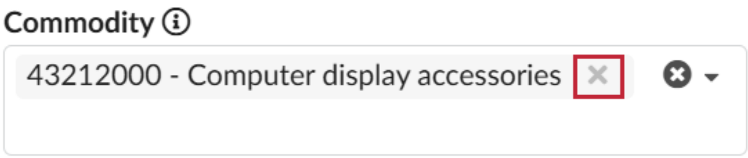
21. Click the **Select Suppliers** button.



22. The Browse Suppliers screen is displayed. Bidders and Suppliers who have relevant commodity code(s) that match the code for the solicitation will automatically be listed. Users can narrow a search for Bidders and/or Suppliers by using different filters such as **Keywords**, **Commodities,** etc.

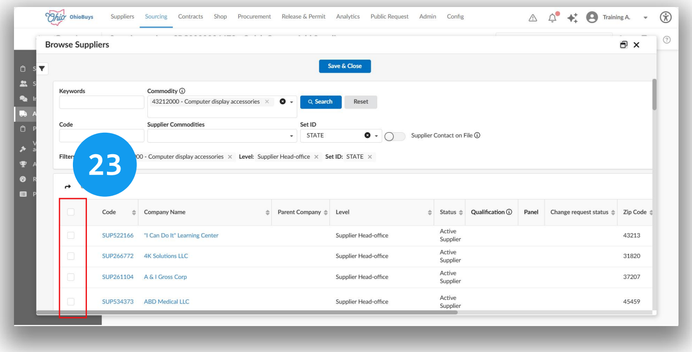


To see additional Bidders and/or Suppliers, click the X icon next to the commodity name and then click Search.

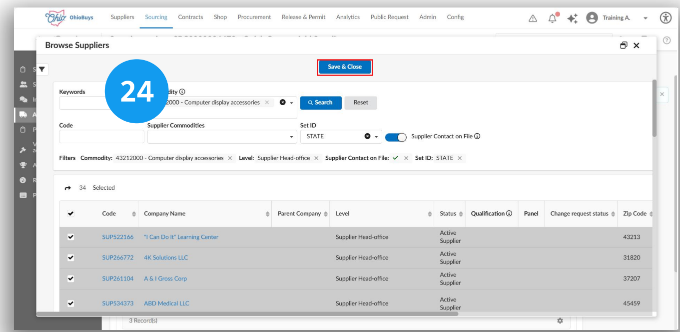


Add Suppliers

23. Use the checkboxes to add Bidders and Suppliers. Or use the top checkbox to select all listed Bidders and Suppliers.

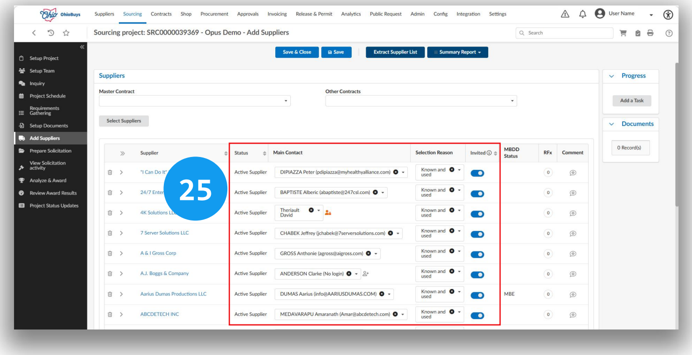


24. Once you have added all intended Bidders and Suppliers, click the **Save & Close** button.



Review the Main Contacts

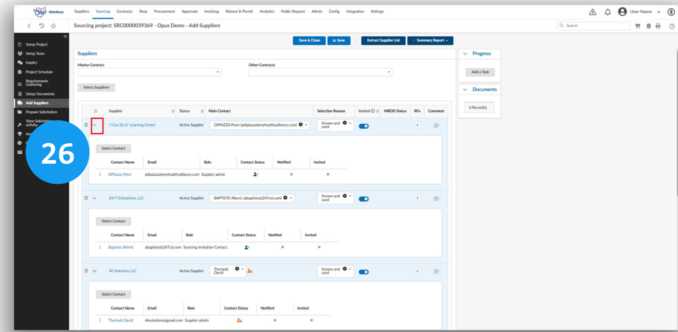
25. Review the **Main Contacts** for your selected Suppliers. This Supplier contact will receive the invitation to respond. Use the **Invited** toggle button to determine whether or not a Bidder or Supplier on the list should be invited to respond to the solicitation.



▲ Note

If the Supplier has designated a contact with the role of **Sourcing Invitation Contact**, this contact will be automatically added as the **Main Contact**. If no Sourcing Invitation Contact role exists, a contact with the role of **Supplier Admin** will be automatically selected instead.

26. You can expand the rows using the **Detail View Button** for each supplier, to confirm their **Roles** and **Contact Status.**



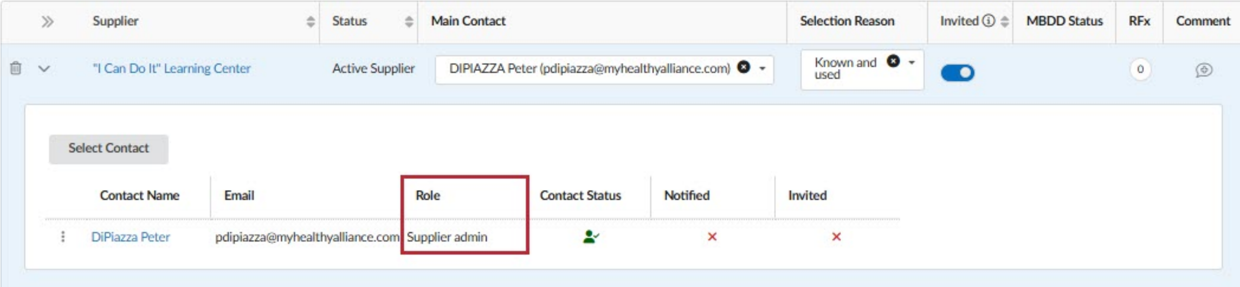
Detail view button

Contacts will have a **Contact Status** of:

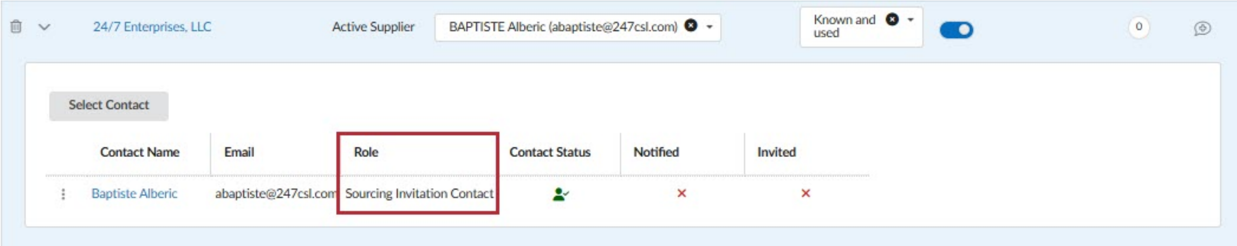
Valid: Indicated in Green with a checkmark

Disabled: Indicated in Orange with a lock. You can select another contact, uninvite the supplier, or update the contact.

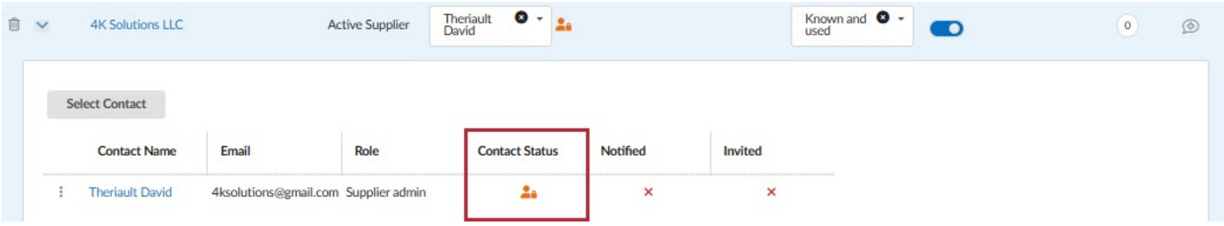
In this first example, the Supplier has no Sourcing Invitation Contact role, so the contact with the **Supplier Admin** role was added.



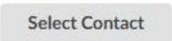
In this second example, the Supplier contact with the **Sourcing Invitation Contact** role was added.

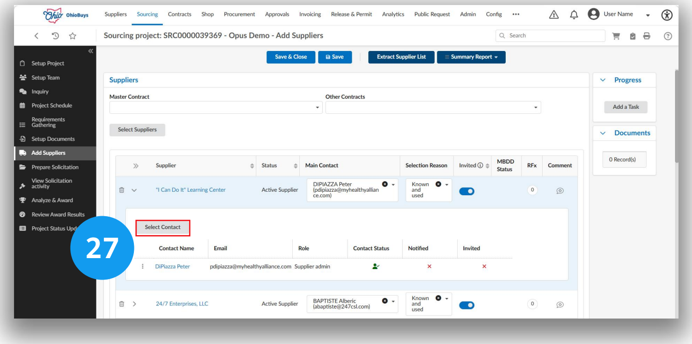


In this third example, the Supplier contact has a **Contact Status** of **Disabled**.

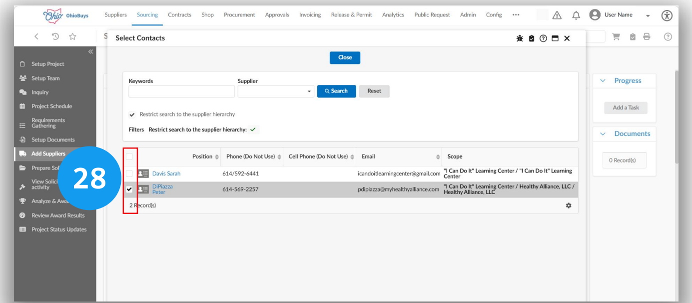


27. To add or change the Main Contact(s) of a Supplier, click the **Select Contact** button.

Select Contact button 

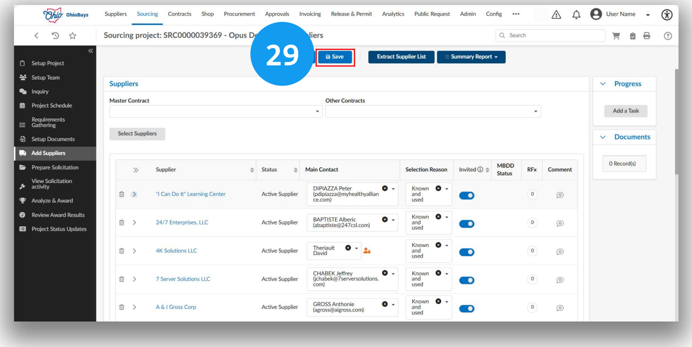


28. Use the **checkboxes** to add or remove contacts. Click the **Close** button when complete.



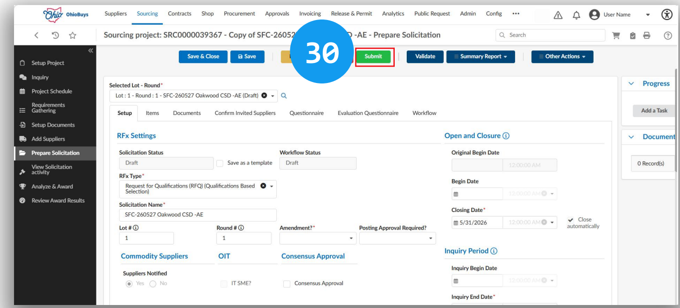
Save

29. Click **Save** to confirm the list of invited Bidders and Suppliers.



Submit

30. Continue to update the solicitation as necessary to capture the details of the new lot or round. When you are finished, click **Submit**.



