

Step-by-Step Instructions for Ordering a Generic Product

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▲ Generic products are catalog items that do not require a price. An unpriced, generic product allows Requesters and Requisitioners to submit a request for a good or service that will be completed with more specific information later on by another performer in the procurement process.

To order a generic product, search the Browse Items page for the item you would like to order and add it your shopping cart. Generic products will have a price of 0.000. Once you add the generic product to your cart, complete the checkout process based on your purchasing needs.

Quantity	Image	Commodity	Product Code	Supplier	Name	Detailed Description	State Contract Number	Index Number	Manufacturer	Price
1		Vending machines	OOD-BEP-1	OPPORTUNITIES FOR OHIOANS WITH	Vending & Food Service Equipment	Vending & Food Service Equipment (OOD-BEP-1)	OOD-BEP-1		OOD	0.000

Generic products are later updated with specific information by choosing a priced item in the catalog or by completing a solicitation. Please note you can only update your purchase requisition when it is in your queue as a pending validation. If you are a Requisitioner or Procurement Agency Approver who is reviewing a Requester submitted purchase requisition, you should update any generic product line items you see with the correct details. Please reference the steps below to update a generic product.

Update a generic product with a catalog item:

- From the checkout page, click on the **Pencil** () icon next to the associated generic product.
- Click on the **More Item Information** header.

▼ More Item Information

Product	Contract	Contract Type	Contract Sub-Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplier Item Ref.	Comments to Supplier		
<input type="text"/>	<input type="text"/>		

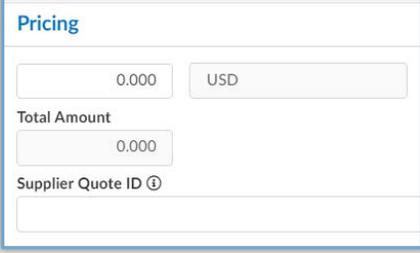
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- In the Product field, click the **Selector** (▼) icon and then click **See All** at the bottom of the drop-down menu to search for and select the catalog item you would like to update the generic product with.
- In the Browse Items pop-up box, enter your search terms to search for a comparable good or service and click **Search**.
- From the list of search results, scroll through the available results until you find your comparable good or service. Once you find the good or service you plan to replace the current freeform line item with, click the **Checkbox** icon next to it.
- Once you have validated this is the item you want, click **Save & Close** to finish updating the item. In the Items box, the generic product information updates to the new catalog item.

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Update a generic product with pricing information:

- a) From the checkout page, click on the **Pencil** () icon next to the associated generic product.



The screenshot shows a 'Pricing' form with the following fields:

- Price: 0.000
- Currency: USD
- Total Amount: 0.000
- Supplier Quote ID: (with a help icon)

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- b) In the Pricing section, enter the **Price** for the item as well as the **Supplier Quote ID**.
- c) Click **Save & Close**.
- d) Add a justification document to the purchase requisition that documents the solicitation process or process in which you received a quote.



The screenshot shows a section titled 'Attachments - Internal, Supplier, and Justification' with a red box highlighting the 'Add Attachment' button.

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- Submit or approve the purchase requisition to route it to the next required approver.