

Step-by-Step Instructions for Submitting a Request for a Solicitation

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▲ In some scenarios, DAS may need to complete a solicitation for the goods and/or services you are trying to purchase.

Log in to Ohio Buys. From the Main Menu Navigation bar, click **Sourcing** and select **Request for Solicitation** from the drop-down menu.

▲ **Note:** you can also access this request form by clicking **Request DAS to Source** in the Purchase Options section on the Header tab of a purchase requisition.

At a minimum, complete the following fields in the **Header** and **Source Information** sections:

- Label** (a summary of what the request is for)
- Description of Request** (a detailed description of what the request is for)
- Is there an existing DAS contract for similar items/services?** (yes or no)
- Organization** (the agency or division requesting the solicitation)
- Contact Person** (who DAS should contact within the agency or division regarding the request)
- Is this a one time need or ongoing?** (one time or ongoing)

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The screenshot shows the 'Request for Solicitation' form, divided into two main sections: 'Header' and 'Source Information'. Callouts A through F highlight specific required fields:

- A:** Label * (text input)
- B:** Description of Request * (text area)
- C:** Is there an existing DAS contract for similar items/services? * (dropdown menu)
- D:** Organization * (dropdown menu)
- E:** Contact Person * (text input)
- F:** Is this a one time need or ongoing? * (dropdown menu)

Other visible fields include: ID, Status, Type of Purchase, Date on which you will need this purchase?, Estimated Amount, Supporting Attachments (Click or Drag to add files), Requester (REQUESTER Matt), Contact Phone Number, Contact Email, and Supplier.

▲ In addition, you should also provide any relevant details such as the type of purchase, the date you will need this purchase, any supporting attachments, and the associated Supplier for the purchase (if known).

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At a minimum, complete the following fields in the **Funding Information** section:

- a) **Funding Source** (Capital, Federal, Grant, GRF, Operating)
- b) **Fiscal Year** (2020, 2021, etc.)

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The screenshot shows a form titled "Funding Information". It contains two dropdown menus: "Funding Source" and "Fiscal Year". Both fields are marked with a red asterisk, indicating they are required. A red box highlights the "Funding Source" dropdown, with a red circle containing the letter "A" next to it. Another red box highlights the "Fiscal Year" dropdown, with a red circle containing the letter "B" next to it. There is also an "Account" field below the "Funding Source" dropdown.

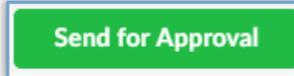
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Click the **Save** button.



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Click the **Send for Approval** button.



- ▲ Your request will then be routed to DAS for review. You will receive email notifications as actions are taken on your request.
- ▲ You can see the status of all requests for solicitations within your scope by navigating to the **Browse Request for Sourcing** page (from the Main Menu Navigation bar, click **Sourcing** and then select **Browse Request for Sourcing** from the drop-down menu).