Step-by-Step Instructions for Approving a Purchase Requisition

1. 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 Agency Admin 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**.

2. Review the information contained in the purchase requisition. Review the delivery address and the Request Description and Justification to understand the reason that the requester chose a one-time delivery address.

   ♦ Request Description and Justification

   ① We need this item ordered to a specific construction site - hence the one-time address change.

   If the Requester’s use of a one-time address is justified, select the **Approve** button to send the purchase requisition to the next step in the approval workflow.

   If the Requester’s use of a one-time address is not justified, select the **Reject** button. This sends the request back to the initial requester for revisions as needed.

   ▲ If you reject a purchase requisition, you will be asked to type the reason for the rejection in a pop-up comment box. This will be sent along with the purchase requisition back to the requester.
If you believe the one-time delivery address should be a new permanent address, instruct the Requisitioner to submit the address change form titled OAKS Location Entry Form:

https://archives.obm.ohio.gov/Files/Agency_Resources/Forms/State_Accounting/OAKS_Location_Form.pdf

Once the form is submitted, reviewed, and approved, it will be loaded into Ohio Buys as a State of Ohio approved address for procurement.

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).