How to Create a Purchase Requisition with a Requisite Commodity

Step-by-Step Instructions for Creating a Purchase Requisition with Requisite Commodity

1. Log in to Ohio|Buys. From any page on the eProcurement solution, go to the Main Menu Navigation Bar, click on Shop, and select Browse Items.

Purchase requisitions from the Requisite Procurement agencies follow the following formats:

Ohio Penal Institute (OPI):

▲ In order to find OPI items you will need to search for items with Supplier = Department of Rehabilitation.

1) From the Browse Items page, click the More Filters (▼) icon and filter by Supplier for Department of Rehabilitation.

2) Locate the item you are interested in purchasing in OPI's hosted catalog within Ohio|Buys. Note that some items in OPI's catalog are listed in Ohio|Buys for $0.

3) If any of the items you are interested in purchasing from OPI have a price of $0, contact OPI to develop job specifications and obtain a price. If all of your items have prices listed, move on to step 3.

4) Return to Ohio|Buys and complete your purchase as a standard hosted catalog purchase requisition. (Please refer to the Working with Purchase Requisitions in Ohio Buys Learner Guide for more details on creating a hosted catalog purchase requisition)

a) Input additional details obtained from OPI if appropriate (e.g., price, quantity)

▲ If buying a requisite commodity from a non-Requisite Procurement Program Supplier, refer to the appropriate job aid according to your item for the purchasing process. If your waiver is denied, create a new purchase requisition following the appropriate process outlined below.

▲ You cannot purchase from a Requisite Supplier in Ohio|Buys using a Pcard.
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Community Rehabilitation Programs (CRP):

Purchases from CRP should be completed as standard hosted catalog purchase requisitions. (Please refer to the Working with Purchase Requisitions in Ohio Buys Learner Guide for more details on creating a hosted catalog purchase requisition)

Opportunities for Ohioans with Disabilities (OOD):

1) From the **Browse Items** page, click the **More Filters** ((tid)) icon and filter by Supplier for Opportunities for Ohioans with Disabilities (may only display up to “with”).

2) One line item will appear containing OOD’s phone number. Contact OOD to develop job specifications and obtain a price.

   a) If OOD determines that they will fulfill the order, no further action is required. OOD’s accounting is handled outside of OhioBuys and agencies do not pay for these types of services.

   b) If OOD declines to fulfill the order, you may create a purchase requisition a different Supplier utilizing the process for a freeform or catalog purchase requisition. (Please refer to the Working with Purchase Requisitions in Ohio Buys Learner Guide for more details on creating a catalog or freeform purchase requisition)
Office of Information Technology (OIT) (ServiceNow)

1) Search for the desired item in the **Browse Items** page.

2) The search results will show a generic item with a deep link to the IT Enterprise Services portal in ServiceNow. Find and click the hyperlink in the "Link to Catalog" field that is on the item, and proceed with placing their order in the IT Enterprise Services Portal. Your OH|ID credentials will automatically be passed into Service Now through single sign-on.

3) Complete the purchase in Service Now, including any necessary forms.

▲ Users have the option to complete an after-the-fact purchase requisition to document the purchase in Ohio|Buys. (Please refer to **2.14 Submit an After-the-Fact Purchase Requisition job aid**)

Ohio Pharmacy Services (OPS):

1) Items from Ohio Pharmacy Services will appear in Ohio|Buys under the Supplier name OHIO DEPARTMENT OF MENTAL HEALTH & , and can be searched for like a standard hosted catalog purchase requisition. All items in Ohio Pharmacy Services' catalog are listed in Ohio|Buys for $0. (Please refer to the **Working with Purchase Requisitions in Ohio Buys Learner Guide** for more details on creating a hosted catalog purchase requisition)

2) Once you have found the item you are looking for, view the item details and click the available hyperlink to access the Pharmacy Service Center’s Customer Order Entry Site.
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3) Log in to your account.
   
   a) If you are a new customer, please contact Ohio Pharmacy Services at 1-888-471-5632 to obtain login credentials

4) Complete your purchase on the PSC order website. You will not be returned to Ohio|Buys and your purchase will not follow the Ohio|Buys review and approval process.

Ohio Facilities Construction Commission (OFCC):

1) Purchases referring to an existing OFCC contract must still be conducted in OAKS as OFCC contract numbers are not yet available in Ohio|Buys.

2) Purchases made from OFCC (e.g., project management services) that do not refer to an existing OFCC contract should be conducted as a freeform purchase requisition. (Please refer to the Working with Purchase Requisitions in Ohio Buys Learner Guide for more details on creating a freeform purchase requisition)

State Printing:

1) Locate the item you are interested in purchasing in Ohio|Buys. For Copy Center purchases, you can search for State Printing’s hosted catalog within Ohio|Buys by using the Supplier filter to search items from the DEPARTMENT OF ADMINISTRATIVE SERVICES. For purchases referencing a commercial printing contract, search for items from the awarded Supplier (note that catalog items may not exist for these items).

2) Once you have found the item you are looking for, view the item details and click the available hyperlink to access the State Printing Request Order Form. If there is not a catalog item available on the commercial printing contract you would like to reference, you may create a freeform purchase requisition to add the line item. Prior to submitting a purchase requisition for items from State Printing’s hosted catalog or a requisition referencing a commercial printing contract, complete a Print Request Order (PRO) form and attach it to your requisition.

3) Complete the PRO form adding any attachments as appropriate and select Click to Submit at the top left of the form to open an email. Send this to State Printing.

4) State Printing will contact you to complete the PRO form and provide details such as cost.
5) Return to Ohio|Buys and complete your purchase requisition by inputting the details obtained from State Printing. (e.g., price, quantity) (Please refer to the Working with Purchase Requisitions in Ohio Buys Learner Guide for more details on creating a hosted catalog or freeform purchase requisition)

   a) The State Printing job number (found on the Printing Request Order form) must be input into the “Quote ID” field.

   b) Attach the Printing Request Order Form to the requisition as a supplier attachment.

▲ For purchases from the State Printing hosted catalog (i.e. the Commercial Printing Requisition is not engaged) please make sure that you select DAS01-28 for the Order Supplier field on the line item.

▲ If the purchase is referencing a contract that was awarded as a result of a commercial printing project/solicitation (i.e., not a purchase from the Copy Center, mainframe/Integrity Drive, Mail Services, etc.), the Commercial Printing Requisition slider should be engaged. Engaging this slider will update the Bill To address on the purchase order to the State Printing billing address once the requisition is fully processed.

▲ For commercial printing requisitions, select the appropriate Printing Contract Analyst from the drop-down menu. This will route the requisition to the selected Printing Contract Analyst prior to the agency workflow rules engine being triggered, and allow for State Printing to ensure the details on the requisition are correct.

6) Submit the purchase requisition.

▲ Requisitions referencing a commercial printing contract should not reference non-commercial printing contracts on other lines of the requisition. This is because any requisition with the Commercial Printing Requisition slider engaged will have the business unit updated to PRT01 when it is turned into a purchase order.

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).