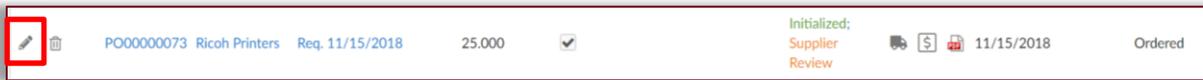


## Step-by-Step Instructions for Reviewing a Purchase Order

1 Log in to Ohio|Buys. From any page in Ohio|Buys, go to the main menu navigation bar, click on **Procurement**, and then select **Browse Orders**.

2 From the Browse Orders page, you can search for orders by **Keyword**. You can also conduct an advanced search by clicking on the **Filter** (  ) icon where you can search by a range of values such as Supplier, commodity, and/or order values.

3 Scroll to the relevant order and click the **Pencil** (  ) icon to open the purchase order.



Information related to the entire order is located on the PO header. Information related to each individual item is located on the line level at the bottom of the page.

## Header

## Line

Item #	Products types	Ref	Item description	Supplier	Ordered Quantity	Unit	Price	Total	Deliv. date	Start Date	End Date	Order Supplier Address Line 1	Order Supplier City
1530-2	Product	163460	Bostitch(R) BB(R) Impulse(TM) 45 Electric Stapler, Black	(GBEX LLC) GBEX LLC	1.00	Each	173.840	173.840	7/12/2019			11590 CENTURY BLVD STE 112	CINCINNATI
1530-1	Product	892729	Bostitch(R) BB(R) PowerCrow(TM) Premium Staples, 3/8 Size, Box Of 5,000	(GBEX LLC) GBEX LLC	10.00	BX	9.870	98.700	7/12/2019			11590 CENTURY BLVD STE 112	CINCINNATI

Amount: 272.54 USD  
Amount (Total): 272.54 USD

**Step-by-Step Instructions for Submitting a Hosted Catalog Pcard Purchase**

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To download and view a printed copy of the order, scroll to the top of the page and click **Print PO** to download a PDF of the order. Then click the downloaded file to open it as it will not open automatically.

A blue rectangular button with a white border and the text "Print PO" in white.

To review information regarding invoices and payments on a purchase order, please refer to the job aid titled Reviewing Purchase Order Payment Tab Information.

Open the PDF to review the order details:

- **Supplier:** supplier's address, phone, e-mail. The Supplier ID will be displayed to right of the text "Supplier" on the PO PDF template and will be populated based on the OAKS ID field of the Order Supplier, which includes the 10-digit OAKS ID and the address code of the associated Supplier.
- **Order Number:** automatically generated order number within Ohio|Buys. Order numbers originating in Ohio|Buys will begin with the prefix "PO". Orders that originated in OAKS will still begin with zeroes.
  - ▲ For change orders, the PDF template will state "Change Order" in the top right hand corner and include the original PO number.
  - ▲ If a PO is in a status of "In Progress" the PO PDF template will state "DRAFT, Draft Orders MUST NOT be fulfilled" in the top right hand corner.
- **Deliver to Address:** where the items within the order are being delivered to.
- **Bill to Address:** where the order is being billed to.
  - ▲ If the order is a Pcard order, the name of the Pcard holder will be displayed in this section. The Pcard name that populates is based on what the Pcard user has indicated in the Pcard Management section of their profile in Ohio|Buys, so users should confirm their full name is listed instead of only their initials.
- **Comments:** important comments relating to the order
- **Items List:** the Code/SKU, reference and description, quantity, due date, unit price, and exact amount of each item on the order

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**Step-by-Step Instructions for Reviewing a Purchase Order**

**Ohio Buys**

**Purchase Order**

**Order N°: P00000866**  
(please refer to this number on all documents)

Payment Provision: The purchase order number authorizing the delivery of products or services **MUST** be included on the invoice. By accepting this purchase order, Vendor hereby certifies that it is in full compliance with ORC Section 3517.13 as it relates to campaign finance contributions

**DMH-OH DEPT OF MH & ADDICTION SVCS**

*Columbus, on 5/21/2020  
Requisition 5/21/2020-VANCE OUTDOORS INC*

**SUPPLIER ID 0000091252-2**

**VANCE OUTDOORS INC**  
**Attn: RON GROVES**  
**Address: 150 ARROWHEAD BLVD**

HEBRON, Ohio  
43025 US  
**Phone:**  
**E-mail: RGROVES@VANCE@OUTDOORS.COM.QA**

**ORDER N°P00000866**

**Status:** Ordered  
**Revision:**  
**Requestor:** Summer Zhang  
**Phone:**  
**Email:** puzhang@kpmg.com

**DELIVER TO**  
*(unless specified differently per item)*

**DMH911100 TOL HOUSEKEEPING NOPH**  
**Attn:**  
**Address:**DMH RHODES TOWER FLOOR 11  
Central Office  
30 East Broad Street  
UNITED STATES  
Columbus, Ohio 43215-3430

**Requested Delivery Date:** 6/18/2020  
*(Unless specified differently per item in section delivery details)*  
**Incoterms:**

**BILL TO**

**DMH911100 TOL HOUSEKEEPING NOPH**  
**Address:** DMH RHODES TOWER FLOOR 11  
Central Office  
30 East Broad Street  
UNITED STATES  
Columbus, Ohio 43215-3430  
**Payment Terms:**

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COMMENTS	

N°	CODE/SKU	REFERENCE AND DESCRIPTION	QTY	UOM	CTR	DUE DATE	UNIT PRICE	EXT. AMOUNT
1	365-9-BXR3	Model P365 Nitron Micro-Compact with X-Ray 3 Night Sights, 9mm Luger, including Two (2) Ten (10) Round Magazines, Hard Case and Cable Lock  Attn:	1.00	Each	OT902219-1	6/18/2020	399.00	399.00

## Step-by-Step Instructions for Reviewing a Purchase Order

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- ▲ In some scenarios, a Supplier may return a purchase order to you because they have questions or comments regarding the order. If this occurs, you will receive an email notification and the purchase order will also be displayed in your Pending Validations List.
- a) Open the purchase order and then review the comments in the **Supplier PO Return Comments** field.
  - b) Enter your response in the **Response to Supplier PO Return Comments** field.
  - c) Click **Save**.
  - d) Click **Return to Supplier** to send the purchase order back to the Supplier with your clarifying comments.