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

1 ▲ In addition to the standard mandatory fields that are required to be populated on a purchase requisition, the Department of Transportation (ODOT) has several other mandatory fields that may need to be populated in order for a purchase requisition to be submitted. Which fields are required depend on what is being purchased, although ODOT District and ODOT County are always required.

Log in to Ohio Buys, search for and add the item(s) you would like purchase and then begin the checkout process. From the checkout page, click Show Advanced Options and then select if receiving is required as well as enter your Origin Code and Budget Date.

2 At the bottom of the main checkout page, you will see your individual line items. Click the Pencil (✍️) icon next to each line item to make your mandatory and/or optional additions to specific fields (e.g., supplier contact, ordered quantity, chartfield information, etc.).

3 In addition to the standard mandatory fields on this page (e.g., Ordered Quantity, Delivery Date, etc.), ODOT users must also populate several other fields in the Describe the item and Budget Information sections.

   a) Describe the item: Click on the ODOT header and then enter the ODOT District, ODOT Project Number, ODOT Agreement, ODOT SIB Loan Number, and ODOT County. Please note ODOT District and ODOT County are always required, while the other fields may be required depending on what is being purchased.

   b) Budget Information: Expand the Budget Information section to add chartfield information for the line item. In addition to the standard required fields (e.g., Fund, Account, ALI, Department, and Program), ODOT users may also need to specify the ODOT Phase, ODOT Subphase, and ODOT Activity Code.

▲ Please note: Requesters or Requisitioners are not required to enter chartfield information - this information can be updated until a Fiscal Agency Approver completes their review.
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4 Once you are done making updates to the line item's information, click **Save & Close**.

5 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**.

After your requisition has been submitted for review, you can check its approval status at any time.

▲ 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, expand the **Workflow Main Approvals** section on the Header tab of the purchase requisition.

▲ 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.

▲ You will receive an email notification whether your purchase requisition is rejected or fully-approved. Once a purchase requisition is fully-approved, a purchase order will automatically be created and sent to the associated Supplier.