Log in to Ohio Buys. From any page on the eProcurement solution, go to the Main Menu Navigation Bar, click on Shop, and select Browse Items.

Purchase requisitions from the Requisite Procurement agencies follow the following formats:

**Ohio Penal Institute (OPI):**

▲ In order to find OPI items you will need to search for items with Supplier = Department of Rehabilitation.

1) From the Browse Items page, click the More Filters icon and filter by Supplier for Department of Rehabilitation.

2) Locate the item you are interested in purchasing in OPI's hosted catalog within Ohio Buys. Note that some items in OPI's catalog are listed in Ohio Buys for $0.

3) If any of the items you are interested in purchasing from OPI have a price of $0, contact OPI to develop job specifications and obtain a price. If all of your items have prices listed, move on to step 3.

4) Return to Ohio Buys and complete your purchase as a standard hosted catalog purchase requisition. (Please refer to 05.02.01 Ohio Buys Submit a Hosted Catalog Purchase Requisition job aid)

   a) Input additional details obtained from OPI if appropriate (e.g., price, quantity)
Community Rehabilitation Programs (CRP):

Purchases from CRP should be completed as standard hosted catalog purchase requisitions. (Please refer to 05.02.01 Ohio Buys Submit a Hosted Catalog Purchase Requisition job aid)

Opportunities for Ohioans with Disabilities (OOD):

1) From the Browse Items page, click the More Filters (▼) icon and filter by Supplier for Opportunities for Ohioans with Disabilities (may only display up to “with”).

2) One line item will appear containing OOD’s phone number. Contact OOD to develop job specifications and obtain a price.

   a) If OOD determines that they will fulfill the order, no further action is required. OOD’s accounting is handled outside of Ohio Buys and agencies do not pay for these types of services.

   b) If OOD declines to fulfill the order, you may create a purchase requisition a different Supplier utilizing the process for a freeform or catalog purchase requisition. (Please refer to 05.02.01 Ohio Buys Submit a Hosted Catalog Purchase, 05.02.02 Ohio Buys Submit a Punch-out Catalog Purchase, or 05.02.03 Ohio Buys Submit a Freeform Purchase Requisition as applicable)
Office of Information Technology (OIT) (ServiceNow)

1) Search for the desired item in the **Browse Items** page.

2) The search results will show a generic item with a deep link to the IT Enterprise Services portal in ServiceNow. Find and click the hyperlink in the "Link to Catalog" field that is on the item, and proceed with placing their order in the IT Enterprise Services Portal. Your OH||ID credentials will automatically be passed into Service Now through single sign-on.

3) Complete the purchase in Service Now, including any necessary forms.

   ▲ Users have the option to complete an after-the-fact purchase requisition to document the purchase in Ohio Buys. (Please refer to **05.02.04 Ohio Buys Submit an After-the-Fact Purchase Requisition job aid**)

State Printing:

1) Locate the item you are interested in purchasing in State Printing’s hosted catalog within Ohio Buys. All items in State Printing’s catalog are listed in Ohio Buys for $0.

2) Once you have found the item you are looking for, view the item details and click the available hyperlink to access the State Printing Request Order Form.

3) Complete the order form adding any attachments as appropriate and select **Click to Submit** at the top left of the form to open an email. Send this to State Printing.

4) State Printing will contact you to complete the request and provide details such as cost.

5) Return to Ohio Buys and complete your purchase as a standard hosted catalog purchase requisition by inputting the details obtained from State Printing (e.g., price, quantity). (Please refer to **05.02.01 Ohio Buys Submit a Hosted Catalog Purchase Requisition job aid**)

   a) The State Printing job number (found on the Printing Request Order form) must be input into the “Quote ID” field.

   b) Attach the Printing Request Order Form to the requisition as a supplier attachment.
Ohio Pharmacy Services (OPS):

1) Items from Ohio Pharmacy Services will appear in Ohio Buys under the Supplier name OHIO DEPARTMENT OF MENTAL HEALTH &., and can be searched for like a standard hosted catalog purchase requisition. All items in Ohio Pharmacy Services' catalog are listed in Ohio Buys for $0. (Please refer to 05.02.01 Ohio Buys Submit a Hosted Catalog Purchase Requisition job aid)

2) Once you have found the item you are looking for, view the item details and click the available hyperlink to access the Pharmacy Service Center's Customer Order Entry Site.

3) Log in to your account.
   a) If you are a new customer, please contact Ohio Pharmacy Services at 1-888-471-5632 to obtain login credentials

4) Complete your purchase on the PSC order website. You will not be returned to Ohio Buys and your purchase will not follow the Ohio Buys review and approval process.

Ohio Facilities Construction Commission (OFCC):

1) Purchases referring to an existing OFCC contract must still be conducted in OAKS as OFCC contract numbers are not yet available in Ohio Buys.

2) Purchases made from OFCC (e.g., project management services) that do not refer to an existing OFCC contract should be conducted as a freeform purchase requisition. (Please refer to 05.02.03 Ohio Buys Submit a Freeform Purchase Requisition job aid)

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosksharedservices@ohio.gov) or phone (877-644-6771).