Step-by-Step Instructions for Submitting a Request to Purchase

1. A Request to Purchase should be submitted in Ohio|Buys whenever you would like to place sourcing and contracting requests with the DAS Office of Procurement Services (OPS). Log in to Ohio|Buys. From the Main Menu Navigation bar, click Procurement and select Create Request to Purchase from the drop-down menu.

   ▲ Note: you can also access this request form by clicking Request DAS to Source in the Purchase Options section on the Header tab of a purchase requisition.

2. At a minimum, complete the following fields in the Header and Source Information sections:
   a) Label (a summary of what the request is for)
   b) Description of Request (a detailed description of what the request is for)
   c) Is there an existing DAS contract for similar items/services? (yes or no)
   d) Organization (the agency or division requesting the solicitation)
   e) Contact Person (who DAS should contact within the agency or division regarding the request)
   f) Is this a one time need or ongoing? (one time or ongoing)

   ▲ In addition, you should also provide any relevant details such as the type of purchase, the date you will need this purchase, any supporting attachments, and the associated Supplier for the purchase (if known).
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At a minimum, complete the following fields in the **Funding Information** section:

a) **Funding Source** (Capital, Federal, Grant, GRF, Operating)
b) **Fiscal Year** (2020, 2021, etc.)

3 Click the **Save** button.

4 Click the **Send for Approval** button.

Your request will then be routed to DAS for review. You will receive email notifications as actions are taken on your request.

You can see the status of all requests for solicitations within your scope by navigating to the **Browse Request to Purchase** page (from the Main Menu Navigation bar, click **Purchasing** and then select **Browse Request to Purchase** from the drop-down menu).

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).