⚠ Note

Issuing a new lot or round will retrigger the solicitation approval workflow.

⚠ Note

If a new round is issued, Suppliers will need to resubmit their responses. If a new lot is issued, Suppliers will need to provide the required clarifications. Please ensure that this is communicated clearly to your participating Suppliers as appropriate. For instructions on how to quickly resubmit a response, please direct Suppliers to the Viewing and Responding to Solicitations Learner Guide.

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

Answering Supplier Questions

Topics

- Answer Supplier Questions

Answering Supplier Questions (Inquiry)

Updated: 02/26/2026 08:00 PM

Version: 13.0

Purpose & Profiles

This job aid covers the process of answering Supplier questions.

Profiles: Contract Analyst, DOT Contract Analyst, Printing Contract Analyst, Real Estate Contract Analyst, Agency Contract Analyst, Procurement Manager, Agency Sourcing Associate

Used When

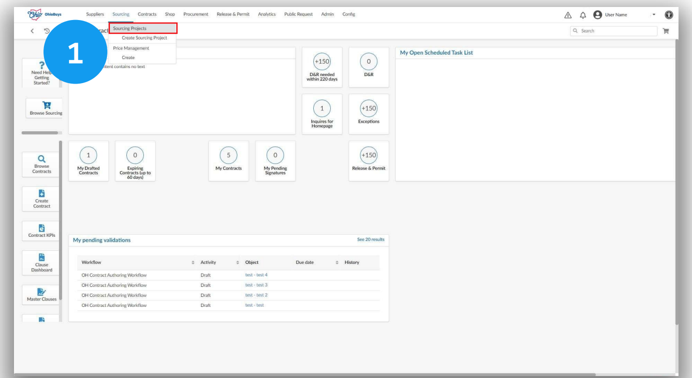
Reference this when needing to answer Supplier questions.

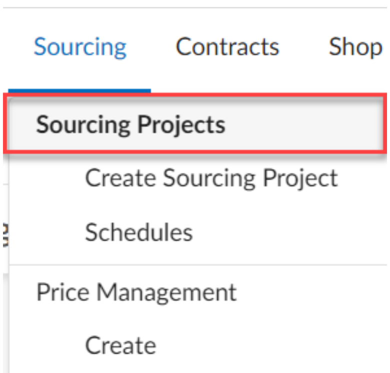
Note

When a Bidder or Supplier submits an inquiry, the user responsible for the solicitation will receive an email notification and can view the question. They then can "unlock" the question for edit by forwarding. They can forward to any teammate on the team.

Navigate to Sourcing Projects

1. Log in to OhioBuys. From the Main Menu Navigation bar, click **Sourcing** and then select **Sourcing Projects** from the drop-down menu.

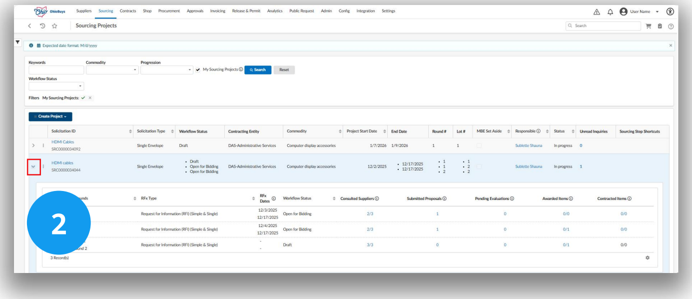




Open Solicitation

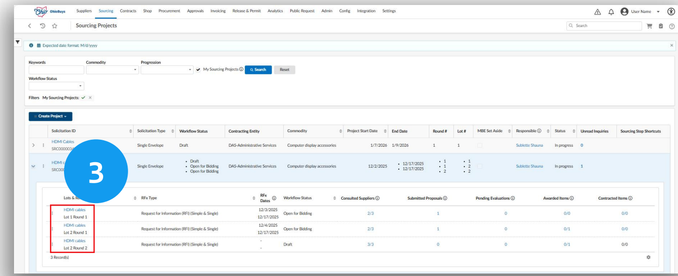
2. Locate the solicitation you wish to edit and expand its row using the Detail View button.

Detail View button



Open Solicitation

3. Select the main project **hyperlink** or the **hyperlink** for the lot/round you wish to edit.

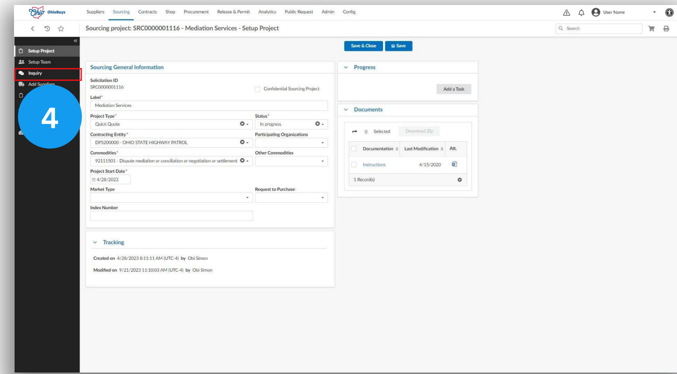


For more information on how to locate your sourcing project, please refer to the following document:

[Browsing and Opening Sourcing Projects](#)

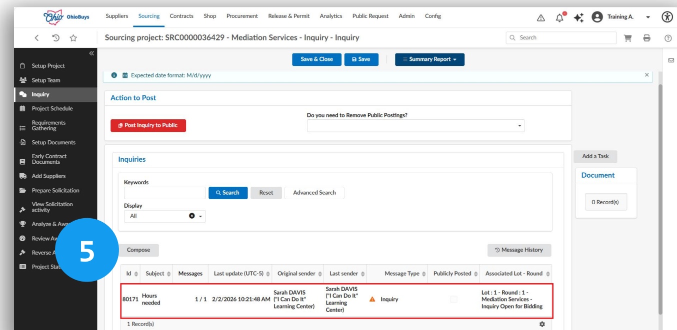
Navigate to the Inquiry Tab

4. Navigate to the **Inquiry** tab.



Review Submitted Inquiries

5. All Supplier-submitted inquiries are listed. Search for specific questions by using the **Keywords** search field. Click anywhere on a question line to open the question.



⚠ **Note**

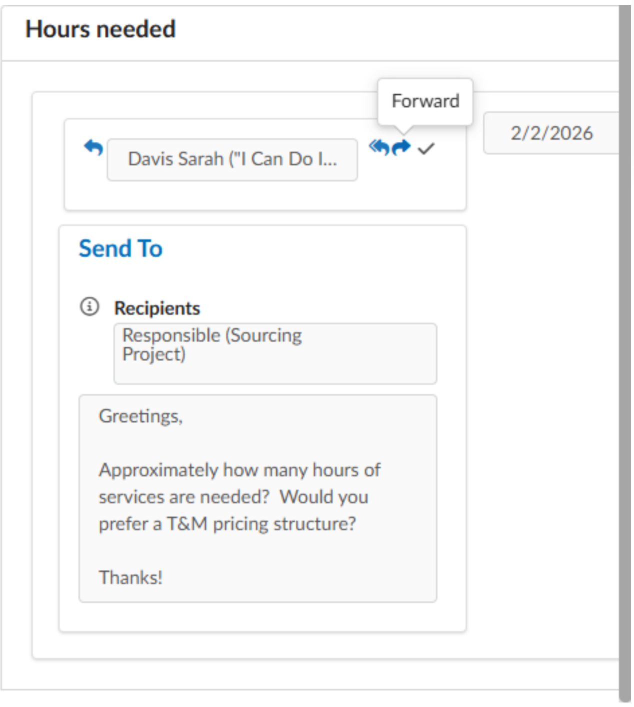
Any contact added to a sourcing project, whether a new supplier, a new contact for an existing supplier, or an internal team member, will automatically gain access to all ongoing discussions initiated before their addition. This ensures that all public discussions visible to internal teams and suppliers are accessible.

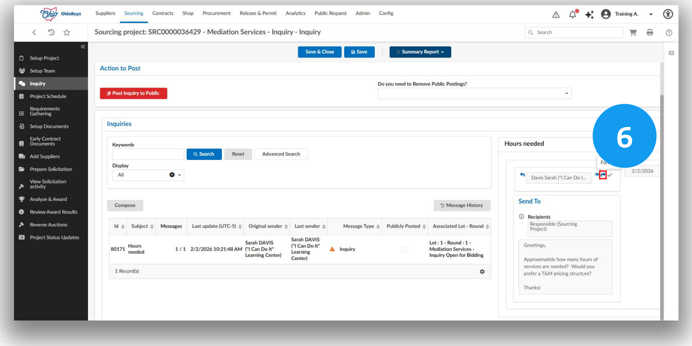
⚠ **Note**

An inquiry reminder notification will be sent out to the Sourcing Responsible if an inquiry has not been responded to after 2 days. Reminders **will not** be sent out if the sourcing project is in an 'under evaluation', 'cancelled', or 'closed' status.

Begin the Inquiry Response Process

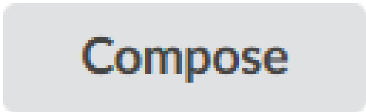
6. The question is displayed. To respond to the question, a user must first click the **Forward** icon.





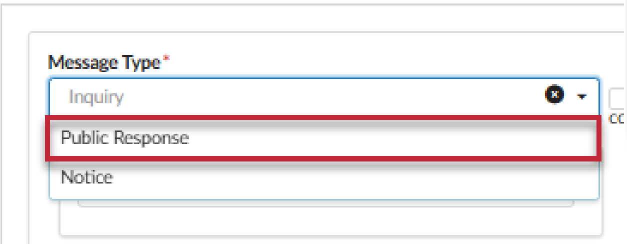
⚠ **Note**

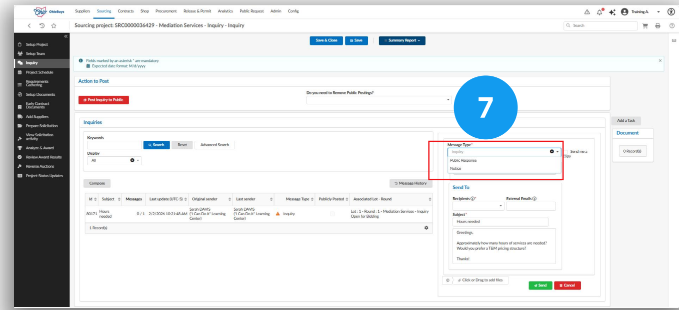
Users also have the ability to create their own inquiry and publicly post the answer for all potential Bidders and/or Suppliers to see. Users may use this functionality to proactively communicate or answer a question or may use this method to split an inquiry that has multiple questions into multiple subsequent public messages. The Sourcing Responsible user can then respond to each question individually. To create your own inquiry click **Compose** instead of responding to a question. Follow the remainder of the steps after this note while making sure to post the question you wish to answer before clicking Send. Respond to that message with the answer to the question you have created and/or split up.



Update Inquiry to a Public Response

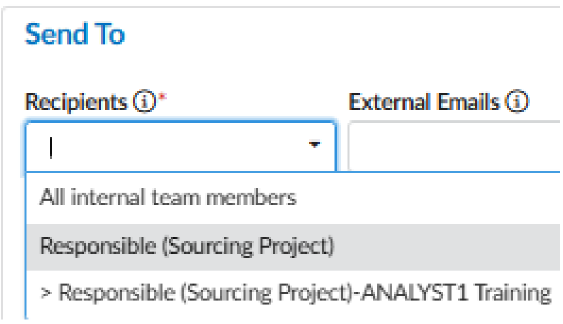
7. Select **Public Response** for the **Message Type**. This will post the Supplier's question publicly so that other Suppliers are able to see the State's response.

