

Step-by-Step Instructions for Assigning a Requisitioner to a Purchase Requisition



Only the following agencies have Workload Managers: DRC/DYS; DPS; INS; DAS; COM

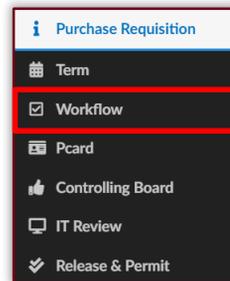


Log in to Ohio Buys. The My Pending Validations window on the Ohio Buys homepage shows your most recent tasks that are awaiting your review. If desired, you can click on the **Object** hyperlink for any tasks that have an **Action** of Workload Manager to quickly view and take action on any purchase requisition needing your approval. Once you have found the task you would like to open, click the **Object** name to open it.

Workflow	Activity	Object	Due date	History
Standard Requisition Workflow V5	Workload Manager	REQ0000002860 - Copy of Req. 7/19/2019 (DPS102000 Legal Services CD5B - Kaizer Mike)		
Standard Requisition Workflow V5	Requester Supervisor	REQ0000002859 - Copy of Req. 8/13/2019 (DMH101109 Director Admin - HCM ONLY JRST36 - Kaizer Mike)		
Standard Requisition	Agency Final	REQ0000002859 - Copy of Req. 8/13/2019 (DMH101109 Director Admin - HCM ONLY)		



Navigate to the **Workflow** tab.



At the bottom right of the page, view the existing workload of the Requisitioners in your organization by clicking the **Check Requisitioners Workload** button. This is recommended to divide responsibility in an appropriate manner.



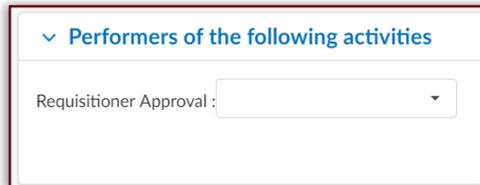
Workload Per Agency Requisitioner			
Requisitioner	Agency	Workload	Open Requisitions
Req tester10	DRC	4	1429;1430;1617;3148

- a) **Requisitioner:** This column displays the names of Requisitioners' accounts in Ohio Buys
- b) **Agency:** This column displays the agency each Requisitioner is a part of
- c) **Workload:** This column displays the number of requisitions currently assigned to the associated Requisitioner
- d) **Open Requisitions:** This column lists the Requisition IDs assigned to a Requisitioner

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4

In the **Performers of the following activities** field, select a Requisitioner from the drop-down menu.



▼ Performers of the following activities

Requisitioner Approval :

Click **Assign Requisitioner** button.



Assign Requisitioner

Reassigning a Requisition

The Workload Manager can reassign a purchase requisition that is at the Requisitioner Approval step of the workflow. This allows the Workload Manager to reassign the requisition without having the Requisitioner reject a purchase requisition back to the Workload Manager step of the workflow.

To reassign a requisition, a Workload Manager should open the assigned purchase requisition and click Reassign Requisitioner at the top of the page. After this button is clicked, they can assign a new Requisitioner on the Workflow tab and then click Assign Requisitioner button.



Reassign Requisitioner