

## Adding an Auction Contact

An Auction Contact is tied to an existing supplier for the purpose of being able to bid on contracts offered through the eBid system and the Strategic Sourcing process. Auction Contacts (eBid) are designated by the supplier in [Section 5](#) of the [Supplier Information Form](#). This process assigns an eSupplier User ID which is used by the business's auction contact person for making bids.

12. Select "SYBADM1" from the [Access Profile Symbolic ID](#) dropdown.
13. Click the [Look Up Currency Code](#) icon and select "USD."
14. Select "Current Rate" from the [Rate Type](#) dropdown.
15. Click the [Look Up Role Name](#) icon and select "EVENT SUPPLIER."
16. Click the [Add a new row](#) icon in the **User Roles** section.
17. Click the [Look Up Role Name](#) icon and select "OH\_SIGNON\_FINUSER."
18. Click the [Add a new row](#) icon in the **User Roles** section.
19. Click the [Look Up Role Name](#) icon and select "OH\_ES\_VENDOR\_USER."

 The OH\_ES\_VENDOR\_USER role will give users access to the eSupplier Portal.

20. Click the [Look Up SetID](#) icon and select "STATE."
21. Enter the [Supplier ID](#) of the supplier the contact is being added to.
22. Click [Save](#).

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