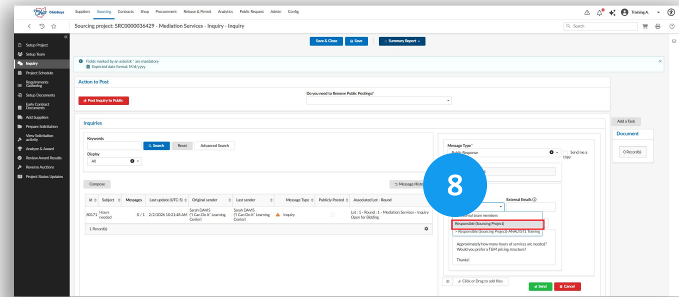




Sending an Inquiry to the Responsible User

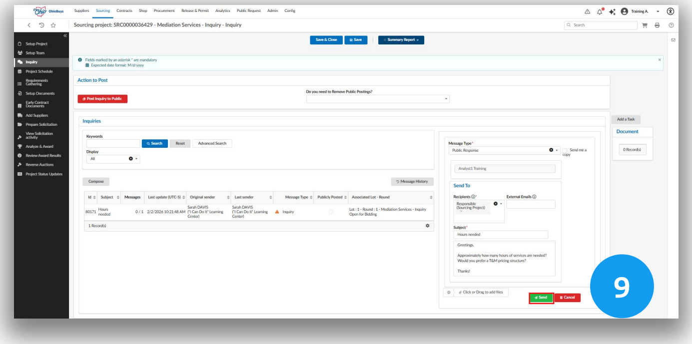
8. Select the **Responsible** user in the **Recipients** field.

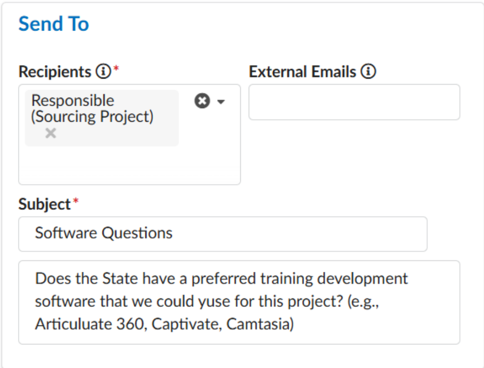




Update Supplier Inquiry

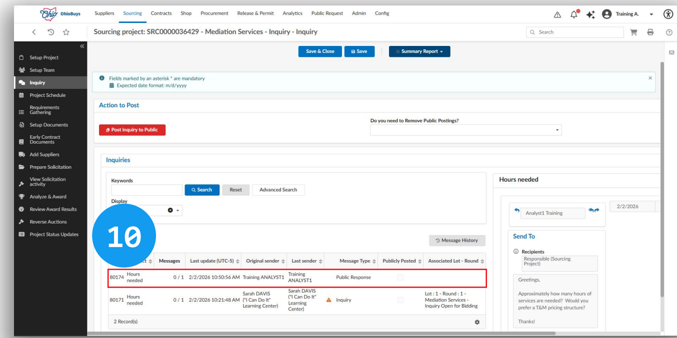
9. Update the Supplier's question as necessary to remove any sensitive or identifying information as well as correct any grammatical mistakes. Click **Send** when finished.





Select Forwarded Message

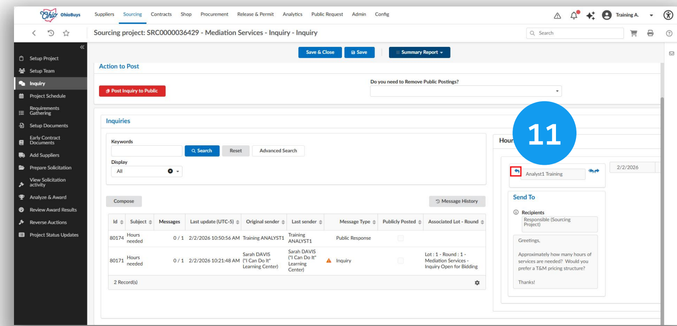
10. The response now appears in the inbox. The **Message Type** is Public Response. Click on this message.



Continue the Inquiry Response

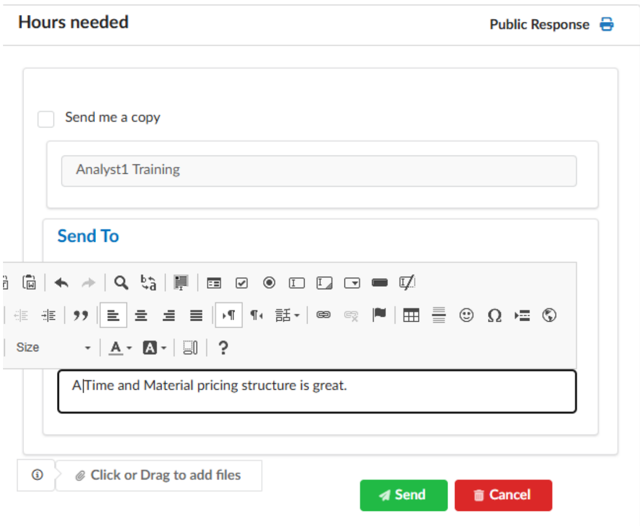
11. Navigate to the opened message and click the **Reply** icon.

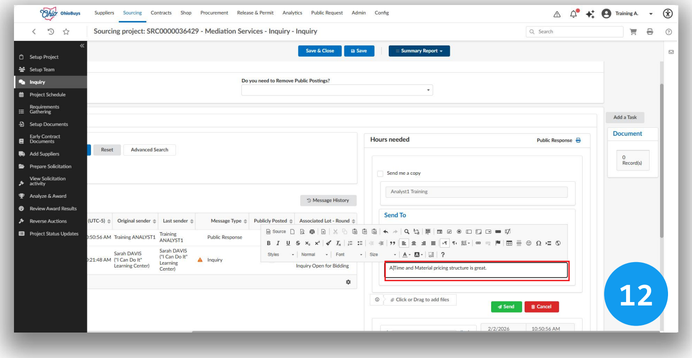
Reply Icon : 



Answer the Supplier Inquiry

12. Enter the answer/response to the Supplier question in the free text entry field.





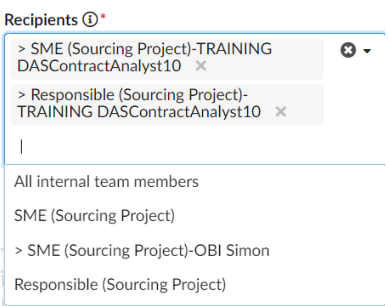
If you are responding to multiple questions as part of a single inquiry, make sure to answer each question.

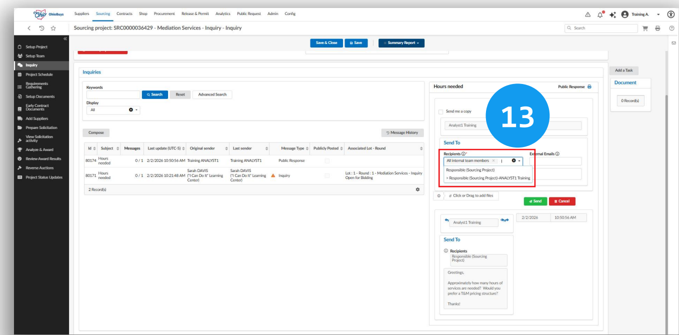
Note

If you are adding an attachment as part of a response to an inquiry, then embed the attachment in the free text entry field.

Select Recipients

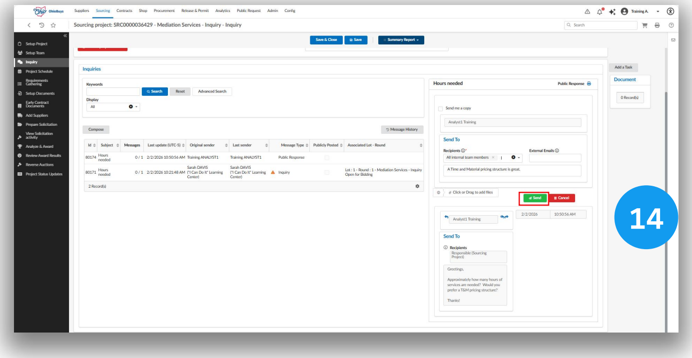
13. Select the **Recipients** of the response. You can choose internal contacts on the project team and Supplier contacts.





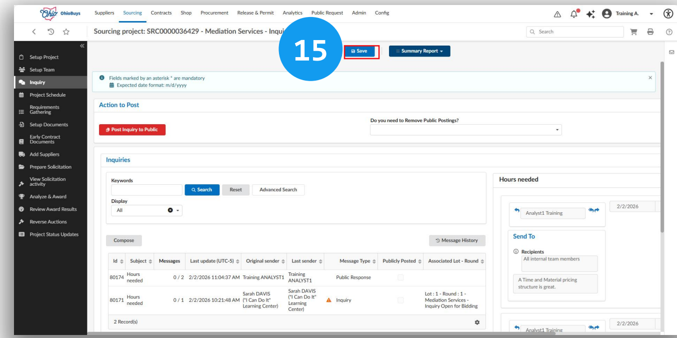
Distribute Inquiry Answers

14. Click **Send** to distribute your reply.



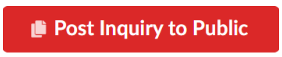
Save Inquiries

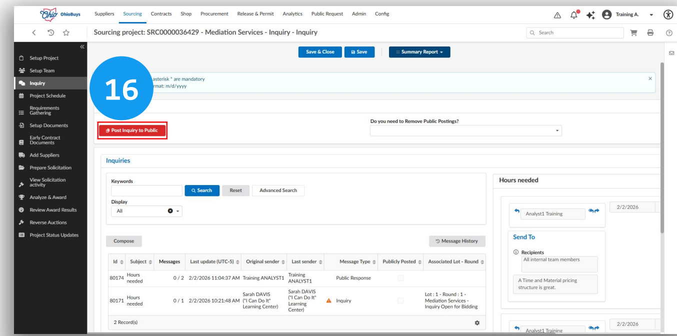
15. Click **Save.**



Post Inquiry Answers to the Public

16. Click **Post Inquiry to Public**. This will post publicly all of the questions and answers with the public response type.

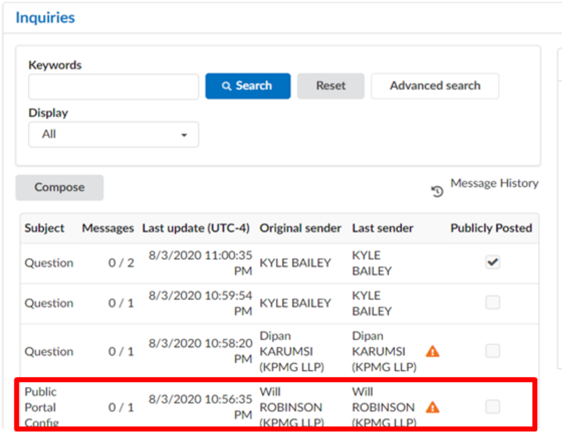




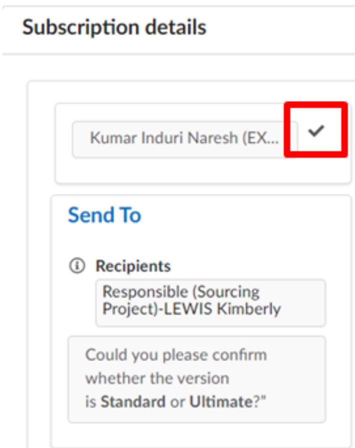
⚠ Note

Inquiry responses that have been posted to the public can be marked as replied.

