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 Updates

#### AMAZON IS COMING!

The Ohio|Buys team is excited to announce that Amazon Business will soon be available to purchase non-contracted items through an Ohio|Buys punchout catalog. The target release of Amazon’s catalog in Ohio|Buys is the end of March. Once the Amazon punchout has been implemented, all State of Ohio purchases typically placed on Amazon Business should be made through Ohio|Buys.

More information and training videos to be released soon.

#### SUSTAINMENT MEETING SCHEDULED

The first Sustainment meeting for the Early Adopter Agency leads was held on Thursday, March 11th. These monthly meetings provide this community (including Agency Change Champions and Super Users) the opportunity to discuss successes as well as areas for improvement in the Ohio|Buys experience. If you have a suggestion for enhancing Ohio|Buys functionality, please reach out to your Agency Lead, Change Champion or Super User to submit the idea.
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Friday, March 12</td>
<td>10:00 AM - 11:00 AM</td>
<td>Accessing and Navigating Ohio</td>
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<tr>
<td>Friday, March 12</td>
<td>2:00 PM - 3:00 PM</td>
<td>Solicitations</td>
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<tr>
<td>Friday, March 26</td>
<td>10:00 AM - 11:00 AM</td>
<td>Accessing and Navigating Ohio</td>
</tr>
<tr>
<td>Friday, March 26</td>
<td>2:00 PM - 3:00 PM</td>
<td>Solicitations</td>
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COMMODITY CODES HAVE BEEN UPLOADED

UNSPSC commodity codes from Suppliers’ OAKS records have been uploaded into Ohio|Buys. More than 70,900 records now populate UNSPSC codes on almost 15,000 supplier records. In addition to making more suppliers available as you utilize UNSPSC codes for Quick Quoting, the project team can also send notifications to these 15,000 suppliers that they will miss opportunities if they are not registered and active in Ohio|Buys. The Bidder and Supplier Learner Guide has been updated to reflect this change.

PRICE LISTS POSTED
DAS is working to post price lists and/or catalogs to any current contract posted missing these items. This work has just begun with 14% of outstanding price lists posted last week. OCM will continue to provide updates on this progress.

<table>
<thead>
<tr>
<th>Contracts with Pricelists / Catalogs</th>
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<tr>
<td>533110-3</td>
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Training Tips

NEW STEP TO UNSEAL BID

In order to begin the evaluation process for any type of solicitation (including quick quotes), you are required to click the Begin Evaluation button on the Prepare Solicitation tab. After you click this button, you can then click the Lock icon on this tab to unseal your solicitation’s bids; however, if your solicitation is a DAS Office of Procurement Services, DAS Office of State Printing and Mail Services, or BWC solicitation, it must first be certified by the Auditor of State prior to bid unsealing. After these types of solicitations are certified the Auditor of State, the individual who is responsible for the solicitation will receive an email notification notifying them the responses can be unsealed by clicking the Lock icon.

NAVIGATING THE LEARNER GUIDES

In order to more easily navigate each of the Learner Guides, please keep the navigation tips following in mind:
1. Table of Contents: The second page of every Learner Guide contains a Table of Contents which lists all the corresponding topics that are covered in each guide. We recommend starting here when you are trying to find something in a Learner Guide.

2. In This Document Section: In addition, to the Table of Contents, each Learner Guide contains an In This Document Section that provides a short overview of the end-to-end process that is covered in a particular Learner Guide, as well as a summary of any relevant key terms.

3. Overview Pages: Each Job Aid in a Learner Guide is prefaced with an Overview page that describes what the Job Aid covers, the applicable roles, and when it should be referenced.

4. Version Control Page: At the end of every Learner Guide there is a Version Control page that lists a summary of each update that was made for a Learner Guide, as well as when it was updated and the corresponding pages that were updated. As additional updates and enhancements are deployed, be sure to reference this page to determine which sections of a Learner Guide have been recently updated.

5. Using Ctrl+F: After reviewing the aforementioned pages and sections and you are still unsure of where to look in a Learner Guide, we recommend using the Ctrl+F feature to complete a search of the Learner Guide. To do this, simultaneously click the Ctrl and F keys on your keyboard and then type in a short keyword phrase (e.g., unseal, freeform, etc.) to search the Learner Guide for any relevant matches.

AGENCY ADMIN WEBINARS NOW AVAILABLE

Agency Admin webinars have been added to the March calendar of training. These will be held on Tuesday, March 23rd from 1:00PM-3:00PM and on Thursday, March 25th from 9:00AM-11:00AM. These webinars will cover managing State user accounts, delegating and reassigning tasks, updating approval rules, and managing solicitation/contract templates. There will also be the opportunity for Agency Admins to ask questions regarding any of these topics throughout each session. The same topics will be covered during both sessions, so participants are encouraged to sign up for the session that best fits with their schedule.

Key Term(s)

ITEM TAGS

Provide a way to flag items based on State purchasing considerations or importance and provide a quick visual for end users when searching for items and can also be used as a search criterion. There are nine item tags available in Ohio|Buys: M1: Mandatory First Requisite Programs; M2: Mandatory Second Requisite Programs; M3: Mandatory DAS Contract; MBE Set Aside; Dealer; Two Phase Pre Qual; Two Phase Quote; Agency Administered; Ohio|Buys Direct Purchase.
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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