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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Success Stories / Spotlight

DEPARTMENT OF PUBLIC SAFETY

Thank you to Kelli Whalen for sharing experiences and ideas in the April Sustainment Meeting Spotlight! Tips from DPS include:

- Ensure full training for core Purchasing group to include business processes for the agency.
- Focus on small groups for agency roll out.
- Identify those who are really interested in performing lead roles and eager to learn the new system and RECRUIT them to help with the agency roll out.
- Be willing to work one-on-one with those that are not comfortable yet. Share screens in TEAMS if necessary, to allow them to walk through the process with your support.
- If you fix a blocking or non-blocking alert, make sure to tell the person what caused the alert and what you did to fix it so they can potentially fix it themselves next time.
- Follow up with those who were struggling to make sure they are doing well and are getting comfortable with the system functionality.
• REMEMBER: Ohio|Buys is flexible. If your business process doesn’t fit all of the functionality of the system, seek ways to working within your business process and still use the system where possible.

Agency Updates

TWO-PHASE CONTRACTS

If an agency attempts to create a Purchase Requisition and references a competitive selection two phase (contract type), pre-quals (contract subtype) contract (e.g., DBITS, TrustOhio, etc.), Ohio|Buys will give the user a blocking alert directing them to contact DAS Procurement Services with a request to purchase (RTP) for a secondary solicitation.

The RTP will route to the appropriate contracting team within Procurement Services to initiate the secondary solicitation process.

Once the secondary solicitation process has been conducted and a supplier has been selected, DAS Procurement Services will create a contract in Ohio|Buys using the solicitation number as the state contract number. The agency will purchase from the newly created contract, not the original parent contract. Once the contract is created the agency will be able to create the purchase requisition in Ohio|Buys.

REFERENCING CONTROLLING BOARD NUMBERS ON REQUISITIONS

When attempting to reference a Controlling Board Number on a purchase requisition, keep in mind that the budget date on the requisition must be greater than or equal to the ECB Waiver Date assigned to the Controlling Board Number. Additionally, the supplier referenced on the requisition must match the supplier that the Controlling Board Number is set up with and the budget date on the requisition must be in the same fiscal year as what’s listed on the Controlling Board Number.

Controlling Board Numbers are interfaced from OAKS to Ohio|Buys nightly, and users can see what Controlling Board Numbers are available in Ohio|Buys by navigating to:

Release & Permit → Controlling Board Browse
AGENCY ADMINS

As a reminder, it is important for every agency to have at least two administrators to cover issues while one is out of office (e.g., managing user profile requests and delegating tasks/pending validations, moving applicable workflow steps back/forth, etc.). There were two Agency Admin trainings in March and another one can be scheduled if needed. Agency admins can also set up office hours with specific questions.

Supplier Updates

CATALOG LIST POSTED
The most current list of catalogs are now posted on the OhioBuys website. There are now 1,271 catalogs available.