1. In the **Inquiries** header, click the Inquiry line item.



2. In the **Subscription details** header, click the **Checkmark** (✔) icon to mark the inquiry as replied.



⚠ Note

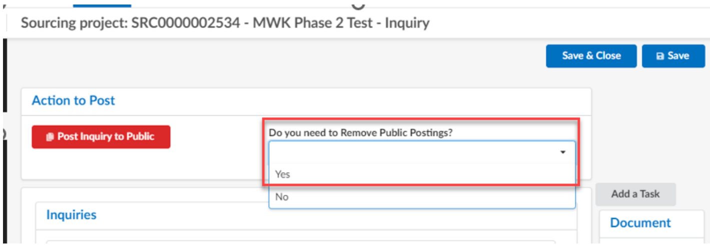
Any responses posted for a previous round of a solicitation will remain visible to the public in the event that subsequent rounds are created.

For solicitations that have not been publicly posted, the sourcing responsible can follow the above process to respond to any Supplier inquiries. The responses will display in the solicitation overview for all Suppliers that have been invited to the solicitation.

⚠ Note

Inquiry responses that have been posted to the public can be removed if required.

1. In the **Do you need to remove public postings** drop-down menu, select **Yes**.



2. A new **BPM Public Inquiries - Please Save After Populating** drop-down will appear. Select the post(s) that you want to remove from the drop-down menu.

3. Click **Save**.

4. Click **Remove Public Posting**.

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

Updating a Purchase Requisition with an Existing Quick Quote

Topics

- Updating a Purchase Requisition with a Quick Quote Award

OhioBuys

Updating a Purchase Requisition with an Existing Quick Quote

Updated: 10/13/2025 05:57 PM

Version: 6.0

Purpose & Profiles

This job aid covers the process of linking an existing quick quote to a new purchase requisition.

Profiles: Requisitioner, Quick Quote Procurement User

Used When

Reference this when there is a need to either create a new copy of the purchase requisition that references a previously conducted quick quote, or if a quick quote was created without an initial purchase requisition.

Note

Note that the process outlined in this section should generally be leveraged if a solicitation created from a purchase requisition has already been conducted, and there was a problem with that purchase requisition that requires the creation of a new one. In that scenario, users should duplicate the original purchase requisition prior to completing the steps below.

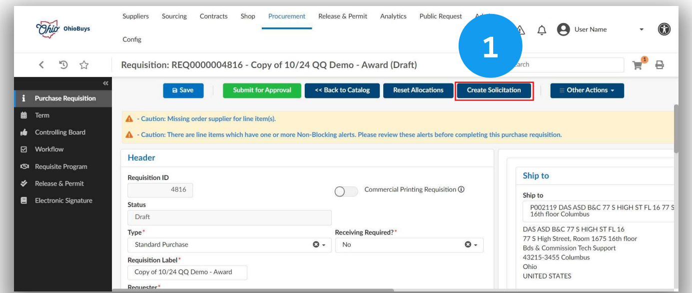
This process may also be used to connect a new purchase requisition to an existing quick quote. In this scenario, users will not be able to update item prices with the Update Prices button at the conclusion of the quick quote, and will need to manually update the prices on each item according to the winning proposal response.

For instructions on how to duplicate a purchase requisition, please refer to the following material in Opus.

Duplicate a Purchase

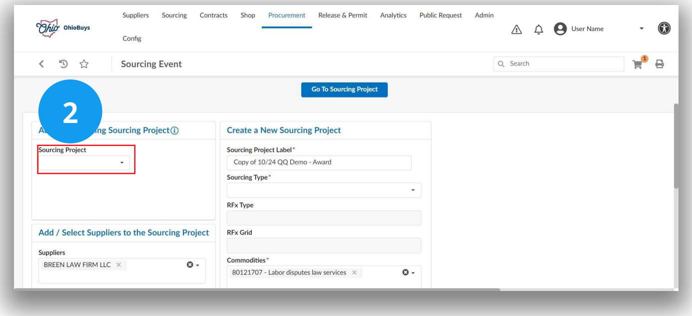
Create Solicitation

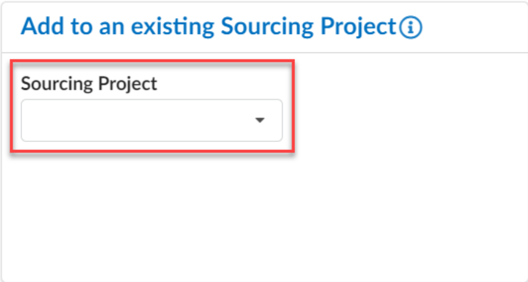
1. From the purchase requisition that you would like to connect to a quick quote, click **Create Solicitation**.



Add to an Existing Sourcing Project

2. Under the **Add to an existing Sourcing Project** header, click on the **Sourcing Project** field and search for the name or SRC number of the solicitation you would like to reference on the purchase requisition. When you find it, select it from the drop-down menu,



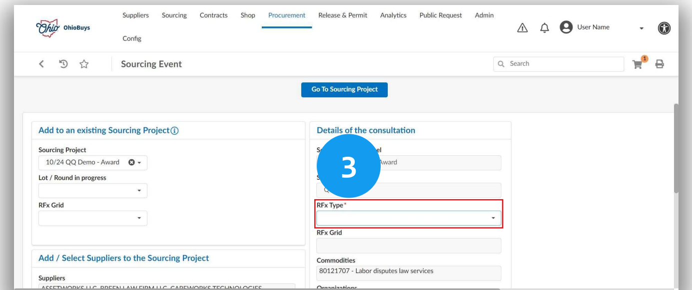


Note

After choosing the sourcing project, you will have the option to select a specific lot or round from the solicitation, and/or a specific item grid.

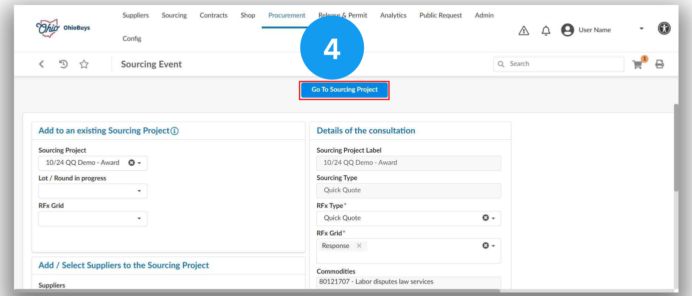
RFx Type

3. Update the **RFx Type** field by selecting **Quick Quote** from the drop-down menu.



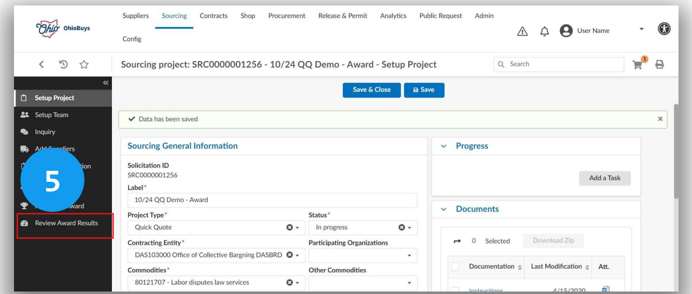
Go to Sourcing Project

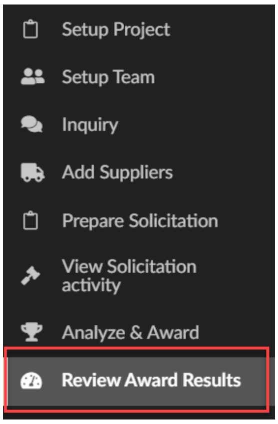
4. Click **Go to Sourcing Project**.



Review Award Results

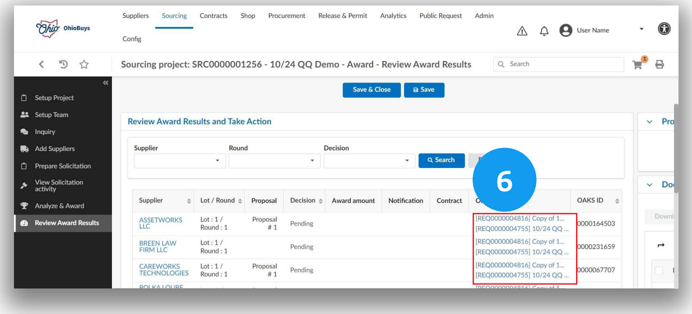
5. On the solicitation, navigate to the **Review Award Results** tab.





Origin P.R.

6. Select the **hyperlink** to the new purchase requisition in the **Origin P.R.** column.

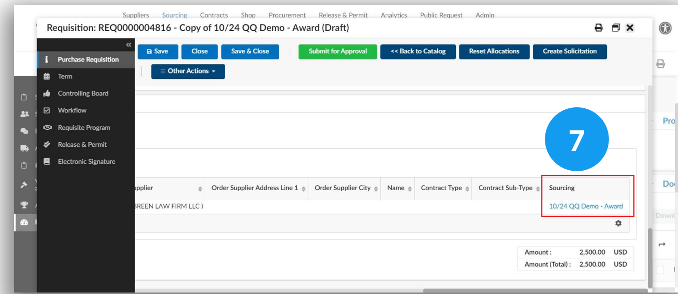


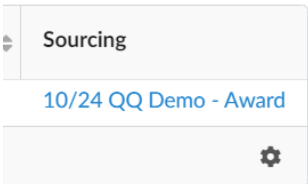
⚠ **Note**

If the solicitation has already been awarded, you should select it on the row that corresponds to the winning bid. Otherwise you can select it in any row.

View the Link

7. The linked solicitation will now appear in the **Sourcing** column of the line item(s) on the new purchase requisition.

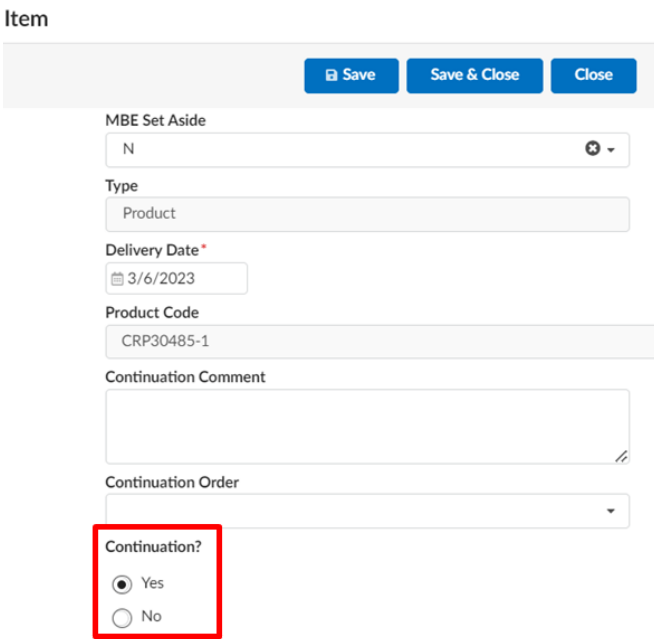




If you have questions or need additional assistance, please contact the OBM Financial Support Services to create a help desk ticket for OhioBuys: 1-877-644-6771 OR OBM.ContactCenter@obm.ohio.gov.

A Note on Continuation Purchases

Guidance for Flagging Continuation Purchases



If a purchase is a continuation of a previous purchase off of an STS contract, users must indicate this on the line item(s). Click **Yes** in the **Continuation?** Field on each line item that is part of a continuation purchase. This will allow you to enter any relevant comments in the Continuation Comments field.

If the previous purchase was made in OhioBuys, search for the PO number in the **Continuation Order** field and select it from the drop-down menu. Then click **Save**.

