1. Log in to Ohio Buys. From the Main Menu Navigation bar, click **Shop** and then select **Browse Items** from the drop-down menu.

2. The Browse Items page is displayed. On this page, you can enter a variety of search terms to search for goods and services on the Browse Items page. For example, you can easily search by Keywords and State Contract Number. Enter search terms and then click **Search**. By default, the search results on the Browse Items page are filtered to only show items that contain an item tag. An items tag indicates if an item is tied to a Mandatory First Requisite, Mandatory Second Requisite, or Mandatory DAS Contract. In addition, item tags also indicate if an item has Dealers or is linked to an MBE Set-Aside contract. In order to search for items that do not have any tags, you must remove the item tag filters from your search terms.

3. On the results page, choose your item(s) by selecting the checkbox(es) next to the item(s). Once you have selected the checkbox(es), you can adjust the quantity by either manually inputting the quantity or clicking the ‘+’ or ‘−’ symbol next to the shopping cart.

   ▲ You can also change the order in which columns are displayed in the search results by right-clicking on any column name. From the subsequent menu, drag and drop the order of the displayed columns to fit your needs.

   ▲ Items that are offered by multiple dealers will display as one-line item in the search results. Please refer to the **Order Items from a Dealer JA** for details.

   ▲ To compare items side-by-side on the Browse Items page, click the checkbox icons for the items you wish to compare and then click **Compare selection**.

   ▲ If you cannot find the good or service you would like to request, you will need to click the **Add Non-Catalog Item** button. Refer to the **Submit a Freeform Purchase Requisition JA** for details.

4. Once you have selected your item(s) and adjusted the quantity respectively, click **Add selection to cart**. Please note, in some scenarios, you may be prompted to select a feature (e.g., color, size, etc.) for the item you add to your cart.
Step-by-Step Instructions for Submitting a Hosted Catalog Pcard Purchase

The specified item has been added to your shopping cart. To begin the checkout process, click **Checkout**.

The checkout page is displayed*. Any fields with a red asterisk indicate a mandatory field that must be completed.

a) Enter and select your **Organization**, which is the department or division of your agency that this requisition is for. This field may be pre-populated depending on your access (e.g., if your profile is only set up with access to one main organization or you have set a favorite organization in your profile, this will default)

b) Enter and select the requisition’s **Ship To**. If you cannot find the address you would like your goods and/or services shipped to, you can click this Plus icon to add a one-time delivery address.

c) If you would like to apply a Pcard or indicate if receiving is required for your requisition, click **Pcard & Advanced Options** and make the relevant selections on the displayed page.

d) Update the **Requisition Label** to a description of what you are ordering.

e) Click **Submit Requisition** to finish the checkout process.*

*Note that if you are applying a Pcard, you MUST click **Pcard & Advanced Options** and complete the steps outlined in the rest of this Job Aid. Otherwise, skip to Step 14.
Step-by-Step Instructions for Submitting a Goods and/or Services Request

If you are applying a Pcard to your purchase requisition, you must complete the following fields on the Advanced Checkout:

1. Click the **Pcard Purchase** radio button. You must have your Pcard added to your profile in order to complete a Pcard purchase.
2. Select whether receiving is required in Ohio Buys.
3. Update the **Requisition Label** with a description of what the purchase requisition is for if you did not do so on the previous page.

On the right side of the page, update your billing address to the Pcard billing address. To access this address, type Pcard in the Bill To field and select it from the drop-down menu.

Enter the **Request Description**, as well as any applicable **Comments to Supplier**. This information can be added at both the header and line item level.

Click the **Save** button.
Step-by-Step Instructions for Submitting a Goods and/or Services Request

11 At the bottom of the main checkout page, you will see your individual line items. Click the Pencil (-pencil) icon next to each line item to make your mandatory and/or optional additions to specific fields.

For each line item, you must select an Order Supplier. It is also recommended that you select a Supplier Contact if one is available.

a) On the right side of the page, select an Order Supplier from the drop-down menu.

b) Select a Supplier Contact from the drop-down menu if one is available.

12 Once you are done making updates to the line item’s information, click Save & Close.

13 Continue making updates to any remaining line items. When you have successfully completed the mandatory and optional fields, as well as resolved any applicable alerts, click Submit requisition.

14 Your requisition has been submitted for review and has been sent to your supervisor for approval. Please note, if the requisition was submitted by a Requisitioner, or if the requisition is a Pcard purchase under $2,500, the requisition will not be routed to your supervisor. Click the Requisition Number hyperlink to review its details.

▲ If you would like to print the details of your requisition, click the Print icon in the top right of the page.

▲ To view the main agency approvers for your requisition, click Workflow Main Approvals.

▲ On the Workflow tab, you can see where your requisition is in the approval process. Steps in green are completed steps, while steps in orange are in progress. As action is taken on your requisition, the Approval History section on the bottom of this page will be updated with the names of the individuals who have taken action on the requisition.

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).