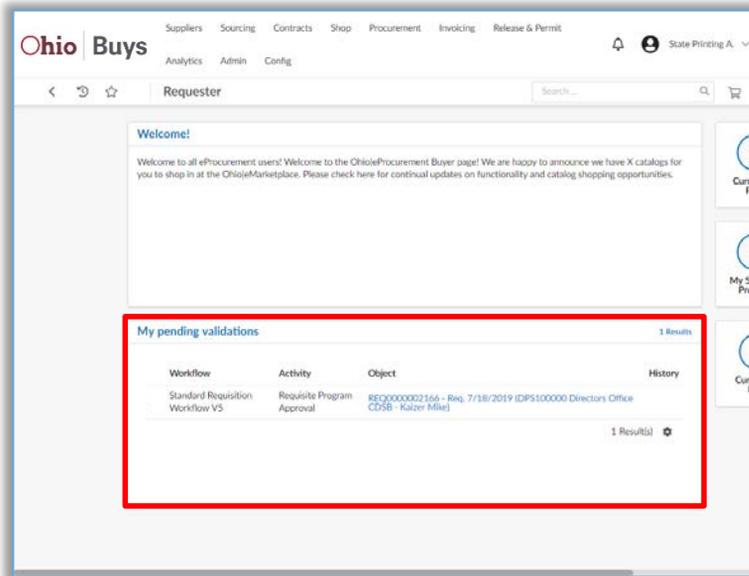


## Step-by-Step Instructions for Approving a Purchase Requisition

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 Requisite Program Approval 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 on the **Object** name.



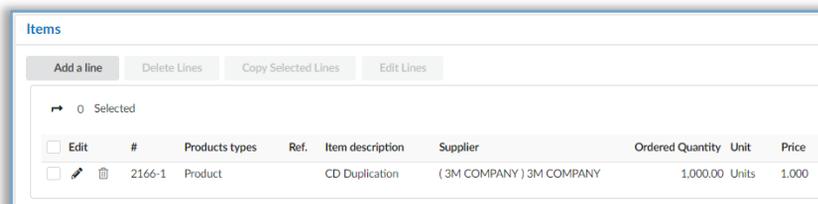
1

### a) First Requisite Program Approver

- 1) Review the Request Description field to see the Requester's reasoning for ordering an item that could be fulfilled by a Requisite Procurement Program.



- 2) Review the line items listed at the bottom of the order. Make sure that the contents and pricing match the Request Description.

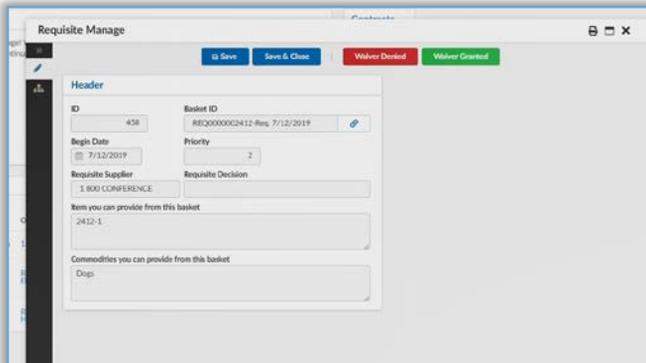


2

## Step-by-Step Instructions for Approving a Purchase Requisition

### b) Second Requisite Program Approver

- 1) A pop-up will open displaying the Requisition ID and the items contained in the requisition that your organization can provide. To view the requisition in more detail, click the **Link** (🔗) icon next to the Requisition ID.

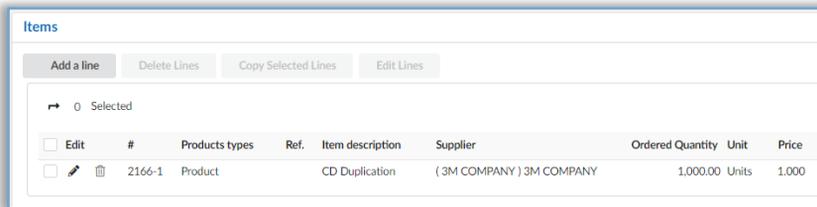


2

- 2) Review the **Request Description** field to see the Requester's reasoning for ordering an item outside of the Requisite Procurement Program.



- 3) Review the line items listed at the bottom of the order. Make sure that the contents and pricing match the Request Description.



3

### a) First Requisite Program Approver

If the request for a Requisite Program waiver is justified, select the **Waiver Granted** button. Once the approval is granted, the Priority One Waiver Granted slider will engage.



If your organization will provide the commodity in question, select the **Waiver Denied** button.



Step-by-Step Instructions for Approving a Purchase Requisition

3

b) Second Requisite Program Approver

Return to the pop-up from step 2B. If the request for a Requisite Program waiver is justified, select the **Waiver Granted** button.

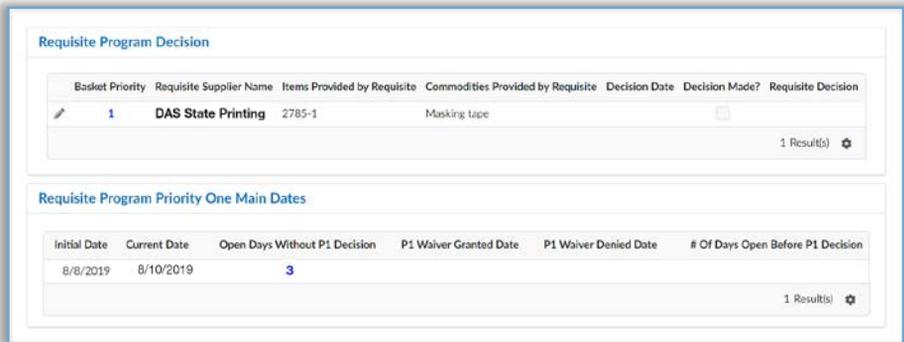
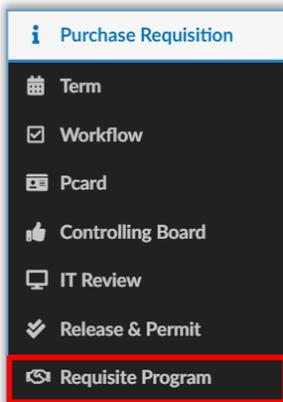


If your organization will provide the commodity in question, select the **Waiver Denied** button.



▲ If you deny the request for a waiver, you will be asked to type the reason for the rejection in a pop-up comment box. Be sure to indicate your organization’s intent to provide the goods requested in the purchase requisition, and recommend that the Requester create a new purchase requisition with your organization as the Supplier following your purchasing procedures.

▲ To view the status of other Requisite Procurement Agencies reviewing a purchase requisition, click on the **Requisite Program** tab of the purchase requisition.



▲ From here, you can view the following information;

- a) Which Requisite Procurement Agencies need to make decisions on this PR.
- b) How many days remain for each agency to make its decision. Requisite Procurement Agencies have five days to respond to a request for a waiver before one is granted automatically.
- c) When other agencies made their decisions, if they have done so already.