- Users should also attach any supporting documentation referencing the original solicitation and/or purchase in the **Attachments** section on the purchase requisition header.
- A continuation on a purchase originating from an STS contract where the initial solicitation and purchase were made outside of OhioBuys will not show up in the Continuation Order field. This will cause the new PR to show up on the STS exception report.
- Classifying a purchase as a continuation will not allow an agency to bypass the STS purchase requirement that requires the solicitation of multiple suppliers.

Additional Quick Quote Materials

Topics

- Purchasing from a Two-Phase Quote Contract
- Creating a Purchase Requisition when Awarding a Completed Quick Quote to a Supplier with a Punchout Catalog

OhioBuys Purchasing from a Two-Phase Quote Contract

Updated: 10/13/2025 06:49 PM Version: 6.0

Purpose & Profiles

This job aid covers the process for soliciting pre-qualified Suppliers as part of a purchase from a Single Agency Contract Quote, Multi-Agency Contract Quote, or Enterprise Contract Quote contract.

Profiles: Requester, Requisitioner, Quick Quote Procurement User

Used When

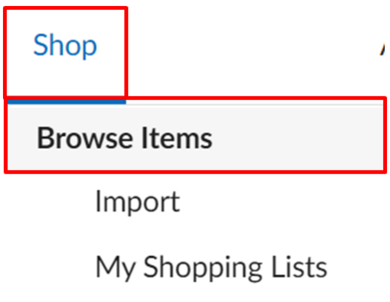
Reference this when an agency would like to purchase from a Single Agency Contract Quote, Multi-Agency Contract Quote, or Enterprise Contract Quote contract in OhioBuys.

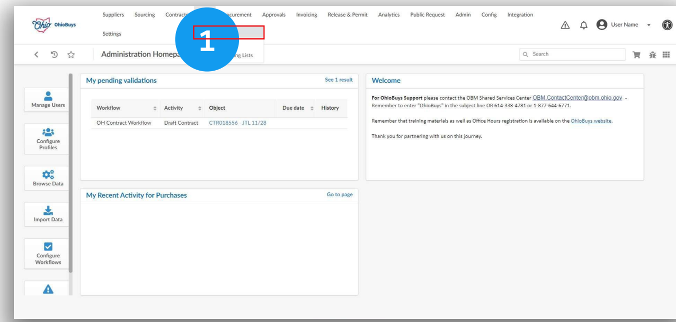
Note

A Two-Phased Quote Contract is a contract that was awarded to multiple (i.e., pre-qualified) suppliers offering the same goods/services in the same geographic region. These contracts will have a Contract Type of Competitive Selection – Two Phase and a Contract Sub-Type of Single Agency Contract Quote, Multi-Agency Contract Quote, or Enterprise Contract Quote. Each qualified Supplier will have their have own contract (e.g., CSP900922-1, CSP900922-2, CSP900922-3, etc.). These contracts will share an Index Number. When an agency has a need and would like to purchase from one of these contracts, they should only solicit the pre-qualified Suppliers on that contract. Only those Suppliers may submit a response to the solicitation and then a subsequent award can be made.

Shop: Browse Items

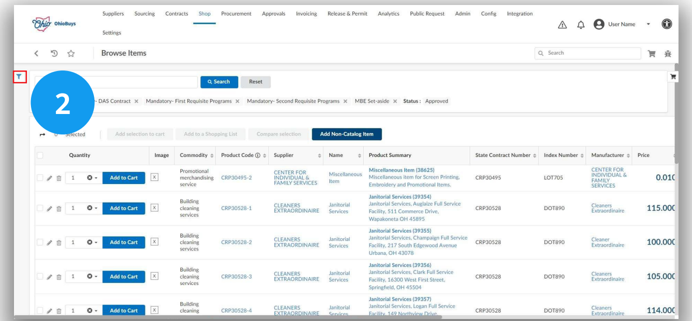
1. Log in to OhioBuys. From the Main Menu Navigation Bar, click **Shop** and then select **Browse Items** from the drop-down menu.



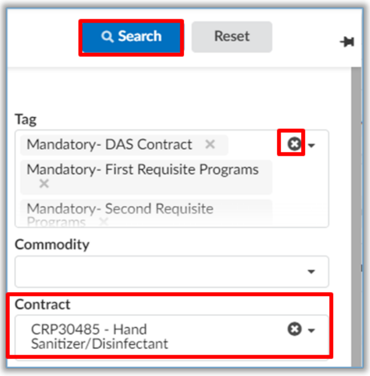


Advanced Search

2. The Browse Items page is displayed. Click the **Advanced Search** ( ) icon.

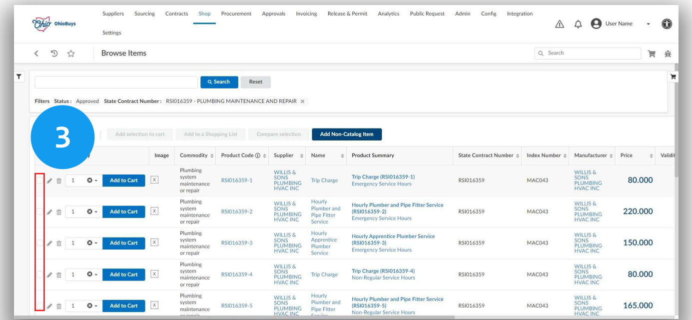


In the **Advanced Search** options, click the **X** icon to remove the item Tag filters. Then, enter and select the **Contract** for the Two-Phased Single Agency, Multi-Agency Contract Quote, or Enterprise Quote Contract you are trying to purchase from (e.g., RSI016359). To select the correct contract, you may need to click See All in the Contract field to search for and select the correct contract. Then, click **Search**.



Select the Items

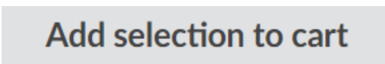
3. On the results page, choose your item(s) by selecting the checkbox(es) next to the item(s).

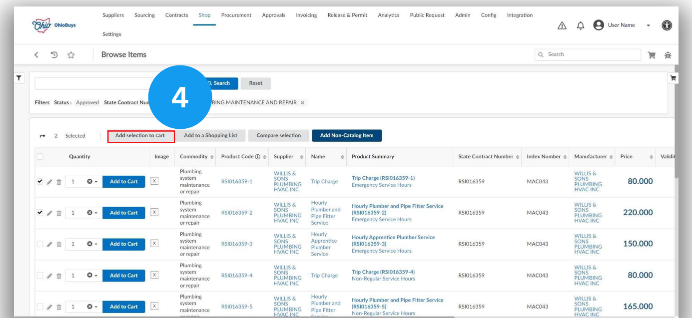


Once you have selected the checkbox(es), you can adjust the quantity by either manually inputting the quantity or clicking the + or - symbol next to the shopping cart.

Add Selection to Cart

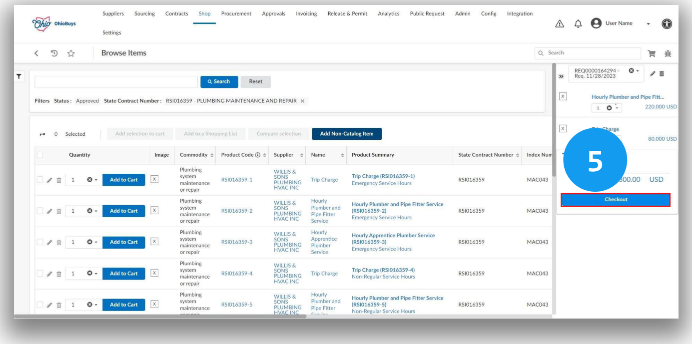
4. Once you have selected your item(s) and adjusted quantities, click **Add selection to cart**.





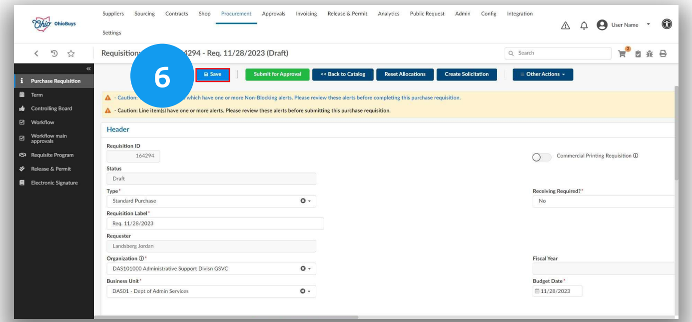
Checkout

5. The specified item(s) have been added to your shopping cart. To begin the checkout process, click **Checkout**.

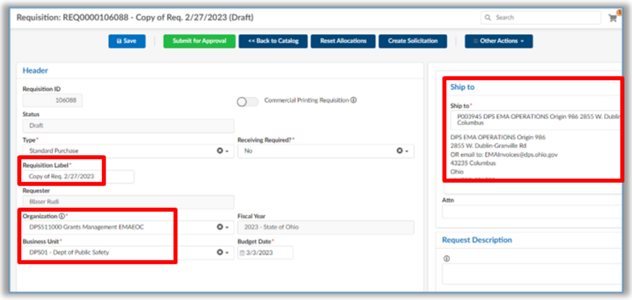


Save

6. The checkout page is displayed. After making any necessary updates, click **Save**.

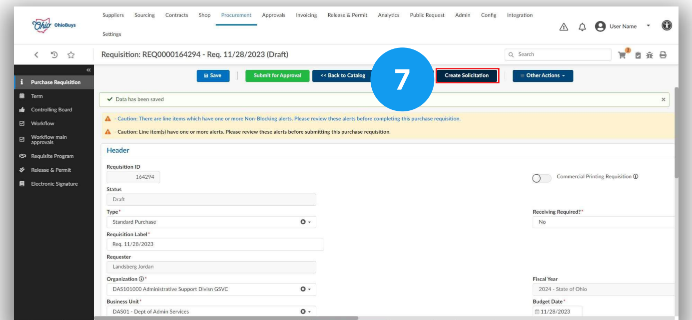


- Update the Requisition Label using your agency's agreed upon naming convention. If your agency does not have a naming convention, use a brief description of the items and your initials (e.g. John Doe buys office supplies so the label is "Office Supplies JD").
- Select your Organization and Business Unit, which is the department or division of your agency that this requisition is for. This field may be pre-populated depending on your access.
- Select the requisition's Ship To and Bill To addresses.

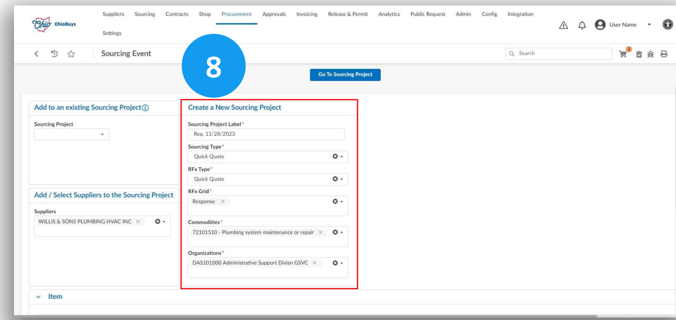


Create Solicitation

7. Click **Create Solicitation**.

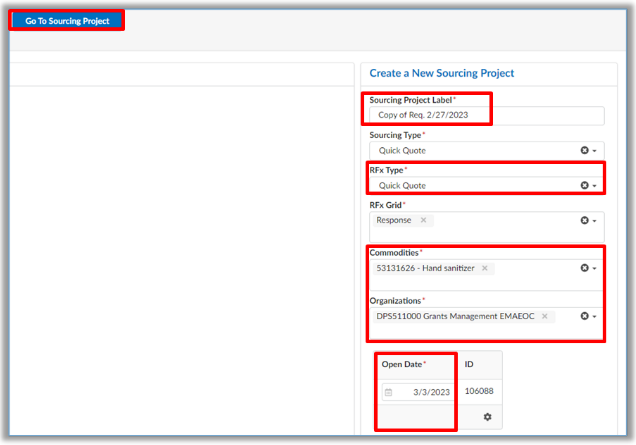


Edit Sourcing Project



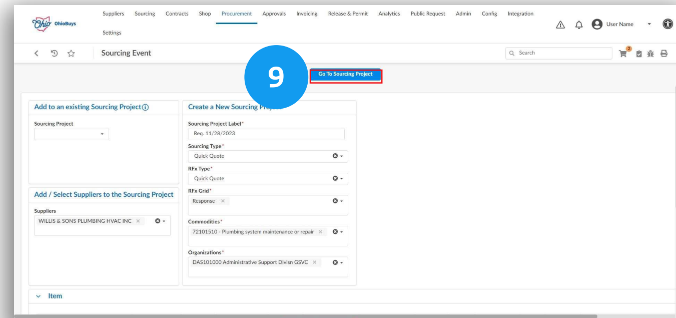
8. The associated line item information from the purchase requisition will be automatically carried over into the item grid of a new quick quote solicitation (Supplier, Item Description, UOM, Price Quantity). You can edit these details prior to releasing the quick quote solicitation for this page.

