How to Submit an Emergency Purchase Requisition

Step-by-Step Instructions for Submitting an Emergency Purchase Requisition

1. Certain Requisitioners have the ability to submit an emergency purchase requisition. Emergency purchase requisitions are created when an accelerated approval process is required, such as when a natural disaster occurs.

To create an emergency purchase requisition, add the associated freeform line item(s) to your shopping cart and then begin the checkout process. Catalog items may also be added.

Any fields with a red asterisk indicate a mandatory field that must be completed.

a) If you would like to make this purchase a Pcard purchase, click the Pcard Purchase radio button. You must have your Pcard added to your profile in order to complete a Pcard purchase.

b) Select receiving is not required in Ohio Buys.

c) Update the **Requisition Label** with a description of what the purchase requisition is for.

2. From this page, you can provide additional details for your purchase requisition.

a) Update the **Type** to *Emergency Purchase*.

b) If you would like to make this purchase a Pcard purchase, click the Pcard Purchase radio button.

b) Select if receiving is required in Ohio Buys.

c) Update the **Requisition Label** describing what the purchase requisition is for.

d) Select the **Budget Date**. The relevant fiscal year will populate in the **Fiscal Year** field.

e) Select the **Origin Code** based on the agency you’re purchasing for.
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<td>6</td>
<td>On the right side of the page, enter the <strong>Request Description</strong>, as well as any applicable <strong>Comments to Supplier</strong>. This information can be added at both the header and line item level.</td>
</tr>
<tr>
<td>7</td>
<td>Click <strong>Save</strong>.</td>
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</table>
| 8    | Add a justification document to the purchase requisition that details why an emergency purchase requisition is being created.  

▲ In the case of an emergency purchase requisition, the following information is required to be included as part of the justification document: the State Agencies for which the purchasing and contracting requirements should be suspended; details of the emergency; and a description of the supplies or services to be purchased. |
| 9    | 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**. |
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After your requisition has been submitted for review you can check its approval status at any time.

▲ When an emergency purchase requisition is submitted, it will go through an accelerated approval process and will be sent to the State Chief Procurement Officer for approval. 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 purchase requisition.

▲ After obtaining the Chief Procurement Officer's approval, a standard release and permit number will be assigned automatically. If the Supplier is known, it will be included in the R&P. If the Supplier is not known, it will not be included, and will need to be added manually later by a DAS Procurement Manager.

▲ After obtaining the State Accounting Manager's approval, the purchase requisition will be returned to the original Requisitioner.

▲ The original Requisitioner can then add other relevant details to the purchase requisition. (e.g. chartfield information or item details) Once complete, the Requisitioner must click **Emergency Complete**. This will update the status of the purchase requisition to Emergency Authorized.

▲ After the emergency PR is authorized, no purchase order will be created. Instead, agencies should create after-the-fact purchases and reference the emergency CB number and R&P number on the emergency PR line item. (For more details on creating an after the fact purchase requisition, please refer to the 05.02.04 Submit an After-the-Fact Purchase Requisition job aid)

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

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*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).*