

## 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 Chief Procurement Officer 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.

The screenshot shows the Ohio Buys homepage with a navigation menu at the top. The main content area is titled 'Contract Management' and includes a 'Welcome!' message. Below the message are several circular statistics: D&R (+150), Exceptions (125), Release & Permit (+150), Contracts Exp. within 60 Days (29), My Pending Signatures (0), My Drafted Contracts (0), My Contracts Under Review (0), and My Contracts (0). The 'My pending validations' section is highlighted with a red box and contains a table with the following data:

Workflow	Activity	Object	Due date	History
Emergency Requisition Workflow V3	Chief Procurement Officer Approval	<a href="#">REQ0000005926 - Emergency PR Example (DRC807100 DPCS CENTRAL OFFICE PCSFRA-DRCRequisitioner1 Training)</a>		
Sourcing Request	DAS Review	<a href="#">SOL0000000117 - EM - Request for Solicitation - Food Service</a>		

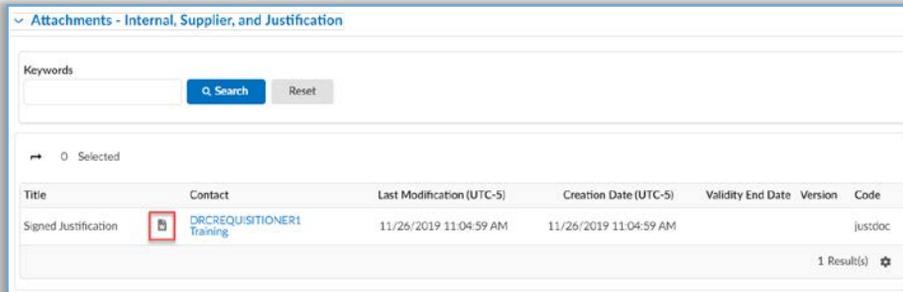
Review the information contained in the emergency purchase requisition. Additionally, the Requisitioner is required to submit justification documents when creating an emergency purchase requisition. To review these documents, navigate to the **Attachments – Internal, Supplier, and Justification** section of the PR header, and click on it to expand.

The screenshot shows the 'Requisition : REQ0000005926 - Emergency PR Example (In progress)' page. The page includes a 'requester' field with the value 'DRCRequisitioner1 Training', an 'Organization' field with 'DRC807100 DPCS CENTRAL OFFICE PCSFRA', a 'Business Unit' field with 'DRC01 - Dept of Rehab & Corrections', and a 'Fiscal Year' field with '2020 - State of Ohio'. Below these fields are several expandable sections: 'Organization Structure', 'Purchasing Options', 'Attachments - Internal, Supplier, and Justification' (highlighted with a red box), and 'Workflow Main Approvals'. At the top right of the page are 'Reject' and 'Approve' buttons.

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Download and review the attached documents by clicking the associated document icon.

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Attachments - Internal, Supplier, and Justification

Keywords

0 Selected

Title	Contact	Last Modification (UTC-5)	Creation Date (UTC-5)	Validity End Date	Version	Code
Signed Justification	 DRCREQUISITIONER1 Training	11/26/2019 11:04:59 AM	11/26/2019 11:04:59 AM			justdoc

1 Result(s) 



▲ Note that the document icon will vary depending on the file type used for the justification documents

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If the requisition is justified and the details are satisfactory, click the **Approve** button to approve it. As the Chief Procurement Officer you cannot make any edits to a purchase requisition.



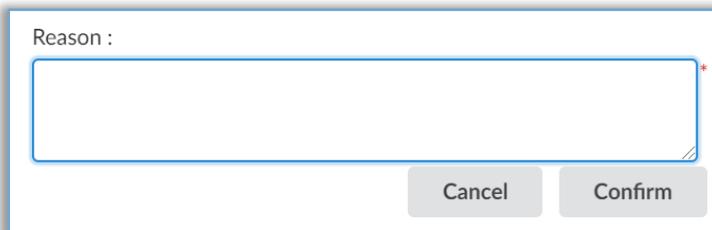
Approve

If the purchase requisition is not justified, or any aspect of the purchase requisition requires further revisions, click **Reject**. This sends the request back to the Requisitioner 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. These comments will be emailed to the Requisitioner.



Reason :