

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

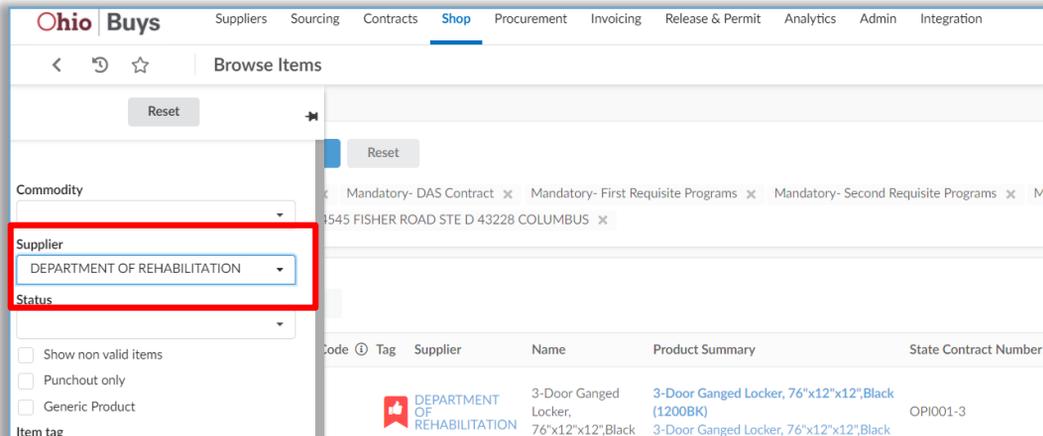
- ▲ If buying a requisite commodity from a non-Requisite Procurement Program Supplier, refer to the appropriate job aid according to your item for the purchasing process. If your wavier is denied, create a new purchase requisition following the appropriate process outlined below.
- ▲ You cannot purchase from a Requisite Supplier in Ohio|Buys using a Pcard.

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 *05.02.01 Ohio|Buys Submit a Hosted Catalog Purchase Requisition job aid*)
  - a) Input additional details obtained from OPI if appropriate (e.g., price, quantity)

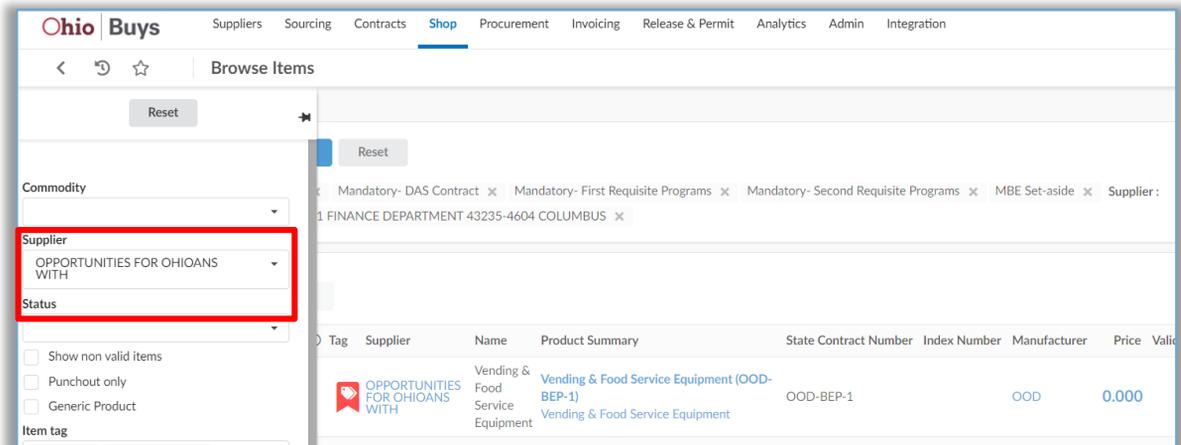
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### Community Rehabilitation Programs (CRP):

Purchases from CRP should be completed as standard hosted catalog purchase requisitions. (Please refer to *05.02.01 Ohio|Buys Submit a Hosted Catalog Purchase Requisition job aid*)

### Opportunities for Ohioans with Disabilities (OOD):

- 1) From the **Browse Items** page, click the **More Filters** (  ) 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 Ohio|Buys 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 *05.02.01 Ohio|Buys Submit a Hosted Catalog Purchase*, *05.02.02 Ohio|Buys Submit a Punch-out Catalog Purchase*, or *05.02.03 Ohio|Buys Submit a Freeform Purchase Requisition* as applicable)

