

Step-by-Step Instructions for Creating a PAY01 Purchase Requisition



If you are creating a PAY01 purchase requisition, you must manually make this indication when completing the checkout process in Ohio Buys. The PAY01 Business Unit will not default when creating the purchase requisition.

1

On the Header section of the Purchase Requisition page, navigate to the **Business Unit** field and select **PAY01 – Payroll** from the drop-down menu.



2

Click **Save**. Complete the purchase requisition as appropriate.



When adding a freeform line item to a PAY01 purchase requisition, additional steps are required when selecting a Supplier.

Under the **Supplier** field of the line item, click **See All**.

Change the Set ID filter from State to **OHALL**.

Click **Search**. Suppliers will now be properly filtered for PAY01 purchases.



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).