Greetings,

We are excited to announce the Ohio|Buys supplier/bidder webinar schedule for June. Each webinar will cover topics including:

* *Getting started in Ohio|Buys*
* *How to manage your profile, including managing contacts and selecting commodities*
* *Responding to Solicitations*
* *Reviewing and Acknowledging Purchase Orders*
* *Listing your company’s goods and/or services as part of a catalog*

**Webinar Information**

Supplier/bidder training webinars will be held on the dates listed below. Each 1-hour webinar will provide a review of the topics above, as well as time for questions. You are welcome, but it is not necessary, to attend more than one session as the topics reviewed will be the same in all sessions.

**Webinar Schedule and Access Information**

To join a webinar, choose the date and time you would like to attend and follow these steps:

1. About 5 minutes before the start time, join the conference call by dialing: **1-844-425-8144** and enter Passcode: **57319 89362 #**
2. Then click the link below associated with the webinar you would like to attend.
3. After clicking the appropriate link for the date and time, download and install Cisco Webex Meetings or click the *Join from your browser* hyperlink at the bottom of the page.
4. Enter your name and email address and you will be able to join the meeting.

|  |  |  |
| --- | --- | --- |
| **Date** | **Start Time** | **Webinar Link** |
| Friday, May 29 | 10:00 AM | [Join Ohio|Buys Webinar #35](http://list.em.ohio.gov/t/891176/42347071/5880/3/) |
| 2:00 PM | [Join Ohio|Buys Webinar #36](http://list.em.ohio.gov/t/891176/42347071/5881/5/) |
| Friday, June 5 | 10:00 AM | [Join Ohio|Buys Webinar #37](http://list.em.ohio.gov/t/891176/42347071/5880/6/) |
| 2:00 PM | [Join Ohio|Buys Webinar #38](http://list.em.ohio.gov/t/891176/42347071/5881/7/) |
| Friday, June 12 | 10:00 AM | [Join Ohio|Buys Webinar #39](http://list.em.ohio.gov/t/891176/42347071/5880/10/) |
| 2:00 PM | [Join Ohio|Buys Webinar #40](http://list.em.ohio.gov/t/891176/42347071/5881/11/) |
| Friday, June 19 | 10:00 AM | [Join Ohio|Buys Webinar #41](http://list.em.ohio.gov/t/891176/42347071/5880/12/) |
| 2:00 PM | [Join Ohio|Buys Webinar #42](http://list.em.ohio.gov/t/891176/42347071/5881/13/) |
| Friday, June 26 | 10:00 AM | [Join Ohio|Buys Webinar #43](http://list.em.ohio.gov/t/891176/42347071/5880/14/) |
| 2:00 PM | [Join Ohio|Buys Webinar #44](http://list.em.ohio.gov/t/891176/42347071/5881/15/) |

**NOTE:** Prior to attending, please verify your device is able to join the webinar by clicking on this link: [https://www.webex.com/test-meeting.html](http://list.em.ohio.gov/t/891176/42347071/5834/18/)

**Additional Training**

There is also additional training in the form of web-based eLearning videos and job aids. We recommend viewing the training videos prior to attending the webinars.

**Online training for Suppliers**

Training videos are available on the [Ohio|Buys website](http://list.em.ohio.gov/t/891176/42347071/5835/19/). There are courses available covering the following topics:

* Accessing and Navigating Ohio Buys for Existing Suppliers
* Accessing and Navigating Ohio Buys for New Bidders
* Reviewing Exceptions and Updating Improvement Plans
* Reviewing and Acknowledging Purchase Orders
* Creating and Managing Invoices
* Viewing and Responding to Solicitations
* Managing Advanced Shipping Notices and Returns

**Job Aids**

Ohio|Buys job aids are short, easy-to-read documents that you can refer to when you need a refresher on a particular topic or process. The job aids are available on the [Ohio|Buys website](http://list.em.ohio.gov/t/891176/42347071/5835/20/).

Please reply to this email if you have any questions and a member of the Ohio|Buys team will get back to you as soon as possible.

Thank you for partnering with us on this journey.

Ohio|Buys Team

For more information: [Ohio|Buys](http://list.em.ohio.gov/t/891176/42347071/5882/21/)