Step-by-Step Instructions for Submitting a Hosted Catalog Pcard Purchase

How to Apply Speed Charts

1. During the checkout process, you can apply Speed Charts to streamline the process for entering chartfield information. Speed Charts will pre-populate certain chartfield information at the line item level.

   ▲ Log in to Ohio Buys. Add items to your shopping cart and begin the checkout process.

2. To apply Speed Charts, navigate to the line item you want to apply the Speed chart to and click the Pencil (✏️) icon.

3. In the Pricing section, click Yes under Do you want to apply a Speed Chart?

   A new field will appear. Type the Speed Chart code into the field and select it from the drop-down menu. These codes are the same codes you should be familiar with from OAKS.

4. ▲ To view all of the Speed Charts for your organization, click See All
5. After selecting your Speed Chart, click **Save**.

The Speed Chart has been saved to the line item. After saving the Speed Chart, the checkbox next to Speed Chart can be applied will be automatically populated.

6. **Note that Speed Charts function like all other budget information and must be applied at the line item level.**

7. To apply the Speed Chart to the line item, click **+ Apply Speed Chart**.

**To review the data that will be applied by a Speed Chart, you can click **Check Data Before Load**. This will provide a view of all of the chartfield information that will be filled when the Speed Chart is applied.**

8. The Speed Chart data has been applied. To view this information, and to add data for any fields not captured in the Speed Chart, click **Budget Information**.

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