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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Reminder

There are upcoming Supplier Webinars in both September and October. The Ohio|Buys Team is still seeking Agency Representative participation in these meetings to interact directly with suppliers. Please look at the Supplier Update section for dates and more information.
Agency Update

MONITORING PO STATUSES

Requisitioners should closely monitor the status of their purchase orders (POs) in Ohio|Buys to ensure they were successfully encumbered and dispatched to the associated Supplier. POs that have been successfully dispatched out of OAKS will have a Status of Ordered or Acknowledged in Ohio|Buys. POs that have encountered integration or encumbrance errors will have a Status of In Progress. The easiest way to monitor the status of a PO is to do the following:

1. Log in to Ohio|Buys. From the Main Menu Navigation Bar, click Procurement and then select Browse Orders from the drop-down menu.
2. Review the Status column in the grid (outlined below).

Since the Requisitioner does not receive a notification when a PO encounters an error, Requisitioners should continue with the below steps below to effectively manage their PO’s.

3. Click the Pencil icon next to the PO you would like to review.
4. Scroll to the bottom of the page and review the Integration Messages section. Take note of the text in the Description column and locate this text in the Review PO Integration Errors job aid.
5. Once you have found the corresponding message in the job aid, follow the steps in the What Users Should Do column of the job aid.
Supplier Updates

SEPTEMBER AND OCTOBER SUPPLIER TRAININGS ANNOUNCED

There are multiple supplier/bidder training webinars scheduled for both September and October. 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 set up in Ohio|Buys to respond to quick quote solicitations. If you’d like to participate, please contact us.

Webinar Schedule and Access Information

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

About 5 minutes before the start time, join the conference call by dialing: 1-866-692-3580 and enter Passcode: 132 476 4261 #

1. Then click the link below associated with the webinar you would like to attend.
2. After clicking the appropriate link for the date and time, download and install Cisco Webex Meetings or click the Join from your browser hyperlink at the bottom of the page.
3. Enter your name and email address, and you will be able to join the meeting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>Webinar Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, September 11</td>
<td>2:00 PM</td>
<td>Join Ohio</td>
</tr>
<tr>
<td>Friday, September 25</td>
<td>2:00 PM</td>
<td>Join Ohio</td>
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NOTE: Before attending, please verify your device can join the webinar by clicking on this link: [https://www.webex.com/test-meeting.html](https://www.webex.com/test-meeting.html)

**WEBINAR VIDEO ONLINE**

If any of your suppliers cannot attend a webinar, a video version of the webinar is available on the Ohio|Buys website Training tab in the Supplier section.

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## Helpful Hints

### STS PRICES

Prices listed in STS contracts are considered “not-to-exceed” prices. State Agencies are encouraged to negotiate these prices downward. Remember, all purchases referencing STS contracts as the purchase authority require the receipt of three or more quotes.

Additionally, any purchases referencing STS contracts as the purchase authority in Ohio|Buys must be associated with a Quick Quote. This is because Ohio|Buys counts the number of quotes received through the Sourcing module for STS purchases, and the DAS Office of Procurement Services uses the associated query in Ohio|Buys to prepare and submit the quarterly report to the Controlling Board that lists the STS purchases.

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## Key Term(s)

### ROUNDS

A new round is typically issued whenever there is an amendment to the original solicitation or when you want to issue a second round of bidding for a shortlisted group of suppliers.

### PURCHASE ORDER GENERATION AND MANAGEMENT

Once a requisition is fully approved a purchase order will be generated. PO management is defined as actions taken on a purchase order (e.g., print, send manually, create a change order, close/cancel).
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

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 share success stories, please visit the Ohio|Buys Feedback survey.

Thank you for your partnership and willingness to help build a solution that will benefit your agencies and Ohio as a whole.
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