

Adding an Auction Contact

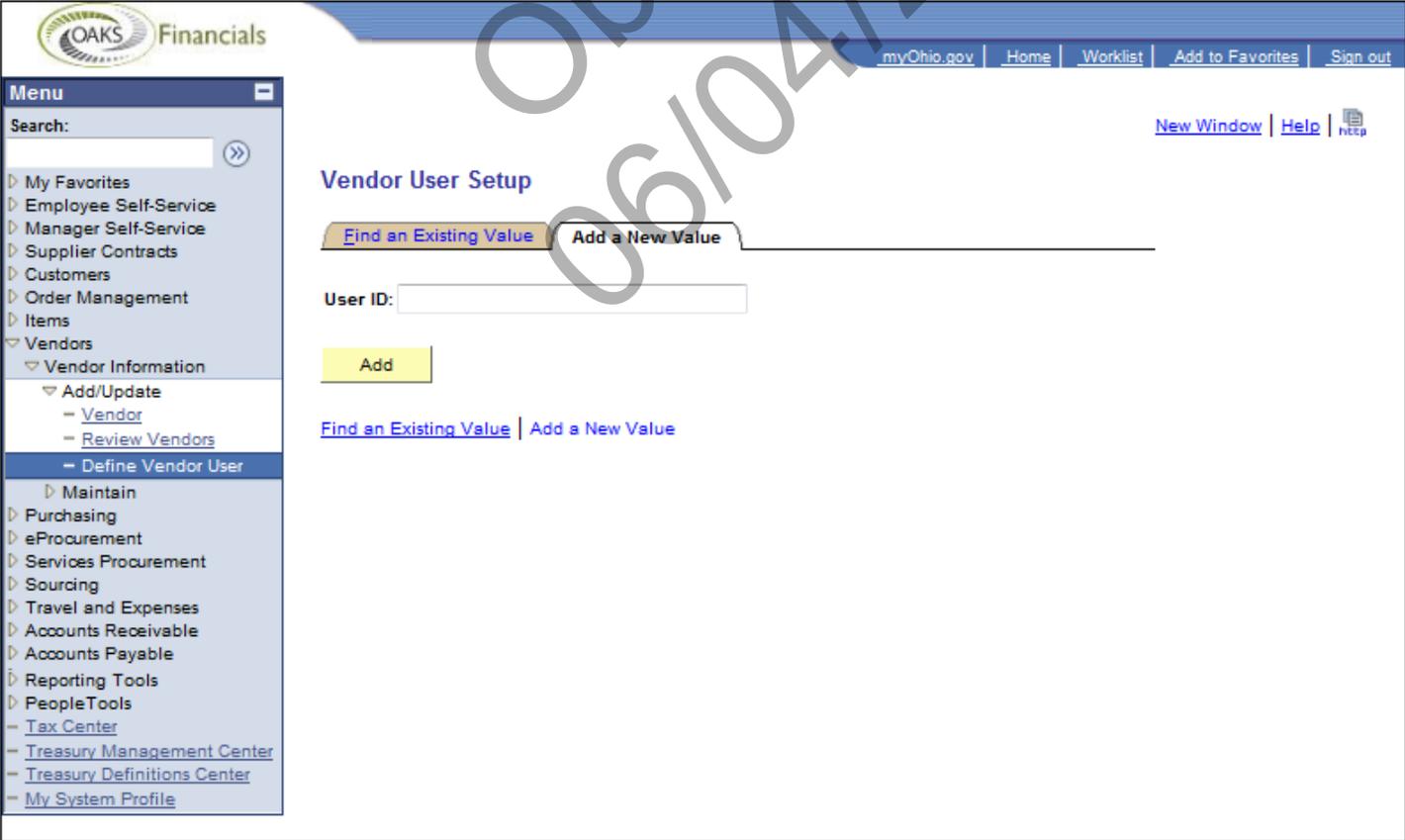
An Auction Contact is tied to an existing vendor for the purpose of being able to bid on contracts offered through the eBid system and the Strategic Sourcing process. Auction Contacts (eBid) are designated by the vendor in [Section 5](#) of the [Vendor Information Form](#). This process assigns an eBid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

SECTION 5 – CONTACT PERSON TO RECEIVE E-MAIL NOTICE OF BID EVENTS - A USER ID & PASSWORD WILL BE SENT TO THE E-MAIL ADDRESS BELOW – (BUSINESSES ONLY)	
NAME:	
E-MAIL:	
TO ADD AN ADDITIONAL OR TO REPLACE THE CURRENT STRATEGIC SOURCING (SS) CONTACT	
<input type="checkbox"/> ADDITIONAL STRATEGIC SOURCING CONTACT	<input type="checkbox"/> REPLACE SS CONTACT (WILL BE MARKED INACTIVE)
NAME:	
E-MAIL:	
SECTION 6 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY)	

 Auction contacts **are** added/updated for Sole Proprietors, but not Individuals.

Adding the Contact in Define Vendor User

 Vendors > Vendor Information > Add/Update > Define Vendor User



myOhio.gov | Home | Worklist | Add to Favorites | Sign out

New Window | Help | help

Vendor User Setup

[Find an Existing Value](#) | [Add a New Value](#)

User ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Click the [Find an Existing Value](#) tab.

Vendor User Setup

Find an Existing Value | Add a New Value

User ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter first initial and last name (e.g., NWilliams) of the contact in the **User ID** search field.

Vendor User Setup

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: User ID begins with

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. Click **Search**.

Vendor User Setup

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: User ID begins with NWilliams01

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

✔ If any **Search Results** match the name of the contact, click on the applicable **User ID** to view the details.

Search | [Advanced Search](#)

Search Results

View All | First | 1-2 of 2 | Last

User ID	Description
NWILLIAMS01	NICOLE WILLIAMS
NWILLIAMS02	NATHAN WILLIAMS

[Find an Existing Value](#) | [Add a New Value](#)

✔ Click **Return to Search** to return to the **Search Results**.

Save | [Return to Search](#) | Previous in List | N



Obsolete
06/04/2015