



Connecting Buyers and Suppliers

March 6, 2020 Newsletter

As we spring forward (don't forget to change your clocks), this week's newsletter continues to make sure that you are up to date with everything in Ohio|Buys.

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

What We're Working On

The Ohio|Buys team continues to enhance its outreach efforts to engage suppliers and educate them about the benefits of signing up for Ohio|Buys. The Organizational Change Management team (including trainers) will be meeting with agencies to assist with supplier onboarding and to educate your teams on how to get suppliers involved.

This week we have released information to more than 8,000 suppliers supplied by some early adopter agencies, the DAS Equal Opportunity Division and those holding State Term Schedule contracts. This information includes steps to start suppliers in the Ohio|Buys solution. Throughout March, we will continue to reach out to additional suppliers to invite them to participate in the solution.

There is Still Time to Sign Up

We are increasing supplier education about Ohio|Buys with every supplier webinar we conduct. We would like to say thank you to everyone who has connected us with suppliers and would ask for your continued involvement with our outreach effort.

Please be aware that during March we will continue to conduct supplier webinars – see the details below. The webinars will cover:

- Accessing and Navigating Ohio|Buys
- Responding to Solicitations

- Reviewing and Acknowledging Purchase Orders

Webinar Information

Supplier training webinars will be held on the dates listed below. Each 1-hour webinar will provide a review of the topics above, as well as time for questions. You are welcome, but it is not necessary, to attend more than one session as the topics reviewed will be the same in all sessions.

Webinar Schedule and Access Information

To join a webinar, choose the date and time you'd like to attend and follow these steps:

1. About 5 minutes before the start time, click the link below associated with the webinar you would like to attend.
2. Join the conference call by dialing: **1-844-425-8144** and enter Passcode: **5731989362#**

Date	Time	Webinar Link
Friday, March 13	10:00 AM	Join Ohio Buys Webinar #18
Friday, March 20	10:00 AM	Join Ohio Buys Webinar #19
Friday, March 27	10:00 AM	Join Ohio Buys Webinar #20

NOTE: Prior to attending, please verify your device is able to join the webinar by clicking on this link: <https://www.webex.com/test-meeting.html>

Online video training for Suppliers

Training videos are available on the [Ohio|Buys website](#). There are courses available covering the following topics:

- Accessing and Navigating Ohio Buys for Existing Suppliers
- Accessing and Navigating Ohio Buys for New Bidders
- Reviewing Exceptions and Updating Improvement Plans
- Reviewing and Acknowledging Purchase Orders
- Creating and Managing Invoices
- Viewing and Responding to Solicitations
- Managing Advanced Shipping Notices and Returns

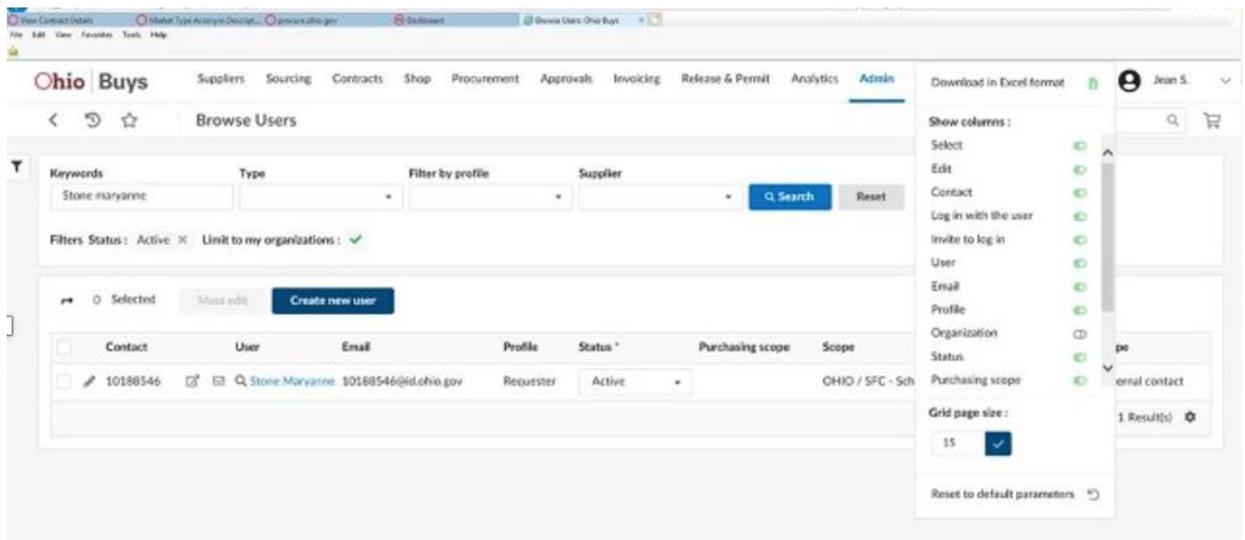


Helpful Hints

Increase Search Results By Page

Users have asked for directions on how to increase search results by page when searching. To increase results on page, a user should:

1. Right click on the header line
2. Navigate to the Grid Page Size section and increase the default (15) to any number of pages (up to three digits).



This will help users navigate search results faster and with less clicks.

Requisition with OAKS and Ohio Buys

Users are looking for guidance on the lifecycle of a requisition within Ohio|Buys.

There is a workflow tab that details actions taken on a requisition from requisition initiation through approval. Through this tab, a user can track the status, view comments and approvals, as well as the mail history to detail approval notifications. The approver history will be important for audit purposes when utilizing the forward function.

Key Term of the Week

Freeform Line Item – This is a “free text” purchase requisition line item created by a user to order a good and/or service that is **NOT** available in Ohio|Buys via catalogs. Freeform line items were previously referred to as special request requisitions in OAKS.

Helpful Links

Below you will find links to valuable information and training for Ohio|Buys:

[FAQs](#)

[Ohio|Buys Fact Sheet](#)

[Key Terms](#)

[Job Aids](#)

[Ohio|Buys Live Catalogs](#)

Support

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](#).



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Published by the State of Ohio Office of Procurement Services
