

How to Manage Default Purchase Requisition Information

Step-by-Step Instructions for Managing Default Purchase Requisition Information

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▲ Updating your default purchase requisition information enables the auto-population of key form fields and accelerates the purchase requisition submission process.

Log in to Ohio Buys. From the Main Menu Navigation bar, click your profile name in the top-right corner of the page and select **My Profile** from the drop-down menu.

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Your Profile Management page is displayed. On this page, you can update a variety of preferences and identifying information, including your default purchase requisition information. Scroll to the bottom of the page to find your Default settings.

Under Default settings, search and select your preferred inputs to the following fields:

a) Search for and select your **Main Organization**, which is the agency you regularly submit requisitions for.

b) Search for and select your **Receiver's Site Location**, which is the site you regularly submit requisitions for.

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c) Search for and select your **Favorite Departments**, which are the departments you regularly submit requisitions for. To add favorite departments, click **See All**. On the pop-up window, remove any filter and search for your favorite departments. Select your favorite departments from the search results.

d) Search for and select the **Ship to** address, which indicates the shipping address you would like your goods and/or services delivered to.

e) Search for and select the **Bill to** address, which indicates the billing address you would like the cost of your goods and/or services billed to.

The screenshot shows the 'Default settings' form with the following fields highlighted by callouts:

- A** Main Organization: DPS-Dept of Public Safety
- B** Receiver's Site Location: DPS200000 - OHIO STATE HIGHWAY PATROL
- C** Favorite Departments
- D** Ship to: P005431 DPS STATE HIGHWAY PATROL OHIO STATE HIGHWAY PATROL COLUMBUS
- E** Bill to: P005431 DPS STATE HIGHWAY PATROL OHIO STATE HIGHWAY PATROL COLUMBUS

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Click the **Save** button at top of the screen to retain your default purchase requisition information for future transactions.