PRICE LISTS POSTED
DAS is working to post price lists and/or catalogs to any current contract posted missing these items. This work continues with an additional 20 price lists/catalogs posted. Please email ohiobuys@das.ohio.gov with any questions.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Contract</th>
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<tbody>
<tr>
<td>WEST ROOFING SYSTEMS INC</td>
<td>BUILDING, CONSTRUCTION MATERIALS, ROOFING Amendment #1</td>
</tr>
<tr>
<td>OD SECURITY NORTH AMERICA</td>
<td>FULL BODY SCANNING SYSTEM Amendment #2</td>
</tr>
<tr>
<td>SteelSummit Holdings Inc</td>
<td>COATED ALUMINUM FOR LICENSE PLATES Amendment #2</td>
</tr>
<tr>
<td>CAS SEVERN INC</td>
<td>Computer Hardware, Software, and IT Services</td>
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<td>TSG SOFTWARE LIMITED</td>
<td>Computer Hardware, Software, and IT Services</td>
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<tr>
<td>TENNSCO CORP</td>
<td>Library Furniture Amendment #1</td>
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<tr>
<td>DLT SOLUTIONS LLC</td>
<td>Computer Hardware, Software, and IT Services</td>
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<tr>
<td>MOTOROLA SOLUTIONS INC</td>
<td>Telecommunications Equipment</td>
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<tr>
<td>CUSTOM APPLICATIONS MANAGEMENT LLC</td>
<td>BWC Managed Care Information System</td>
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<tr>
<td>XLN SYSTEMS INC</td>
<td>Addn 17 (P&amp;P Pricelist)</td>
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<tr>
<td>XLN SYSTEMS INC</td>
<td>Deliverable Based Information Technology Services (DBITS) Open Market</td>
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<tr>
<td>US Corrections LLC</td>
<td>TRANSPORTATION OF OFFENDERS Amendment #1</td>
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<tr>
<td>SKRETTING USA</td>
<td>FISH FEED; TROUT, SALMON, STEELHEAD, CATFISH, AND MEDICATED ADDITIVES</td>
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<td>JESS HOWARD ELECTRIC CO</td>
<td>JESS HOWARD ELECTRIC COMPANY</td>
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<tr>
<td>UNITED DAIRY INC</td>
<td>Dairy Products Amendment #1</td>
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<td>TOFT DAIRY INC</td>
<td>Dairy Products Amendment #1</td>
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<tr>
<td>NEW DAIRY OHIO LLC</td>
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<tr>
<td>AMERICAN SERVICES &amp; PROTECTION LLC</td>
<td>UNIFORMED ARMED SECURITY GUARDS</td>
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<tr>
<td>CISCO SYSTEMS INC</td>
<td>Cisco Systems, Inc. STS</td>
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<tr>
<td>DEPARTMENT OF REHABILITATION</td>
<td>OHIO PENAL INDUSTRIES REQUISITE PROGRAM-INSTITUTIONAL APPAREL</td>
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Training Tips

OFFICE HOURS NOW AVAILABLE

We have seen great success with office hours and hope they are meeting your needs. Remember, office hours are available **daily** to assist users with shopping, requisitions, quick quotes, solicitations, contracts, and building solicitation or contract templates. You will receive direct help on a specific transaction as you are working through it!

Office hours are available for your training-related questions (i.e., how to do something in Ohio|Buys). If your question(s) is regarding policy or system issues (e.g., why a purchase
order is In Progress) then users should submit a helpdesk ticket. In addition, anything that substantially involves R&Ps, OAKS, or OneSpan Sign will need to go to the helpdesk as well.

*Remember, if it's a question of "how" then office hours are the way to go. If it's a question of "why" it needs a helpdesk ticket.*

To sign up for these 1-hour office hour sessions:

1 – Determine which item you need to shop for, which requisition you are working on, your active quick quote, solicitation, or contract, or template you would like help with and have that ready to share at the appointment.

2 – There are two links – if the date and time you are looking for are booked at one link, try the other link: [Office Hours 1](#) | [Office Hours 2](#)

Register for a time slot: either 1pm, 2pm, or 3pm daily. There are 2 appointments available for every hour time slot. Appointments are first come first serve by registration only at the Ohio|Buys information website.
In the box titled “Please share anything that will help prepare for our meeting” include the topic of your office hour session (e.g.: solicitation, quick quote, etc.).

3 – Receive an Outlook/Teams confirmation appointment. Invite anyone from your team you would like to have involved in this session.

4 – **At your appointment:** Be logged into Ohio|Buys so you can proceed with your activity. Trainers will advise you on how to complete your transaction, but they will not be driving.

NOTE: Office Hours are not a substitute for opening a helpdesk ticket when there is a technical issue. Trainers can direct you to the help desk if your questions warrant opening a ticket.

These links and instructions are also available on the Ohio|Buys website.

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**Key Term(s)**

**GENERIC PRODUCTS**

These are catalog items that do not require a price. An unpriced, generic product allows Requesters and Requisitioners to submit a request for a good or service that will be completed with more specific information later on by another performer in the procurement process. Generic products are updated with specific information by choosing a priced item in the catalog or by sending out a solicitation. When viewing a generic product, users will see a product sheet with a generic product attribute selected and no associated price sheet (meaning no supplier, no price, or specific conditions will be displayed).

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**For More Information**

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

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**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.