- Enter the **Sourcing Project Label**, which should be a short description of what the quick quote solicitation is for. Note that this will also be the title that Bidders/Suppliers see.
- Set the **RFx Type** to **Quick Quote**.
- Confirm and make any necessary updates to the **Commodities** and/or **Organizations** fields. These fields are pre-populated based on your purchase requisition.
- Enter today's date as the **Open Date**.



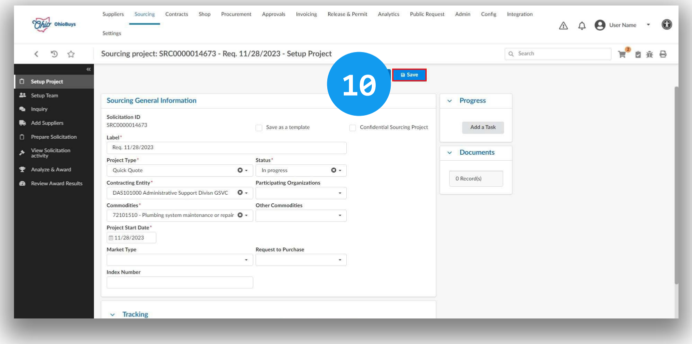
Go To Sourcing Project

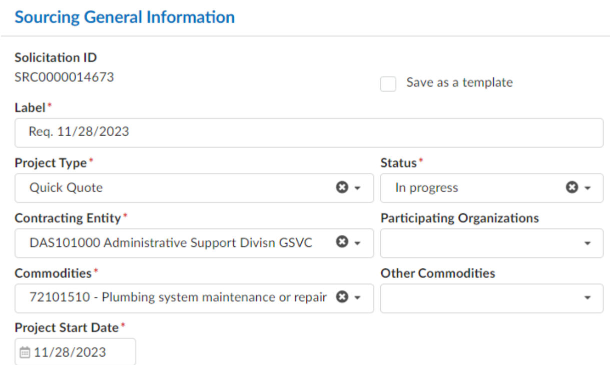
9. Click **Go To Sourcing Project**.



Save

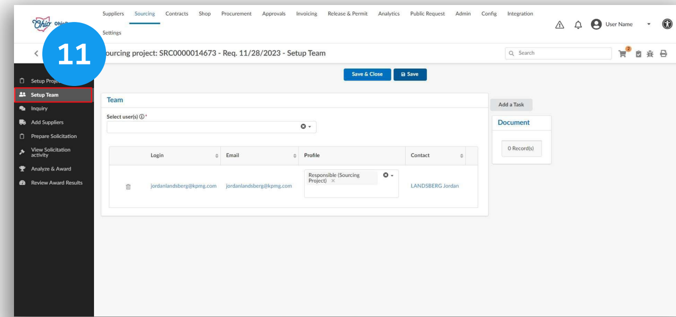
10. The quick quote solicitation has been created. From the Setup Project tab, confirm the displayed information and make updates as needed. Then, click **Save**.





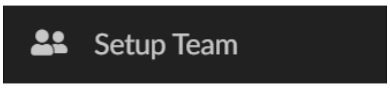
Save

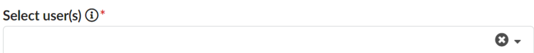
11. Navigate to the **Setup Team** tab.



On the **Setup Team** tab, you re able to add team members to your quick quote. This is particularly helpful if you would like someone to be able to take action on your quick quote while you are out of office. You should also add all of the relevant approvers for your associated purchase requisition as team members on the Setup Team tab so they have access to review your quick quote award details.

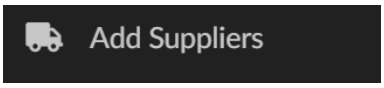
- Search for your team members using the Select User field. Assign them a profile of **Contributor (Sourcing Project)**.
- Note that only the user listed as **Responsible** for the project is able to release and reward the quick quote.

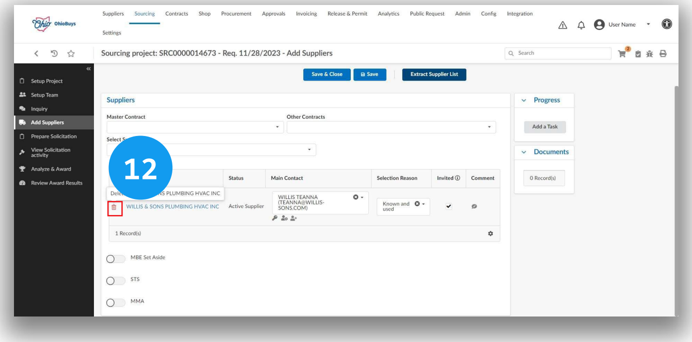




Trash Can

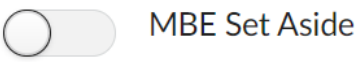
12. Navigate to the **Add Suppliers** tab and click the **Trash Can** ( ) icon to remove the placeholder Supplier (e.g., DNR01, DAS01, etc.).





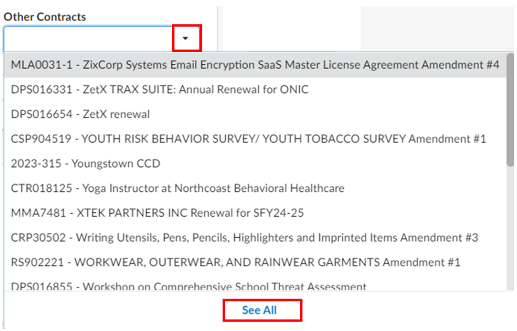
Note

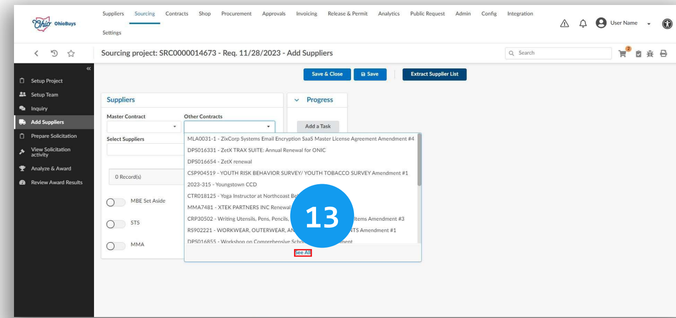
To only invite bidders and/or suppliers with valid MBE status, slide the **MBE Set Aside** indicator on this tab. The system will then add the selected contract(s) with MBE suppliers.



See All

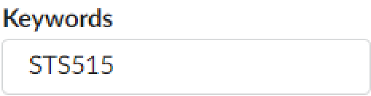
13. Click the **Selector** ( ) icon on the Other Contracts field and then click **See All**.

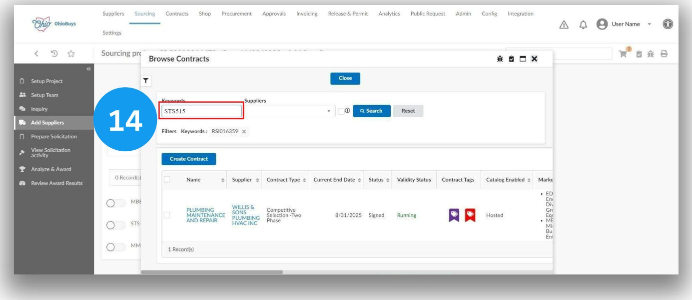




Enter Index or Contract Number in Keyword field

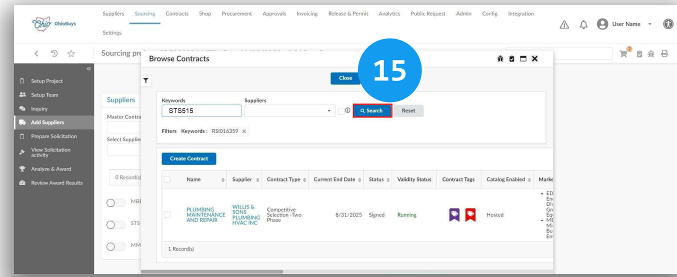
14. Enter the Index Number in the **Keyword** field (e.g., STS515). All applicable Suppliers' contracts are returned.





Search

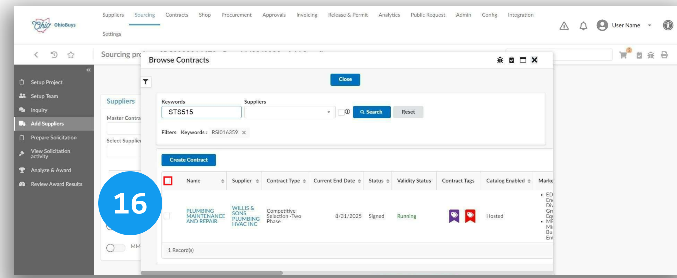
15. Click **Search**.



Checkbox Icon

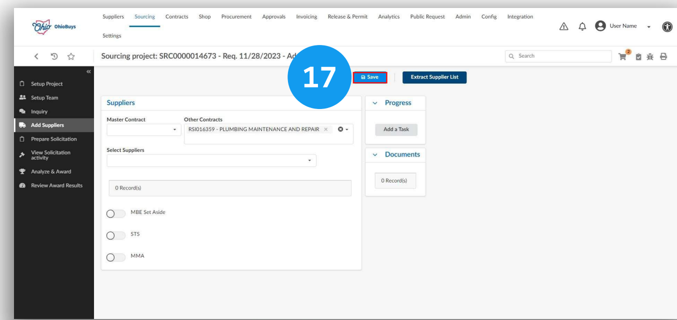
16. Click the **Checkbox** ( ) icon next to the **Name** header to select all of the displayed Suppliers.

If there are multiple pages of search results, navigate to each page and click the **Checkbox** ( ) icon next to the Name header on each page to ensure all Suppliers are selected.



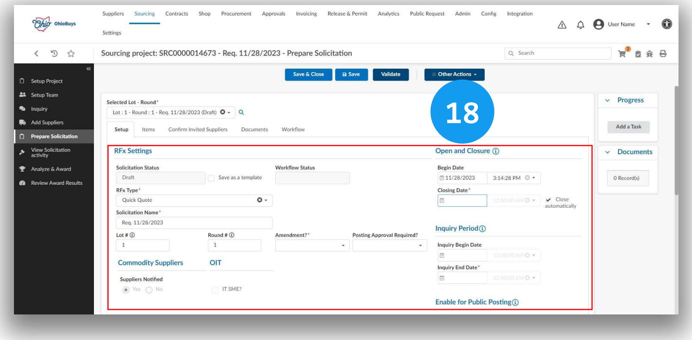
Save

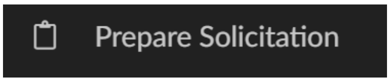
17. Click **Save**.

