This newsletter is intended to be the primary resource for updates regarding Ohio|Buys. We encourage you to read and share it with other active Ohio|Buys users in your agency.

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Agency Update

**PHARMACY SERVICES CATALOG AVAILABLE**

Pharmacy Services has posted their catalogs in Ohio|Buys. If you would like to search specifically for Pharmacy Services, select the supplier DMH01 and the mandatory-second requisite programs tag. Then use keywords such as “bandaid,” “bandage,” “needle,” etc., that you are looking trying to find.

Supplier Updates

**UPCOMING WEBINARS**

New webinars are now available for bidders and suppliers that will help them with solicitations and how to access and navigate Ohio|Buys. The table below highlights the date, time, and topics of each webinar. Please refer your suppliers to the Ohio|Buys Supplier Training page to register.
Contacts associated with the requisite suppliers will get an email when an agency posts a solicitation where the commodity code matches the commodity code on their requisite commodities list. Ohio|Buys is built to notify suppliers when a solicitation is getting posted if the solicitation’s commodity = the commodities the supplier has identified on their profile.

To go more in-depth, the logic will actually notify a supplier if that supplier is registered in the same family of UNSPSC codes as what is listed on the solicitation. For example, there is a family of UNSPSC codes: 47000000 – Cleaning Equipment and Supplies. If a requisite program has that commodity code listed or any code under that family of codes, they will get notified. The same holds true if a requisite has a lower level (i.e., more granular) code (e.g., 47120000, 47121500, or 47121501) and the agency selects a high-level code (e.g., 47000000) on their solicitation, the requisite will be notified in that case as well.

The intent of designing Ohio|Buys this way was that with 36,000+ UNSPSC codes, suppliers might not pick all the applicable codes. Furthermore, with 36,000+ choices, suppliers and state users may not always choose the same code when thinking about the same commodity. In the interest of trying to notify suppliers anytime an agency is soliciting for something they might be able to provide, the Ohio|Buys team selected this design rule.

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### REQUISITE PROGRAMS BIDDING

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Friday, February 19</td>
<td>10:00 AM - 11:00 AM</td>
<td>Accessing and Navigating Ohio</td>
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<td>Friday, February 19</td>
<td>2:00 PM - 3:00 PM</td>
<td>Solicitations</td>
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<tr>
<td>Friday, February 26</td>
<td>10:00 AM - 11:00 AM</td>
<td>Accessing and Navigating Ohio</td>
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<tr>
<td>Friday, February 26</td>
<td>2:00 PM - 3:00 PM</td>
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<td>Friday, March 12</td>
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Training Tips

ONGOING TRAINING AVAILABLE
Agency training videos, learner guides, and job aids can be found by selecting the "Agency" link in our Training Tab.

Ongoing Ohio|Buys training is now available in the Calendar and Table formats for your reference. This round of training will run from February through June 2021. Click the links for detailed information.

- **Training Calendar**

- **Training Table**

Packages of process documentation templates are available by Ohio|Buys module. Templates match the table of contents in the corresponding Learner Guide. This completed template provides a sample of the information that can be captured.

1. **Purchase Requisitions Process Templates**
2. **Solicitations Process Templates**
3. **Contracts Process Templates**
4. **Analytics Process Templates**

### Key Term(s)

**SOURCING VS. SOLICITATION PROJECT**

Sourcing Project: Any kind of sourcing event in Ohio|Buys. This includes all types of solicitations as well as Quick Quotes. Sourcing projects can have multiple lots and/or rounds.

Solicitation: Composed of lots and rounds. A solicitation is always associated to a Sourcing Project and is what supplier actually respond to with proposals in Ohio|Buys; a Sourcing Project may have multiple solicitations associated to it.
For More Information

In addition, please refer to:
New Hints and FAQs
Ohio|Buys Fact Sheet
Key Terms
Ohio|Buys Live Catalogs

Support

For log in or system issues please contact OBM Shared Services Center 614-338-4781 or 1-877-644-6771 OR ohiosharedservices@Ohio.gov Remember to put “OhioBuys” in the subject line!

In order to ensure that we can make this process as easy and efficient as possible, please send non-system/support questions to: ohiobuys@das.ohio.gov

To provide feedback that would benefit the program or to share success stories please visit the Ohio|Buys Feedback survey.

Thank you for your partnership and willingness to help build a solution that will not only benefit your agencies, but Ohio as a whole.

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