

Step-by-Step Instructions for Assigning IT SMEs

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.

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Ohio Buys

Suppliers Sourcing Contracts Shop Procurement Invoicing Release & Permit

Analytics

Requisitioner

Welcome!

Welcome to the Ohio | eProcurement Buyer page.

The Ohio | eMarketplace contains catalogs for you to browse and shop for goods and services relevant to your Agency needs. Please check here for continual updates on functionality and catalog shopping opportunities.

Welcome to the Ohio eProcurement system. We invite you to shop in these Initial Supplier Partner Catalogs that are available now:

Current Catalogs	
AmeriGas Propane	Lefco Worthington
Arps Dairy, Inc.	Lenovo
Blomerieux, Inc.	Lighthouse Solutions Group
Bonitas Dairy Co. of Ohio, LLC	Microsoft Tech

My pending validations 14 Results

Requisition Workflow V5	Approval	Divisin GSVC - Maintenance Joe)
Standard Requisition Workflow V5	IT Sim Group	REQ0000001358 - Copy of Copy of Req. 6/5/2019 (DPS100000 Directors Office RFTR30 - Michelone Renato)
Standard Requisition Workflow V5	IT Sim Group	REQ0000001357 - Copy of Req. 6/5/2019 (DPS100000 Directors Office RFTR30 - Michelone Renato)

14 Results(s)

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Navigate to the **Workflow** tab of the purchase requisition.

- Purchase Requisition**
- Term
- Workflow**
- Pcard
- Controlling Board
- IT Review
- Release & Permit

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.

Performers of the following activities

IT SME : O'LEARY SARAH

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- ▲ 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.

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

- Requisition ID: 10627
- Status: IT SIM
- Type: Standard Purchase
- Requisition Label: ALB (Under 25K, Governance Code, No SME) (Demo)
- Requester: Ryan Kyle
- Origin Code: 300 - DMH Central Office
- Bypass IT SME?** (checkbox, highlighted with a red box)
- Receiving Required? (dropdown menu)

Click **IT SIM Assign**.

- ▲ 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.

The screenshot shows a 'Reason :' text input field with a blue border. Below the field are two buttons: 'Cancel' and 'Confirm'.

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- ▲ 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 (ohiosharedservices@ohio.gov) or phone (877-644-6771).