

This newsletter is intended to be your primary resource for Ohio|Buys. We encourage you to read and share it with your agency.

## What We Are Working

### Release 2 Enhancement Kickoff

The Ohio|Buys project team is continuing to add enhanced functionality. These enhancements are a direct result of user feedback and are focused on improving the user experience and functionality.

As you are aware, the Release 2 Enhancement work is now in progress. The project will be focused on over the next 16 weeks.

The following are specific details regarding the process:

1. Prioritization of feedback gathered from early adopter and a working list of enhancements that the project is addressing.
2. The enhancements are organized into the following functional areas:

<ul style="list-style-type: none"><li>•General</li><li>• Profile</li><li>• Quick Quoting</li><li>• Release and Permit</li><li>• Search</li><li>• Supplier Experience</li><li>• Workflow</li></ul>	<ul style="list-style-type: none"><li>• Purch</li><li>• Excep</li><li>• Chang</li><li>• Invoic</li><li>• Notific</li><li>• Pcard</li><li>• Purch</li></ul>
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3. The structure to implement enhancements will be 2-week sprints, specific processes or functionality within an area. If functionality may require design sessions; however, no formal sessions.
  - a. If functionality requires design sessions, there will be 1-2 hours around these sessions to Agency Leads.

4. At the end of the 2-week sprint, the enhancements that were implemented will be shared with the project team and rolled out to Ohio|Buys.
5. OCM will be delivering communications throughout each sprint to all impacted agencies the status of:
  - a. **what** will be included in each sprint
  - b. **when** the enhancement is being deployed to C
  - c. **how** end users can be prepared for changes to
6. The training team is working closely with the project team to ensure that all impacted materials (Learner Guides, Job Aids and Job Aids) are updated and also provide communication around updated training.

### **Purchase Order Improvement**

Previously, when a user created a change request for a PO that had expired since expired, they were not able to continue to reference the PO. The PO would have a strikethrough it.

A code fix was put in place to remove the strikethrough and allow users to proceed. Also, a non-blocking alert on the PO was created that expires after the PR flips to a PO. Thus, a change order can be created if the line item(s) expired.

### **Supplier Enablement**

Last week, supplier webinar participation grew by five times compared to our supplier enablement communications, there has been an increase in suppliers that were unfamiliar with Ohio|Buys and are interested in the State.

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## Reminder - COVID

As we continue to be working remotely as a result of COVID-19 safety initiatives, we wanted to ensure we stay connected during this time. Our team is committed to providing services to your teams via video, phone, or 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 for providing telecommunications assistance/options, as needed. We are available to our group (e.g., using screen sharing tools like Skype, Microsoft Teams, etc.).

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The attached document describes the services the OCM is currently scheduled and will offer your agency. Additionally, you will find a corresponding resources list attached.

**Note:** Your OCM Practitioner will remain available to you throughout the day/week, albeit remotely. Please maintain close contact should you need additional services from the OCM Team. We're here to help!

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## Budgetary Restriction

Due to the recent order from Governor Mike DeWine, we have received many questions from users related to how their in-flight requisitions are impacted.

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

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## Remind Your Suppliers

We have seen a significant increase of supplier participation in our outreach efforts. Thank you to everyone who has connected us with suppliers and for your continued advocacy in our outreach effort.

As a reminder, the webinars cover:

- Accessing and Navigating Ohio|Buys
- Responding to Solicitations
- Reviewing and Acknowledging Purchase Orders

### **Webinar Information**

Supplier/bidder training webinars will be held on the dates listed below. This webinar will provide a review of the topics above, as well as

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Suppliers are welcome, but it is not necessary, to attend. 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 would like to attend. Follow these steps:

1. About 5 minutes before the start time, join the phone number **844-425-8144** and enter Passcode: **57319 893**
2. Then click the link below associated with the webinar.
3. After clicking the appropriate link for the date and time, you will be taken to a Cisco Webex Meetings or click the *Join from your device* link at the bottom of the page.
4. Enter your name and email address and you will be able to join the webinar.

Date	Start Time	Webinar Link
Friday, May 8	10:00 AM	<a href="#">Join Ohio Buys Webinar</a>
	2:00 PM	<a href="#">Join Ohio Buys Webinar</a>
Friday, May 15	10:00 AM	<a href="#">Join Ohio Buys Webinar</a>
	2:00 PM	<a href="#">Join Ohio Buys Webinar</a>
Friday, May 22	10:00 AM	<a href="#">Join Ohio Buys Webinar</a>
	2:00 PM	<a href="#">Join Ohio Buys Webinar</a>
Friday, May 29	10:00 AM	<a href="#">Join Ohio Buys Webinar</a>
	2:00 PM	<a href="#">Join Ohio Buys Webinar</a>

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

### Additional Training

There is also additional training in the form of web-based videos. We recommend viewing the training videos prior to attending the webinar.

