

QUICK STEPS – Becoming a Supplier in OAKS (New Consultant in Ohio)

If you are new to the State:

1. Create an OHID <https://ohiobuys.ohio.gov/> - click **OhioBuys Log In**
2. Click **Create Account**
3. **Enter your email** address and confirm it by **entering again**
4. A one-time code is sent to your email address – **enter that code**
5. Click **verify**, click **next**
6. Insert **your name and date of birth**, click **next**
7. Enter a **username** click **next**; Enter a **password**, click **next**
8. Choose account recovery options, if you wish
9. Click **Next** and **I Agree**
10. Answer the Verification question (not a robot)
11. Click **Create Account**.
12. Click **Continue**, enter your log in and password and click **Log In**

You will receive confirmation email.

A Bidder Registration Request form is displayed.

1. Enter your Tax ID or SSN
2. **Legal name** as shown on your income tax return
3. **Address** information
4. **Select Commodity Codes** that your organization can provide.
5. Enter **Security Control code**
6. Click **Register**

Need Assistance:

Contact OBM Shared Services Center 614-338-4781 or 1-877-644-6771

OR

OBM.ContactCenter@obm.ohio.gov | Remember to put "**New Supplier**" in the subject line.