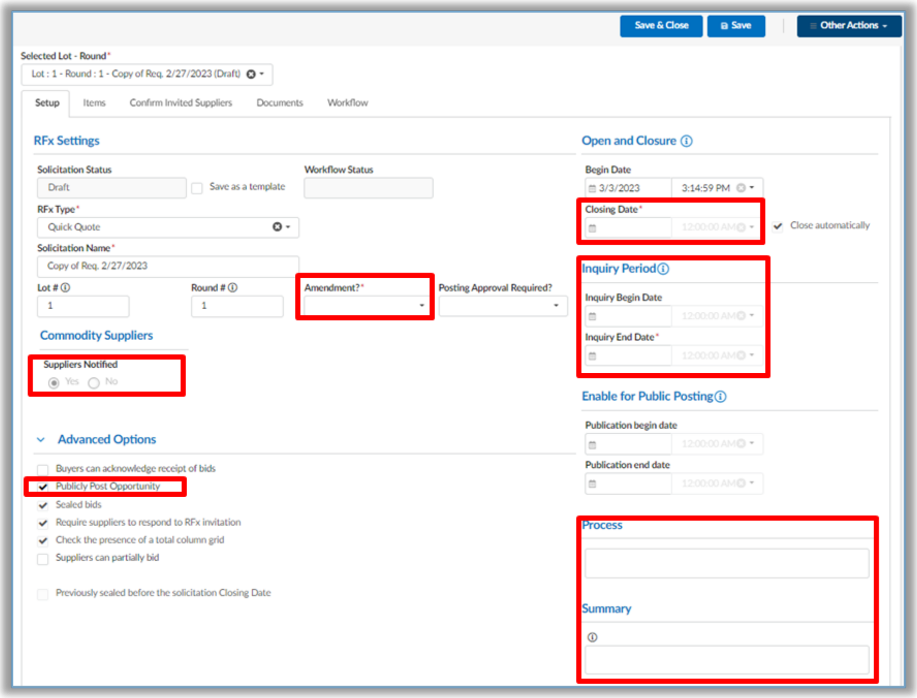


Prepare Solicitation

18. Navigate to the **Prepare Solicitation** tab.



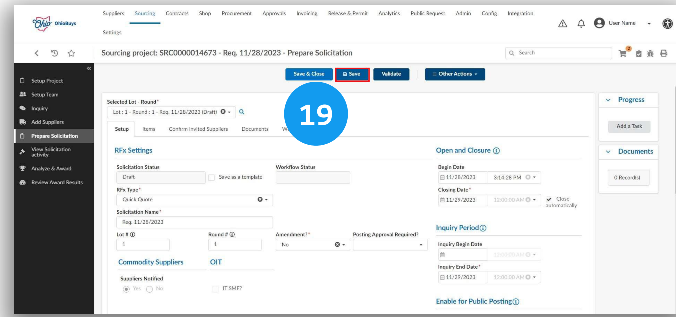




- Enter a **Closing Date** and time, which is the date and time responses are due from Bidders and/or Suppliers.
- Set the **Amendment** field to **No**.
- Indicate the **Inquiry Begin Date** and time, and **Inquiry End Date** and time, which is the period during which Suppliers can submit questions about the solicitation.
    - If the Inquiry Begin Date is not populated by the user, it will automatically match the solicitation posting date once the solicitation is open for bidding. However, users must always manually input the Inquiry End Date.
- It is highly recommended to update the **Process** and **Summary** fields. These fields provide additional details regarding the basis for award (Process) and the purpose of the solicitation (Summary) and are visible to the public.
    - The Process field should be used to explain things like what the award will be based on (e.g., lowest responsive and responsible, best value, etc.) or other procedures that apply to the solicitation. If your solicitation requires a site visit before a bid can be submitted, detail the site visit process in this field.
    - The Summary field will automatically populate with the information contained in the Request Description field of the purchase requisition and can be edited as needed. It needs to include a clear description of the need, when the goods/services will be needed, the Ship To address, and the method of payment as appropriate.
- Under **Advanced Options**, uncheck the **Publicly Post Opportunity** checkbox and set the Commodity **Suppliers Notified** selector to **No**.

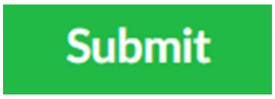
Save

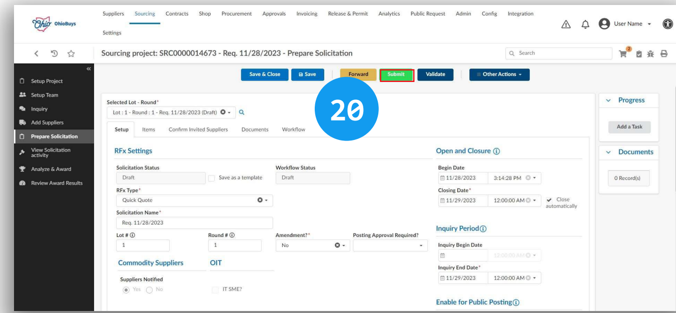
19. Fill out the mandatory fields and then click **Save**.



Submit

20. After saving your solicitation, click **Submit**. Note that this will **NOT** send your quick quote to Suppliers.





Proceed to release the quick quote solicitation by following the steps in Release a Quick Quote Solicitation. After the Bid Closing Date for the quick quote solicitation has passed, please refer to Analyze and Award a Quick Quote Solicitation for details on how to analyze and award the quick quote solicitation. Once an award has been made, follow the steps on updating the original purchase requisition with the award details and be sure to select the awarded Supplier's contract on the Contract field of the line item details page for each awarded line item.

After completing the steps outlined in this document, please reference the following materials for additional instructions:

Release a Quick Quote Solicitation

Analyze and Award a Quick Quote Solicitation

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

OhioBuys

Creating a Purchase Requisition when Awarding a Completed Quick Quote to a Supplier with a Punchout Catalog

Updated: 08/07/2025 02:49 PM

Version: 6.0

Purpose & Profiles

This job aid covers the process of creating and updating a purchase requisition with the results of a completed quick quote when the Supplier receiving the award provides these items in a different punchout catalog.

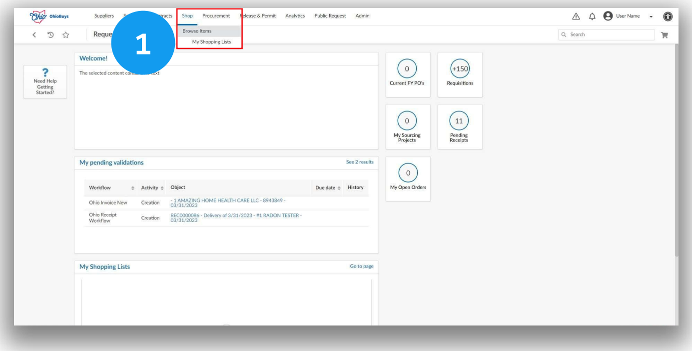
<u>Profiles</u>: Requisitioners, Quick Quote Procurement Users

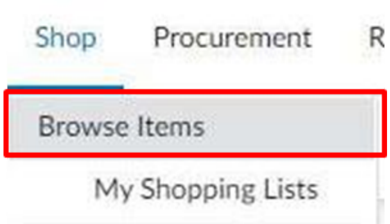
Used When

Reference this when you have completed a quick quote using items from a Supplier's hosted or punchout catalog in the original purchase requisition and need to award a Supplier who provides those same items in a different punchout catalog. (e.g., certain STS033 contracts.)

Shop: Browse Items

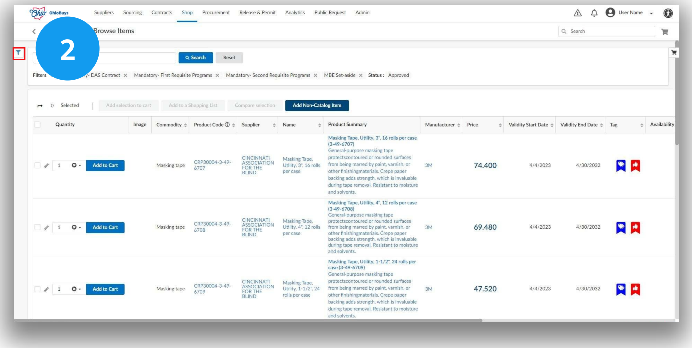
1. Log in to OhioBuys. From the Main Menu Navigation bar, hover over **Shop** and then select **Browse Items** from the drop-down menu.





More Filters

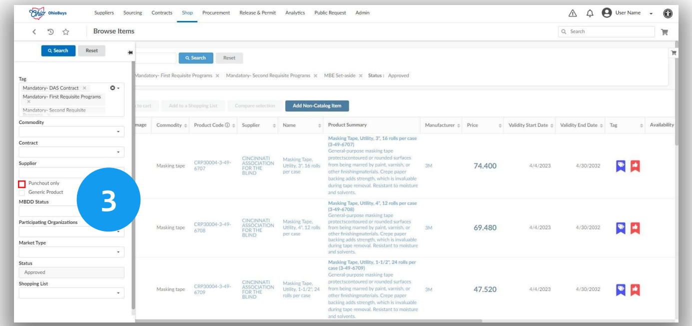
2. To limit the displayed items to only include punchout catalogs, click the **More Filters** icon.



More Filters icon

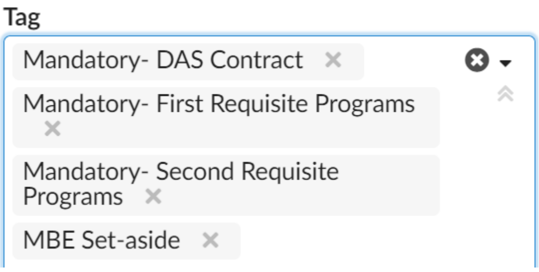
Punchout Only Checkbox

3. Select the **Checkbox** icon to filter for **Punchout only**.



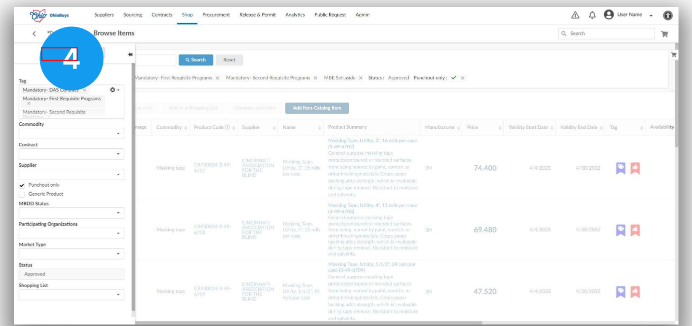
Checkbox icon

To filter and search for a punchout catalog from a specific supplier or contract, clear the item filters in the Tag drop-down list and enter the supplier or contract name in the field you would like to search.



Search

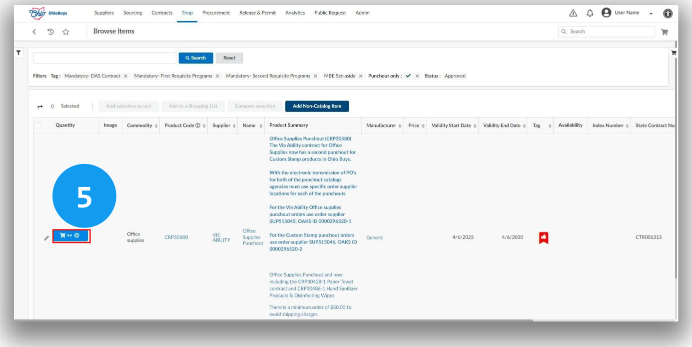
4. Click **Search**.



