

Step-by-Step Instructions for Reviewing a Request for Solicitation

When a Requester or Requisitioner submits a request for solicitation in Ohio Buys the appropriate OPS staff will receive an email notification advising them of a request requiring their action. Click the **URL** in the body of the message to access the sourcing request in Ohio Buys.

The sourcing request is also visible in, and accessible from, the **My pending validations** pane on the Home Page of Ohio Buys.

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Workflow	Activity	Object	Due date	History
Sourcing Request	DAS Review	SOL000000118 - Training example		

You can also browse all sourcing requests by clicking **Sourcing** in the Main Menu Navigation bar and then selecting **Browse Request for Sourcing** from the drop-down menu.

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Review all fields on the request form, including any **Attachments** and the proposed **Supplier** (if provided). You can also put the request **On Hold** if necessary by sliding the toggle switch.

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Request for Solicitation

Save Save & Close Reject Approve

Request for Solicitation

Header

ID: 118 Status: In Progress

Label: Training example

Type of Purchase: Office

Description of Request: Description of what the user is looking to buy would be entered here.

Is there an existing DAS contract for similar items/services? No

Date on which you will need this purchase: 1/31/2020 Estimated Amount: 10,000.000

Supporting Attachments: Attachment example.xlsx

Source Information

Organization: DMH104209 FINANCIAL MGMT - HCM ONLY JRST11 Requester: DMHASREQUISITIONER1 Training

Business Unit: DMH01 - OH Dept of MH & Addiction Svcs

Contact Person: DMHASRequisitioner1

Contact Phone Number: (614) 111-1111 Contact Email: DMHASRequisitioner1@mailin...

Is this a one time need or ongoing? One Time

Is this an MBE set-aside Purchase? No

On Hold

Is this on the MBE set-aside Plan? No

Supplier

Funding Information

Funding Source: GRF

Account: 521050 - OFFICE SUPPLY & EQ (NOT PRINT) Fiscal Year: 2020

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Once you have completed your sourcing activity, update any fields and click **Approve** to return the information to the end user. A Release & Permit number will be auto-assigned.



If you choose not to conduct sourcing activity on this request, click **Reject**. Rejection comments must be provided.



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).