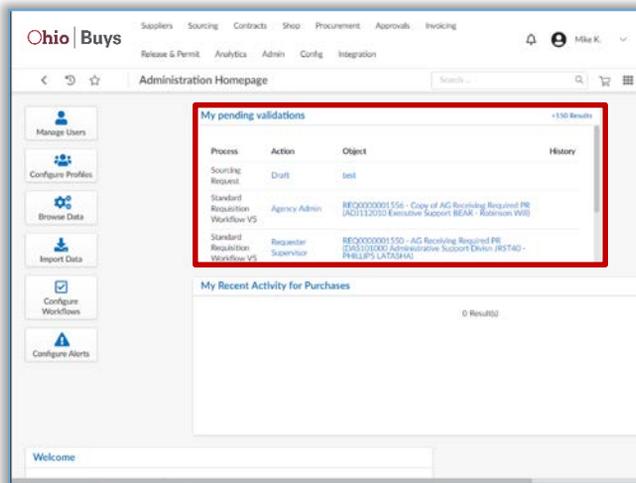


## Step-by-Step Instructions for Approving a Purchase Requisition

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 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.



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.

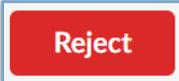
## Request Description and Justification

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.

Approve

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.

Reject

▲ 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.

Reason :

Cancel Confirm

Step-by-Step Instructions for Approving a Purchase Requisition

- ▲ 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](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.



# OBM

## OAKS Location Entry Form

**Instructions:** Fill out your agency information then select whether you want to add, change, or inactivate the location. Click on the entry field and press Tab key to move to next field. Once the form is complete, save and email to [obm.oakslocationform@exchange.state.oh.us](mailto:obm.oakslocationform@exchange.state.oh.us). You will receive an email confirmation when the location activity has been configured in OAKS. If you have multiple location code additions or changes, please attach a spreadsheet with location code information.

Agency Name:		Date Prepared (MM/DD/YY):	
DIV. /INST. Name:		OAKS Business Unit:	
Address:			
Prepared by:		Phone Number: <input type="text"/> <input type="text"/> <input type="text"/>	
Email:		Comments:	

**Add this Location**

Address (Note: Maximum 40 characters per address line):		Description: Address 1: Address 2: Address 3:		Effective Date:
City:	State: OH	Postal (Zip Code):	-	
County:	Phone:	Fax:		

**Change this Location**

Location: Effective Date:	Address (Note: Maximum 40 characters per address line):	Description: Address 1: Address 2: Address 3:	
City:	State: OH	Postal (Zip Code):	-
County:	Phone:	Fax:	

**Inactivate this Location**

Location:	P
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