

Ohio

Buy

Connecting Buyers and Suppliers

August 6, 2020 Newsletter

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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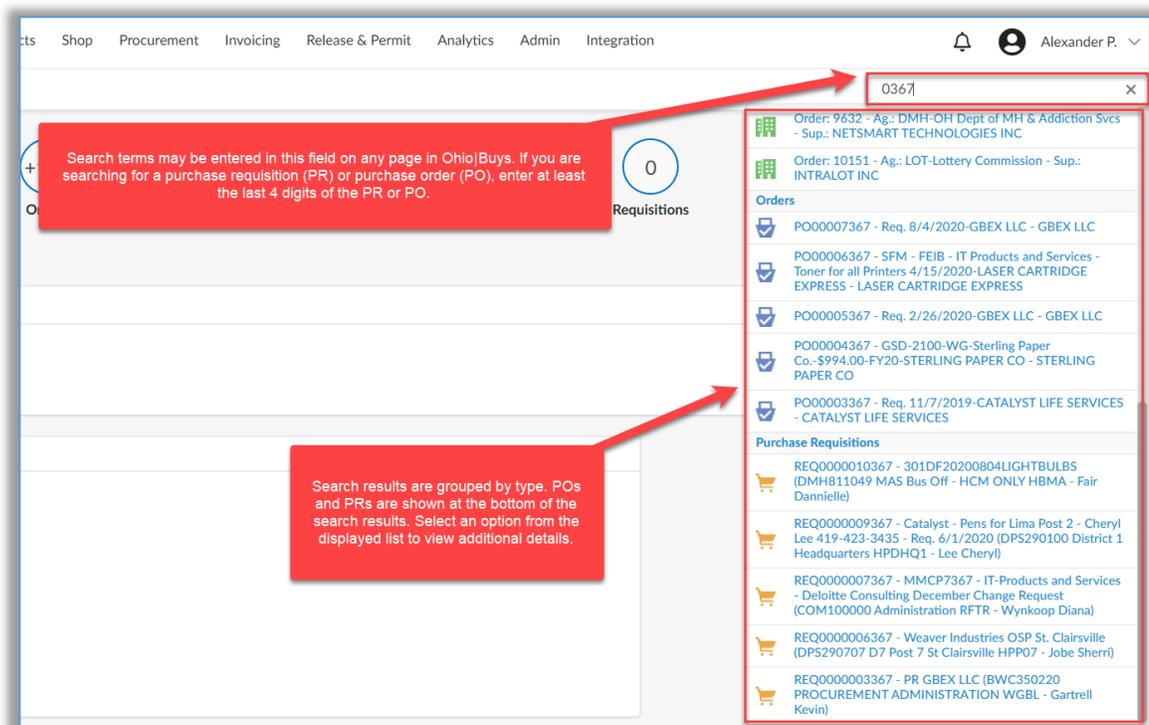
The Ohio|Buys Team is still seeking Agency Representative participation in Supplier Webinars to interact directly with suppliers. Please look at the Supplier Update section for dates and more information.

Agency Update

SEARCH OPTIONS

As you shop in Ohio|Buys, remember there are several options available to find what you are looking for.

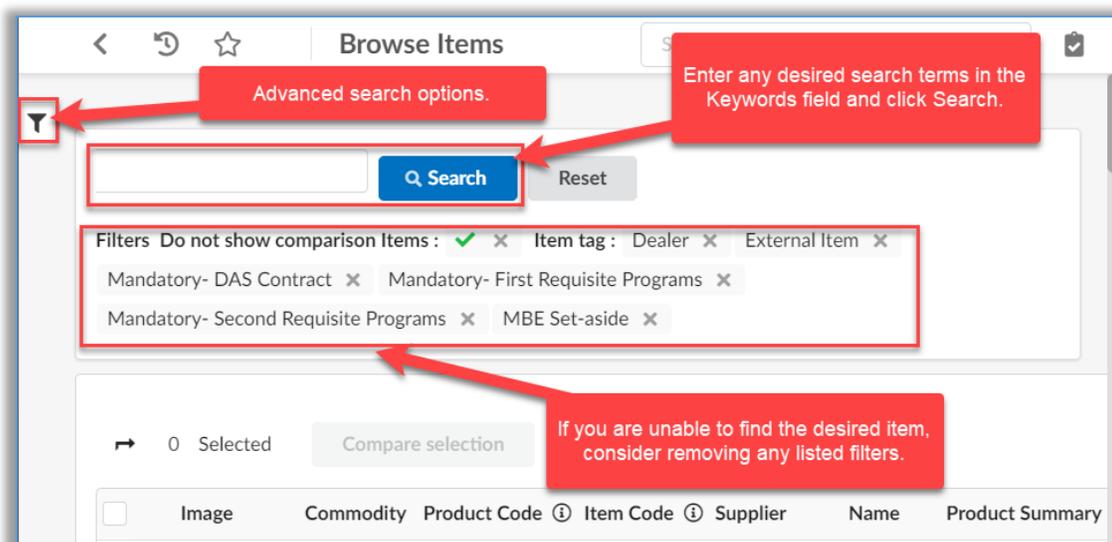
1. **Universal Search** – This option searches across the entire solution and can be accessed on the top right corner of any page. We recommend using this option to quickly search for and open a purchase requisition (PR) or purchase order (PO). To do this, enter at least the last 4 digits of the PR or PO and then select the desired item from the search results to view additional details.