Shop Online

5. Once you have located the Supplier whose punchout catalog you would like to access, click the **Shop Online** icon.

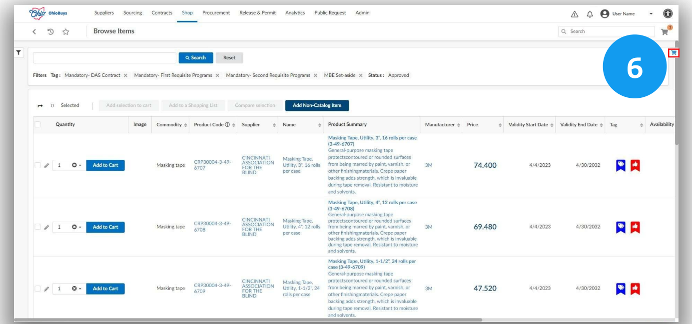
Shop Online icon



Users can order items from the punchout catalog and will be returned to OhioBuys with the items from the Supplier's punchout catalog already added to your shopping cart. Supplier punchout catalogs are unique and what users see in each catalog will depend on which is selected.

Checkout

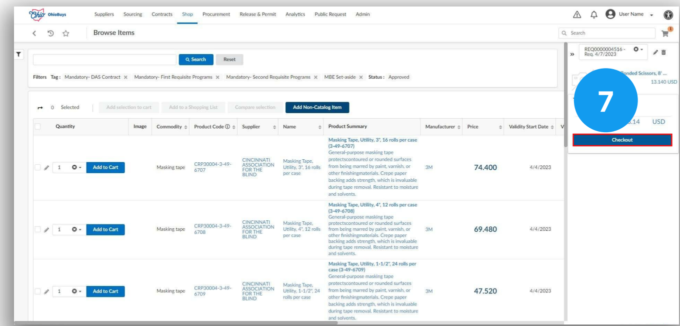
6. After completing the cart on the Supplier's punchout catalog website, users will be brought back into OhioBuys to complete the checkout process. Click the **Shopping Cart** icon located over the scroll bar.



Checkout

7. Click **Checkout**.

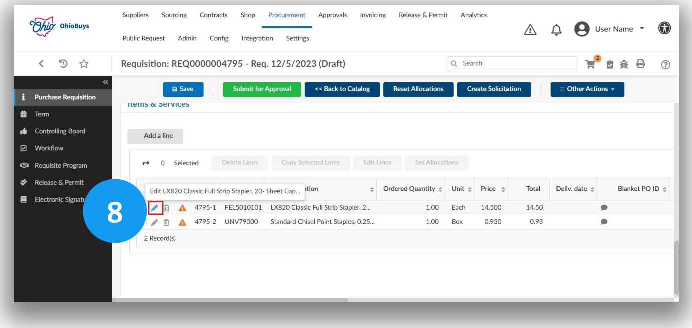
Checkout



Open the Line Item

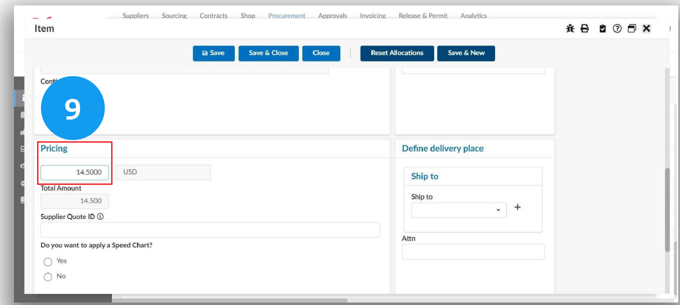
8. Navigate to the line item(s) you intend to award and click the Pencil icon.

Pencil Icon:



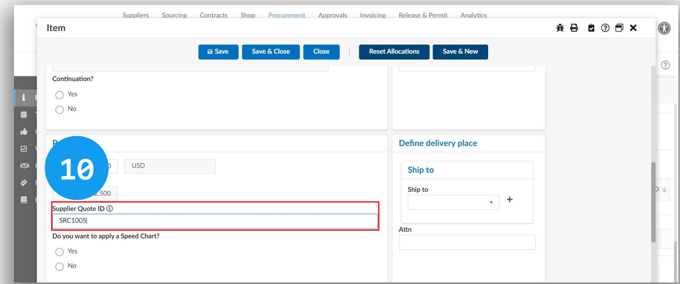
Update the Item Price

9. Enter the price quoted by the awarded Supplier in the **Pricing** section.



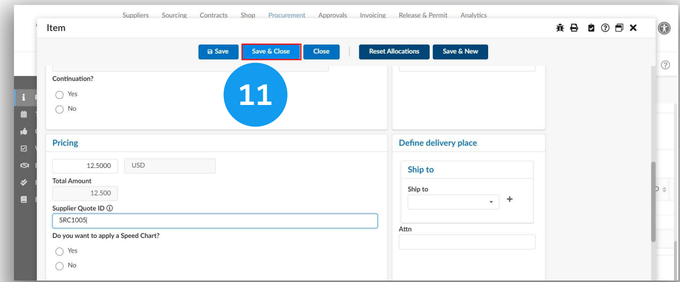
Enter the Quote ID

10. Select the **Supplier Quote ID** field and enter the sourcing project number.



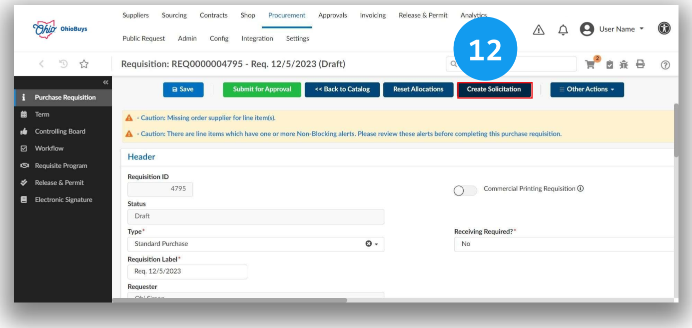
Update the Remaining Line Items

11. Click **Save & Close** and continue to update the pricing for the remainder of the line items.



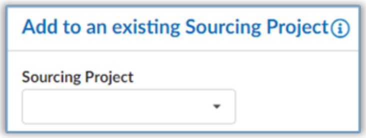
Create a Quick Quote

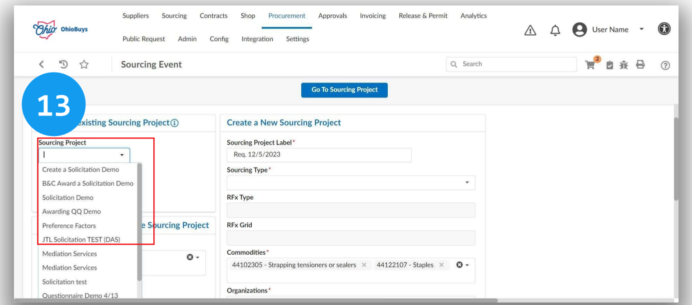
12. Click **Create Solicitation**.



Link to the Existing Quick Quote

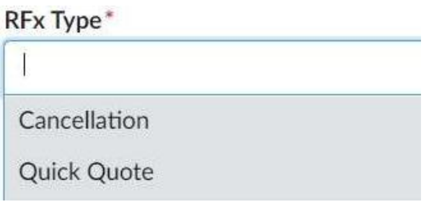
13. In the **Add to an existing Sourcing Project**, select the name or SRC number of the solicitation you would like to reference on the purchase requisition from the drop-down menu.

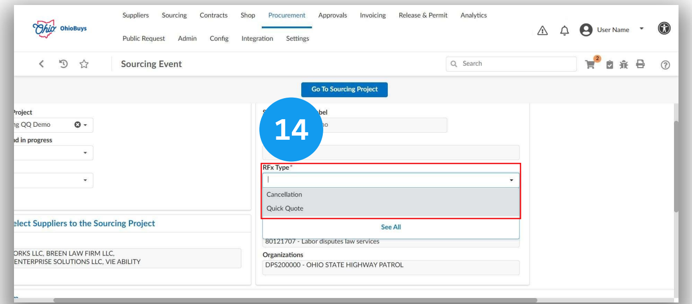




Select the RFx Type

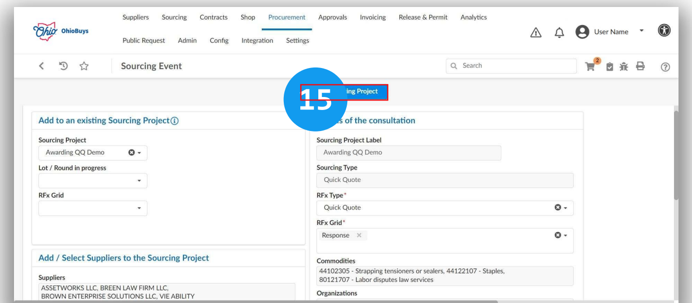
14. Enter the **RFx Type** field and select **Quick Quote**.





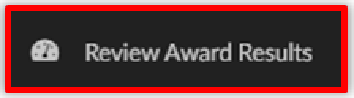
Create a Quick Quote

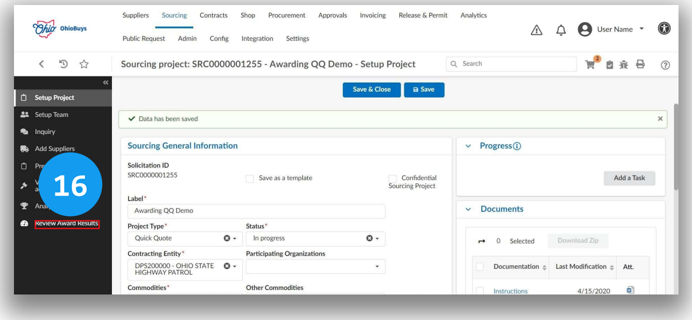
15. Click **Go To Sourcing Project**.



Award a Quick Quote

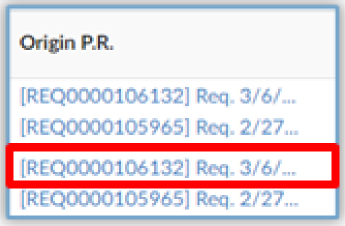
16. Navigate to the **Review Award Results** tab.

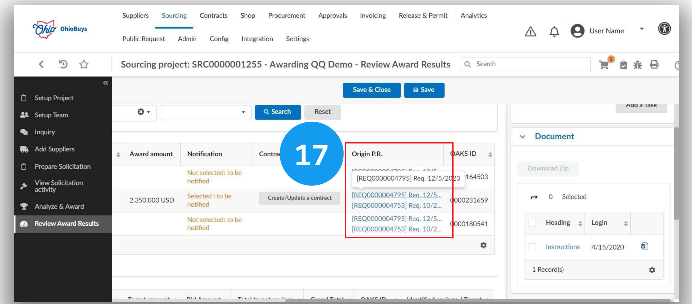




Link a PR to a QQ

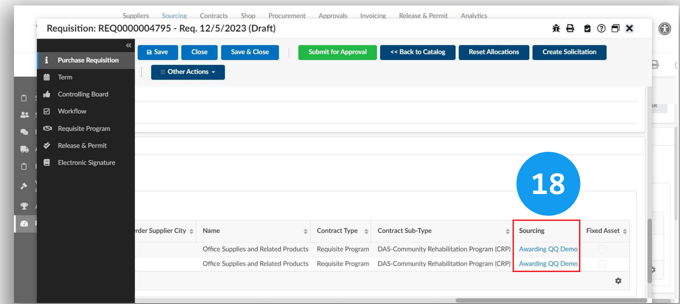
17. Click the **Origin PR** hyperlink for the purchase requisition to be linked to the solicitation.





Complete the Purchase Requisition

18. The line items for the purchase requisition will be linked to the quick quote from which the pricing was determined. Populate any remaining information on the purchase requisition.



Note

Once the new purchase requisition has been successfully lined to the sourcing project, the original purchase requisition that was created can be canceled.

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