### Online training for Suppliers

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

- Accessing and Navigating Ohio Buys for Existing Suppliers
- Accessing and Navigating Ohio Buys for New Suppliers
- 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 Receiving Documents

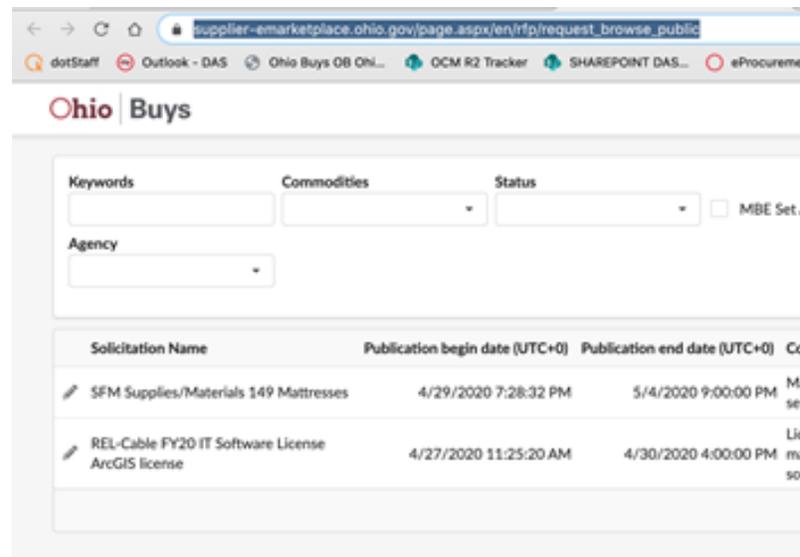
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# Helpful Hints

## Quick Quotes

In the event you do not know all of the Suppliers you'd bid for work, please create your sourcing event in Ohio|Buys, select a vendor to your quick quote then click submit. Once you are done, you can view the event on the public solicitation site as pictured and linked below.

<https://supplier-emarketplace.ohio.gov/page.aspx/en/rfp>



## IT Release and Permit

The IT Release and Permit (R&P) is built into the Ohio|Buys system. Agencies should **not** obtain an IT Release and Permit outside of Ohio|Buys. If you have obtained an IT Release and Permit outside of Ohio|Buys, you must obtain an R&P in Ohio|Buys (please use the legacy process in OAKS).

We strongly encourage agencies to utilize Ohio|Buys for all requisitions for FY21. The solution has been configured to handle FY21 requisitions through the interface to OAKS until the budget has been opened in OAKS. The Ohio|Buys team will push all requisitions staged for the

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## Creating FY21 Requisitions

Requisitioners have the ability to create requisitions for budget date. To create a requisition for FY21, the Budget date on or after **07/01/2020**. The Budget Date field is located on the requisition.

### Header

#### Requisition ID

8904

#### Status

Initialized

#### Type

Standard Purchase

#### Requisition Label

Req. 4/28/2020

#### Requester

Ulrich Sheree

#### Organization

DMH912080 TOL NURSING DIRECTOR NOPH

#### Business Unit

DMH01 - OH Dept of MH & Addiction Svcs

#### Fiscal Year

2020 - State of Ohio

*Regarding IT Release & Permits:* Ohio|Buys has been configured to handle IT R&P. The IT Release and Permit (R&P) is built into the purchase requisition process. Requisitioners will complete all procurement and fiscal approvals before the R&P is generated. Once the IT R&P has been generated in Ohio|Buys, the requisitioner must review and approve the requisition. Once approved, the requisition is converted to a Purchase Order (PO). The PO will remain in budget error until the FY21 budget is loaded. Once the ChartField information is correct and the budget has approved, the budget status will change to "Valid" and the PO will be dispatched.

These "staged" orders will not be impacted by Fiscal Year 2021. Requisitioners must obtain all IT R&Ps in Ohio|Buys. However, if an agency has an IT R&P in the legacy OAKS process, that IT R&P cannot be used in Ohio|Buys. In this case, the requisitioner must use the legacy OAKS process.

*Note:* If the requisition references a contract with a 07/01/2020 effective date, requisitioners cannot create your requisition until that date. Changing the effective date will not allow you to supersede the effective date of the contract.

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Questions regarding creating FY21 requisitions can be directed to [ohiosharedservices@ohio.gov](mailto:ohiosharedservices@ohio.gov) or 614-338-4781.

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## In Case You Missed

Please remember that we are frequently updating Agency [Aids](#). Please take some time to review this material so you can utilize the most current information to make Ohio|Buys work for you. We will continue to keep you informed as Job Aids are added and updated. Please bookmark or favorite the [Ohio|Buys training page](#) for easy access to updates.

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## Helpful Links

Below you will find links to valuable information and training resources.

[FAQs](#)

[Ohio|Buys Fact Sheet](#)

[Key Terms](#)

[Job Aids](#)

[Ohio|Buys Live Catalogs](#)

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## Support

In order to ensure that we can make this process as easy as possible, please send non-system/support questions to:

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

To provide feedback that would benefit the program or to report a problem, please visit the [Ohio|Buys Feedback survey](#).



Mike DeWine, Governor  
Jon Husted, Lt. Governor

Matt Damschroder, Director

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