

For Viewing & Responding to Solicitations in Ohio Buys:

1. Click on the provided link in the RFP Invitation email to navigate to the page.
2. Click **Participate in RFX** link to respond or submit a question.
3. To have others from your company view the solicitation, **Select Contract** drop-down menu or **Create a New Contact**.
4. Click **Save & Close**.
5. Setup Tab: Enter the name of the Label: "**Proposal #1**".
6. Upload your **Proposal and Cost Summary**.
7. Click **Save**.
8. Click **Validate & Submit Proposal**.
9. Click **Submit My Proposal**.

Need Assistance?

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

OR

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