2. **Browse Search** – This option searches within a specific page, such as the Browse Items page, and the results are displayed in a table at the bottom of the page. We recommend using a browse search whenever you are:
 - a) Searching for items to purchase via the Purchase Requisition process
 - b) Trying to review all results that match a set of search criteria (e.g., you want to see a list of all purchase orders for a particular Supplier)
 - c) Were previously unable to find what you were looking via a universal search.

When completing a browse search in Ohio|Buys, we recommend **first trying to search using the Keywords field**. To start, enter a word or short phrase into the Keywords field, such as the name of the item, the Supplier's name, or the State Contract Number. Ohio|Buys' predicative search tools will automatically show possible searches as you type, and you are able to select any of these recommendations to complete a search. In addition, you can also enter search terms into the Keywords field and then click the Search button to complete a search.

If no results are displayed after completing a search, **consider removing any filters** that are associated with your search. By default, the Browse Items page contains default filters for Dealers, External Items, Mandatory DAS Contracts, Mandatory First Requisite Programs, Mandatory Second Requisite Programs, and MBE Set-Aside items. To remove a filter, click the X icon next to the filter.



3. **Advanced Search:** If you are still unable to find what you are looking for or are still seeing too many search results, you also have the ability to add additional search terms to your search. **Click the Advanced Search icon** on the left side of the page to reveal the Browse page's associated advanced search fields. From here, enter your additional terms. For example, on the Browse Items page, you can add advanced search terms to search by Supplier and/or State Contract Number. After you have entered your advanced search terms, click back onto the main part of the page and click search.

The screenshot shows an advanced search filter panel with the following fields and values:

- Do not show comparison Items**: Toggled on (blue switch).
- Commodity**: Empty dropdown menu.
- Supplier**: Dropdown menu with "GOODWILL INDUSTRIES OF AKRON OHIO INC" selected.
- Status**: Empty dropdown menu.
- Show non valid items**: Unchecked checkbox.
- Punchout only**: Checked checkbox (highlighted in red).
- Generic Product**: Unchecked checkbox.
- Item tag**: Dropdown menu with "Dealer", "External Item", "Mandatory- DAS Contract", and "Mandatory- First Requisite Programs" selected.
- State Contract Number**: Text input field containing "CRP30276" (highlighted in red).

- 4. Punchout Catalog Search:** If you are still unable to find the item you are looking for at this point, you should **consider searching relevant punchout catalogs**. To easily see a list of the available punchout catalogs, remove all of your search terms and filters and then click the Punchout only checkbox icon in the advanced search term options. From here, we recommend opening and searching the punchout catalog for any supplier that you think may offer the item you are looking for. For example, if you are looking for a particular office supply item, search GBEX's catalog; for equipment and tools, search Grainger; and for computers, search HP's catalogs.
- 5. Non-Catalog (Freeform) Items:** If you are still unable to find the item you are looking for at this point, you are able to **click the Add Non-Catalog Item button**. This button is located in the center page and is used to manually add the item to your shopping cart. You should only add a non-catalog (i.e., freeform) item to your shopping cart if you have exhausted the other search options and are relatively certain that no comparable item is available in Ohio|Buys.

ENHANCEMENT REMINDER

As a reminder, on Friday, August 7th, we will be releasing the 8th enhancement sprint. All of the current [R2 Enhancement videos](#) are available for review. We will continue adding content as enhancements become available.

Supplier Updates

AUGUST SUPPLIER TRAININGS

We are continuing our supplier/bidder training webinars remaining in August. Each 1-hour webinar will provide a review of the topics above, as well as time for questions. By participating, Representatives can reiterate the importance of getting registered and setup in the system to participate in/respond to quick quote solicitations. If you'd like to participate, please [contact us](#).

Webinar Schedule and Registration Information

Click the link to register for the webinar based on the date and time you would like to attend. You can register in advance or right up until the webinar begins.

Date	Start Time	Webinar Registration Link
Friday, August 7	2:00 PM	Register for Ohio Buys Webinar #49
Friday, August 14	2:00 PM	Register for Ohio Buys Webinar #50
Friday, August 21	2:00 PM	Register for Ohio Buys Webinar #51
Friday, August 28	2:00 PM	Register for Ohio Buys Webinar #52

Note: Before joining, be sure to [check system requirements](#) to avoid any connection issues.

WEBINAR VIDEO ONLINE

If any of your suppliers are unable to attend a webinar, a video version of the same webinar is available on the [Ohio|Buys](#) Training tab in the Supplier section.

Key Term(s)

DISPATCHING

The process of a Purchase Order (PO) being sent out. POs are dispatched out of OAKS three times daily (at the same schedule as in OAKS today), and then dispatched from Ohio|Buys to suppliers (typically via email or cxml).

For More Information

Please remember that we are frequently updating Agency and Supplier [Learner Guides and 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 informed as Job Aids are added and updated. Please bookmark or favorite the [Ohio|Buys training page](#) for easy access to new updates.

In addition, please refer to:

[New Hints and FAQs](#)

[Ohio|Buys Fact Sheet](#)

[Key Terms](#)

[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](#).

Thank you for your partnership and willingness to help build a solution that will not only benefit your agencies, but Ohio as a whole.



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

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