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### Office of Information Technology (OIT) (ServiceNow)

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

Commodity	Product Code ⓘ	Supplier	Name	Product Summary	State Contract Number	Index Number	Manufacturer	Price	Validity Start Date	Validity End Date	EOD Status	Link to Catalog
Toll free inbound telephone service	SNOW-2	SERVICENOW INC	Toll-Free Services	Toll-Free Services (SNOW-2) A service provided to incur telephone charges for incoming calls to an 8xx number.	SERVICENOW-CATALOG		SERVICENOW INC		6/12/2019	6/11/2029		<a href="https://stateofohioidev.service-now.com/ess?id=sc_cat_item&amp;sys_id=e5f6e68cd68a5100c3f">https://stateofohioidev.service-now.com/ess?id=sc_cat_item&amp;sys_id=e5f6e68cd68a5100c3f</a>

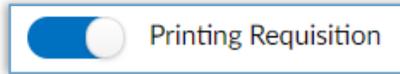
- 2) The search results will show a generic item with a deep link to the IT Enterprise Services portal in ServiceNow. Find and click the hyperlink in the "Link to Catalog" field that is on the item, and proceed with placing their order in the IT Enterprise Services Portal. Your OH|ID credentials will 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 *05.02.04 Ohio|Buys Submit an After-the-Fact Purchase Requisition job aid*)

### State Printing:

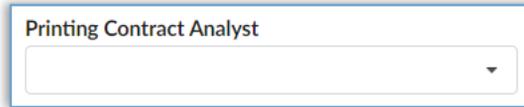
- 1) Locate the item you are interested in purchasing in State Printing's hosted catalog within Ohio|Buys. All items in State Printing's catalog are listed in Ohio|Buys for \$0.
- 2) Once you have found the item you are looking for, view the item details and click the available hyperlink to access the State Printing Request Order Form.
- 3) Complete the order 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 request and provide details such as cost.
- 5) Return to Ohio|Buys and complete your purchase as a hosted catalog purchase requisition by inputting the details obtained from State Printing (e.g., price, quantity). (Please refer to *05.02.01 Ohio|Buys Submit a Hosted Catalog Purchase Requisition job aid*)
  - 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.

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6) Engage the **Printing Requisition** slider on the header of the purchase requisition.



7) Select the appropriate Printing Contract Analyst from the drop-down menu.



8) Submit the purchase requisition.

▲ Printing purchase requisitions can only reference one contract number at a time. This means that users cannot mix printing items from multiple contracts in the same purchase requisition.

### 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 *05.02.01 Ohio|Buys Submit a Hosted Catalog Purchase Requisition job aid*)

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Image	Commodity	Product Code ⓘ	Supplier	Name	Product Summary	State Contract Number	Index Number	Manufacturer	Price	UOM
	Medical syringes with needle	205825094	OHIO DEPARTMENT OF MENTAL HEALTH &	SYRINGE INSULIN 1CC U-100 28G X 1/2 IN	SYRINGE INSULIN 1CC U-100 28G X 1/2 IN (42142609) SYRINGE INSULIN 1CC U-100 28G X 1/2 IN	MHAS-1		Various	0.000	Box
	Medical syringes with needle	205825154	OHIO DEPARTMENT OF MENTAL HEALTH &	SYRINGE SAF 3CC 22G 1" VANISHPOINT 10331	SYRINGE SAF 3CC 22G 1" VANISHPOINT 10331 (42142609) SYRINGE SAF 3CC 22G 1" VANISHPOINT 10331	MHAS-1		Various	0.000	Box
	Medical syringes with needle	205825155	OHIO DEPARTMENT OF MENTAL HEALTH &	SYRINGE SAF 3CC 22G 1-1/2" VANISHPOINT 10341	SYRINGE SAF 3CC 22G 1-1/2" VANISHPOINT 10341 (42142609) SYRINGE SAF 3CC 22G 1-1/2" VANISHPOINT 10341	MHAS-1		Various	0.000	Box

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.

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.

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**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 *05.02.03 Ohio|Buys Submit a Freeform Purchase Requisition job aid*)