

Ohio

Buys

Connecting Buyers and Suppliers

April 20, 2020 Newsletter

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

## What We Are Working On

As a follow up to the Early Adopter Agency meetings in March, we wanted to provide an update on the next steps for Ohio|Buys. We are now moving to the **Release 2 Enhancement Phase** – tentatively scheduled for May through August. During this phase, we will be taking a close look at the following key functional areas:

- Pcard transactions
- Purchase Requisitions
- Purchase Orders
- Key Workflows
- Quick Quoting
- Release & Permits
- Search
- Supplier Experience

In addition, we will be implementing improved alerts and email notifications to provide more detailed information when using Ohio|Buys.

Please continue to work with your OCM practitioner regarding any questions or concerns.

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## Reminder - COVID-19

As we continue to work remotely as a result of COVID-19 social distancing initiatives, we want to ensure that we stay connected during this time. The Ohio|Buys team is committed to providing services to your teams via teleconferencing and other available tools.

The team is aware many Agency users are getting acclimated to working from home, and we will be flexible with your time and methods of communication by providing telecommunications assistance/options, as needed, when meeting with our group (e.g., using screen-sharing tools like Skype, MS Teams, Free Conference Call, etc.).

**The attached document describes the services the Ohio|Buys team has scheduled and will offer your agency. Additionally, you will find a corresponding resources list attached.**

**Note:** *Your OCM Practitioner will remain available to you during normal work hours throughout the day/week, albeit remotely. Please continue to keep in close contact should you need additional services from the Ohio|Buys team. We're here to help!*

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# Budgetary Restrictions

Due to the recent order from Governor Mike DeWine, we have been receiving questions related to how in-flight requisitions will be impacted.

1. If any order is not encumbered to a Purchase Order in OAKS with a "Valid" budget status, it has been impacted.
2. Agency fiscal officers will need to work with their OBM budget analysts to provide justification for the release of any part of their allotments currently on hold.
3. Any new attempted transactions using affected expense account codes will not pass budget check unless the agency has received a release from OBM. This also applies to any in-flight transaction that has not yet created a purchase order and/or passed budget check.
4. Even if encumbrances have passed the budget check, agencies should review them to see if any can be reduced or cancelled.

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# Remind Your Suppliers

We have continued working We have **four** Ohio|Buys supplier webinars coming up in the next two weeks. Thank you to everyone who has connected us with suppliers and would ask for your continued involvement with our outreach effort.

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As a reminder, the webinars 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:

#### **Join the video:**

1. About 5 minutes before the start time, click the link below associated with the webinar you would like to attend. Be sure to click the link associated with the appropriate date and time.
2. After clicking the appropriate link, a Webex window opens. Click the "Join Meeting" button.

#### **Join the audio:**

3. Join the conference call by dialing: **1-844-425-8144** and enter Passcode: **5731989362#**
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Date	Start Time	Webinar Link
Friday, April 24	10:00 AM	<a href="#">Join Ohio Buys Webinar #25</a>
	2:00 PM	<a href="#">Join Ohio Buys Webinar #26</a>
Friday, May 1	10:00 AM	<a href="#">Join Ohio Buys Webinar #27</a>
	2:00 PM	<a href="#">Join Ohio Buys Webinar #28</a>

**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>

**Additional Training**

There is also additional training in the form of web-based eLearning videos and job aids. We recommend viewing the training videos prior to attending the webinars.

**Online 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
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# Helpful Hints

## Units of Measure

Recently we have received questions regarding units of measure (UOM). It is important to review the line item description and the UOM to make sure users are receiving both the expected and correct number of items. This will aid in purchasing analysis, which in turn will help make contract negotiations more effective in the future.

Entering a unit of measure is just as important as selecting the correct commodity code because when DAS is negotiating state-wide contracts, they need to be aware of what the agencies are buying and in what quantities. Understanding that an agency is buying large quantities of a commodity can help the state negotiate discounts when purchasing larger amounts of a good.

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## In Case You Missed It

Please remember that we are frequently updating Agency and Supplier [Job Aids](#).

Please take some time to review this material so you and your teams can utilize the most current information to make Ohio|Buys work for you.

We will continue to keep you

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informed as Job Aids are added and updated. Please bookmark or favorite the [Ohio|Buys training page](#) for easy access to new updates.

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## Key Term of the Week

### ***Equal Opportunity Division (EOD) –***

*It is the mission of the Equal Opportunity Division to serve, support, and find solutions for Ohioans by ensuring equal opportunity to and fair treatment in government contracting and state employment. The Division strives to achieve its mission by implementing and enforcing the state's affirmative action and equal employment opportunity policies and implementing and monitoring the state's procurement preference programs for minority-owned, women-owned, and socially and economically disadvantaged businesses.*

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## Helpful Links

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

[FAQs](#)

[Ohio|Buys Fact Sheet](#)

[Key Terms](#)

[Job Aids](#)

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# 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](mailto:ohiobuys@das.ohio.gov)

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Mike DeWine, Governor  
Jon Husted, Lt. Governor  
Matt Damschroder, Director

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