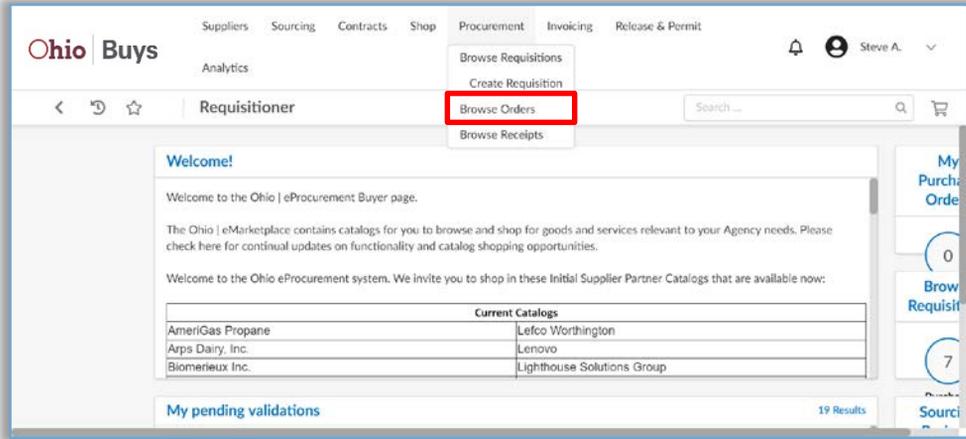


Step-by-Step Instructions for Manually Sending a Purchase Order to a Supplier

1

Log in to Ohio Buys. From the homepage, click **Procurement** from the Main Menu Navigation Bar and select **Browse Orders** from the drop-down menu..



2

Search for the purchase order that you want to send to the Supplier. Once you have found it, click the **Pencil** () icon to open it.

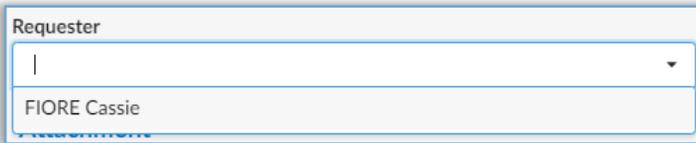
3

Click **Send PO**. If you cannot see the Send PO button, click **Other Actions** and select **Send PO** from the drop-down menu.



4

Select a **Requester** from the drop-down menu.



Please note: only the user who created the PR will be displayed here.

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The rest of the message will populate as below:

A Attachment

PO00000788_Req_Req_6_20_2019-Sporting_Goods_Shop.pdf

B Object

State of Ohio eMarketplace: New Order Acknowledgement Request...

Hello Harisha Donepudi,

An order has been placed. A copy of the order details is attached.

C Send to *

DONEPUDI Harisha Supplier x

5

- The **Attachment** field will automatically populate with a PDF of the purchase order.
- The **Object** field will automatically populate with a default header for the email and a brief message. You can modify the text in this field to ensure the message is clear.
- The **Send to** field will automatically populate with the Supplier Contact associated with the order. You can add additional recipients at the Supplier's organization by selecting them from the drop-down menu.

6

Click **Send**.

