Log in to Ohio|Buys. The My Pending Validations window on the Ohio|Buys homepage shows your most recent tasks that are awaiting your review. If desired, you can click on the **Object** hyperlink for any tasks that have an **Action** of EITC Workload Manager, EITC Analyst, EITC Supervisor or DAS management role (e.g., DCPO, CPO, etc.) as applicable to quickly view and take action on any purchase requisition needing your approval. Once you have found the task you would like to open, click on the **Object** name.

Review the information contained in the header of the purchase requisition as well any comments on the right-side of the page.
Review any attachments for the purchase requisition as well as the line item information. To view details for a line item (e.g., the commodity code and chartfield information), click the Pencil (ペンシル) icon as needed.
Step-by-Step Instructions for Approving a Purchase Requisition

EITC Workload Manager

1. After reviewing the contents of the IT purchase requisition, navigate to the **Workflow** tab.

![Workflow tab](image)

2. Navigate to the bottom right of the Workflow tab to the **Performers of the following activities** section. Click the **Selector** (”) icon and select the applicable EITC Analyst(s) to serve as approvers for the IT purchase requisition.

![Performers of the following activities](image)

3. Click **Assign EITC Analyst**.
Step-by-Step Instructions for Approving a Purchase Requisition

EITC Analysts & Supervisors

1. After reviewing the contents of the IT purchase requisition, navigate to the IT Review tab.

2. Review the comments contained in the IT Review Blog. When you have finished, return to the Purchase Requisition tab.

3. Document all the key points in the IT Review Blog and make a recommendation on the purchase requisition header in the IT Release & Permit Recommendation section.

4. Click the Save button.

5. If desired, add any applicable attachments to the purchase requisition by clicking the Add Attachment button. Attachments are either internal-facing (i.e., Internal Attachment), Supplier-facing (i.e., Supplier Document), or are a internal justification document for the purchase (i.e., Justification Document).

5. After you have added your commentary and any applicable attachments to the purchase requisition, and if the purchase requisition is justified, select the EITC Analyst Approval or Approve (depending on your role) button to send the purchase requisition to the next step in the approval workflow. If the purchase requisition is not justified, select the EITC Analyst Reject or Reject (depending on your role) button. This sends the request back to the Requisitioner for revisions as needed.

▲ If you reject a purchase requisition, you will be asked to type the reason for the rejection in a pop-up comment box. These comments will be sent via email to the Requisitioner.

▲ If you would like to forward the purchase requisition, users can click the Forward button at the top of the page instead of clicking Submit. Note that forwarding a purchase requisition is additive. The requisition is removed from the Pending Validations section of the original user that forwarded the request; however, that user still has the ability to take action on it from the Browse Requisitions page. If either person takes action (i.e., the person who was originally assigned this requisition or the person you forward it to), the requisition will move on.
Step-by-Step Instructions for Approving a Purchase Requisition

DAS DCPO, DAS CIO, DAS CPO, and DAS Director

1. Once the purchase requisition has received approvals from the EITC Analyst and Supervisor navigate to IT Release and Permit Recommendation section of the purchase requisition to review the conclusions of the IT reviewers. This is located on the right-side of the page on the Purchase Requisition tab.

![IT Release and Permit Recommendation]

   IT Release & Permit Analyst Recommendation
   DAS is requesting to purchase servers. This has been reviewed and approved by OIT and SIM. I recommend approving this purchase.

   IT Release & Permit Manager Recommendation
   This has been reviewed, I recommend approval.

2. If the IT reviewers have determined that the purchase requisition is justified, click Approve.

   ▲ If the Requisitioner’s purchase requisition is not justified, click Reject. This sends the request back to the Requisitioner for revisions. If you reject a purchase requisition, you will be asked to type the reason for the rejection in a pop-up comment box. This will be sent along with the purchase requisition back to the Requisitioner.

   ▲ If this is the last required IT-related approval for the purchase requisition, a Release and Permit number will be assigned automatically. To view the release and permit information, navigate to the Release and Permit tab of the purchase requisition.

   ![Release and Permit]

   ▲ Note that depending on the value of the purchase requisition and where it is the workflow, it may advance to the DAS CIO, DAS CPO and DAS Director for additional approvals. All of these approvers should review the contents of the IT Release and Permit Recommendation section and click either Approve or Reject as appropriate.

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If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).