Step-by-Step Instructions for Submitting a Hosted Catalog Pcard Purchase

How to Manually Send a Purchase Order to a Supplier

1. Log in to Ohio Buys. From the homepage, click Procurement from the Main Menu Navigation Bar and select Browse Orders from the drop-down menu.

2. Search for the purchase order that you want to send to the Supplier. Once you have found it, click the Pencil (✏️) icon to open it.

3. Click Other Actions and select Send PO from the drop-down menu.

4. Select a Requester from the drop-down menu.

   Please note: only the user who created the PR will be displayed here.
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The rest of the message will populate as below:

- **Attachment** field will automatically populate with a PDF of the purchase order.

- **Object** field will automatically populate with a default header for the email and a brief message. You can modify the text in this field to ensure the message is clear.

- **Send to** field will automatically populate with the Supplier Contact associated with the order. You can add additional recipients at the Supplier’s organization by selecting them from the drop-down menu.

Click **Send**.

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).