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**

**CONTRACTS & CATALOGS IN OHIO|BUYS**

We have more than 2,000 contracts/addendums and 1,000 catalogs in Ohio|Buys. Thank you to everyone who has helped expand our offerings!

**LOG IN ERRORS**

If your user receives a log in error when accessing Ohio|Buys, they should first reach out to their Agency Admin to see if their role is set up correctly. If the Agency Admin believes the role is correct and cannot determine any other issues, they should open a helpdesk ticket so the support team can investigate.

The Agency Admin taking the first look will help speed up the process of correcting the issue. More information can be found in the 11.01 Managing State User Accounts job aid.

**PLANNED OUTAGE IN FEBRUARY**
Ohio|Buys will have a planned maintenance outage beginning the evening of Friday, February 12th through Tuesday, February 16th at 6:00am to coincide with the OAKS Modernization upgrade.

Supplier Updates

TIME ZONE REMINDER

The Ohio|Buys Public Solicitations page contains columns for:

- dates that the solicitation was issued
- when inquiries must be submitted by (if applicable)
- when the solicitation will end (i.e., when responses are due)

These times are posted in terms of Universal Coordinate Time (UTC), which dynamically adjusts to the time zone set on the user’s computer (Eastern Time is presented as UTC-5) or your user profile in Ohio|Buys. To learn more about UTC, visit https://www.timeanddate.com/time/aboututc.html.

The Ohio|Buys public portal webpages rely upon pieces of information from an end-user’s browser to identify them and their preferred time zone. The first time a user accesses this page in a browser that has not previously been used to access Ohio|Buys, these columns may not recognize your preferred time zone.

DIRECTIONS: To ensure the times on the public solicitations page are displaying properly, the user needs to log into Ohio|Buys before browsing the public solicitations portal for the system to pick up and understand which time zone that user is in. After logging in, the public solicitation page will reflect the users' time zone (UTC-5). If a user browses public portal before signing in, then will be displayed as generic UTC+0.

NOTE: This is specific to a single browser, one would have to do this for each browser that they use (e.g., Chrome, Edge, etc.).
Training Tips

LEVERAGING QUICK QUOTES

A quick quote is a standardized, simplified solicitation process that encourages additional competition and replaces the State's existing quoting practices. A quick quote needs to be completed in Ohio|Buys whenever a line item in a purchase requisition references a State Term Schedule (STS) contract or contains over $2,500 worth of purchases not referencing a contract from a requisite procurement program or a competitive selection process.

To become familiar with the Quick Quote process in Ohio|Buys, please review the 06.LG.2 OhioBuys Quick Quote Learner Guide v2.0. This guide covers the activities related to creating a quick quote in Ohio|Buys, identifying and inviting Bidders and/or Suppliers, reviewing and comparing quotes, making awards, and updating associated purchase requisitions.

Key Term(s)

**Questionnaire**: Used to gather information and the necessary inputs for the mandatory, technical, and/or financial requirements of a solicitation. Questionnaires can also be used to gather information about a supplier's performance.

**Item Grid**: Functionality that allows users to configure the items they want the Supplier to submit responses for when replying to the Solicitation. This is equivalent to a cost summary or price sheet.

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.