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 IT SIM Group 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.

Navigate to the Workflow tab of the purchase requisition.

Navigate to the bottom right of the Workflow tab to the Performers of the following activities section. Click the Selector (   ) icon and select the applicable IT SME(s) to serve as approvers for the IT purchase requisition.
If you wish to skip the IT SME Review step, navigate to the PR header tab and select the checkbox next to **Bypass IT SME?** Please note, in order to bypass IT SME review, you must still select an IT SME on the Workflow tab.

▲ If you have assigned yourself as an IT SME, please refer to **03.05 Ohio|Buys IT SIM Group + IT SME Approval Job Aid**

▲ If you reject a purchase requisition, you will be asked to type the reason for the rejection in a pop-up comment box. These comments will be sent via email to the Requester and the PR will be returned to the Requisitioner.

▲ If you would like to see all of the purchase requisitions that are assigned to IT SMEs, follow the below steps:

1. From the Main Menu Navigation Bar, select **Browse Requisitions** from the **Procurement** drop-down menu.
2. Click the **More filters** icon ( ▼ ) located on the left side of the page.
3. Select **IT SME** from the **Status** drop-down menu. Please note, you are able to select multiple statuses as needed.
4. Click **Search**.
5. To save this search as a favorite, click the **Star** icon ( ⭐️ ) underneath the Ohio|Buys logo, enter a name for the favorite, and then click **Add page**.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).