To create a Release & Permit (R&P) in Ohio|Buys, navigate to the Release & Permit tab in the Main Menu Navigation Bar, and select Create R&P.

▲ Please note: DAS Procurement Managers, DAS Contract Analysts, State Admins, and R&P Table Performers can see all Release & Permits (R&Ps) for all agencies on the Browse R&P page. If you believe that you should have this capability, but do not, please contact the State Admins.

The Release & Permit page is opened. Complete the following sections as appropriate:

a) ID

1) ID – This is a system ID in Ohio|Buys that will be automatically generated when the R&P is created.

2) R&P – This field will auto-populate when the R&P receives final approval.

b) Type – Select either Blanket, Pre-Governed, or Standard from the drop-down menu.
c) **Subtype** – Check the box for either Enterprise or IT as appropriate.

![Subtype option]

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d) **Control**

![Control fields]

1) **Description** – Provide details about the purpose of this R&P.

2) **Supplier** – If the R&P is only going to be utilized with a specific Supplier, type their name and select from the drop-down menu.

3) **Agency** *Mandatory* – The agency to which the R&P applies.

4) **Business Unit** *Mandatory* – The business unit to which the R&P applies.

5) **Approval Date** *Mandatory* – The date at which the R&P was granted.

6) **Expiration Date** *Mandatory* – The date at which the R&P is no longer valid.

7) **R&P Amount** *Mandatory* – The dollar amount covered by the R&P.

8) **Status** – This field should be left as **Valid** when creating a new R&P.
e) **Objects** – Note that when creating a new R&P in Ohio|Buys, only the Contract and State Contract Number fields are editable.

1) **Contract** – If applicable, search for the name of the contract associated with the R&P and select it from the drop-down menu.

2) **State Contract Number** – Enter the State Contract Number associated with the contract.

When creating an IT R&P with a value over $25,000, additional fields will appear to assign approvers. The user creating the R&P is responsible for selecting all of the appropriate approvers by clicking in the relevant fields, and selecting the approvers from the drop-down menu.
If you are creating a pre-governed R&P for a pre-governed contract, please attach a justification document on the Workflow tab of the R&P.

After updating the appropriate fields, click Save and then click Submit for Approval.

If no approvers are assigned, the R&P will be automatically approved, and an ID in Ohio|Buys will be automatically assigned. Ohio|Buys auto-populates the next sequential R&P/IT R&P number whenever one is directly entered into Ohio|Buys (i.e., those that are not created through the requisition workflow). To view it in the table, navigate to the Release & Permit tab in the Main Menu Navigation Bar and select Browse R&P from the drop-down menu.

If needed, R&Ps in the table can be edited or updated by clicking the Pencil (✏) icon.

If approvers were assigned, they will need to approve the R&P before it is available to use in Ohio|Buys.

If you have been assigned to approve an R&P, you may do so by opening it by clicking the Pencil (✏) icon, and clicking Approve. If the R&P should be rejected, click Reject and enter the reason for rejecting the R&P in the comment field that appears.

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