Log in to Ohio|Buys. The My Pending Validations window on the Ohio|Buys homepage shows the 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 DAS Procurement Review 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.

⚠️ You are also able to directly open a purchase requisition from the email notification you received; however, please do not approve or reject the purchase requisition without first reviewing its details.

Review the information contained in the header of the purchase requisition as well any comments on the right-side of the page. If the purchase requisition is not in your realm of expertise (e.g., the purchase is for non-IT goods or services, but you are part of the Enterprise IT Contracting (EITC) group), do not take action on the purchase requisition as one of the other assigned DAS Procurement Managers will take action.
Review any attachments for the purchase requisition as well as the line item information. To view details for a line item (e.g., the commodity code and chartfield information), click the Pencil (✏️) icon as needed.

Navigate to the Controlling Board tab and review the Controlling Board (CB) and Direct Purchase Authority (DPA) information.
How to Approve a Purchase Requisition
(DAS Procurement Review)

Step-by-Step Instructions for Approving a Purchase Requisition

After you have reviewed the purchase requisition and have determined that DAS will not create a solicitation for it, click the **Release** button to send the purchase requisition back to the Requisitioner and have a non-IT Release & Permit (R&P) number automatically assigned.

If you determine DAS should complete a solicitation for this purchase requisition, navigate to the **Purchasing Options** section of the **Purchase Requisition** tab and engage the **Put PR On-Hold** slider and then click **Put On-Hold** at the top of the page. This will put the purchase requisition on-hold and then a DAS analyst can click the **Create Solicitation** button at the top of the page to create a solicitation for the purchase requisition.

▲ If you put a purchase requisition on-hold, 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.

▲ After the solicitation has been completed, the purchase requisition should be rejected back to the Requisitioner. At this point, the Requisitioner can either update their request to include the catalog items that were a result of the DAS solicitation or they can cancel the purchase requisition and submit a new purchase requisition that contains the new catalog items.

▲ If you determine the purchase requisition should be rejected back to the Requisitioner (e.g., there is an active contract the Requisitioner should reference or the wrong commodity code was entered), follow the above steps to put the purchase requisition on-hold, click the **Reject** button at the top of the page, and then enter comments that outline which contract or commodity code the Requisitioner should reference.

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).