

Ohio

Buys

Connecting Buyers and Suppliers

September 3, 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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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).

PO ID	Supplier	Purchase Requisition	Ordered	Received	Invoiced	Progress	PO	Order Date	Fiscal Year	Pcard Purchase	Status
PO0000700	STENOCHOLE INC.	30102000027 - SternoChole - J&H Invoice	243,300			Validated - PO Create Encumbrance	1	8/27/2020	2021		In Progress
PO0000707	GREX LLC	City of Cuyahoga of GREX Supplier-OSP Business 08/27/2020	236,710			Validated - Requisition Review - Supplier Acknowledgment	1	8/27/2020	2021		Ordered
PO0000708	NET INC INTERNATIONAL LLC	CAUTION TAPE - CARBIDE - 08/27/20	18,400			Validated - Requisition Review - Supplier Acknowledgment	1	8/27/2020	2021		Ordered
PO0000707	GREX LLC	Office Supplies - Garage - 08/27/20	10,100			Validated - Requisition Review - Supplier Acknowledgment	1	8/27/2020	2021		Ordered
PO0000706	GREX LLC	Post 39 GREX Order	240,680			Validated - Requisition Review - Supplier Acknowledgment	1	8/27/2020	2021		Ordered
PO0000705	CATALYST LIFE SERVICES	ACP Pres Supply TT - SP	31,920			Requisition Review - Supplier Acknowledgment	1	8/27/2020	2021		Acknowledged
PO0000704	CSC SERVICEWORKS INC	303 CLM 20200827 CSC FY 21 Qtr 1 Aug	532,680			Requisition Review - Supplier Acknowledgment	1	8/27/2020	2021		Ordered
PO0000703	DEPARTMENT OF REHABILITATION	DRC PDP - Trash Bags - SP	21,690			Requisition Review	1	8/27/2020	2021		Acknowledged
PO0000702	DEPARTMENT OF REHABILITATION	OSP Cambridge DHQP-20/LCS supply order - SP	286,350			Requisition Review	1	8/27/2020	2021		Acknowledged
PO0000701	DEPARTMENT OF REHABILITATION	Direct Five / Post 55 Order ORI August - SP	143,350			Requisition Review	1	8/27/2020	2021		Acknowledged
PO0000700	LASER CENTERFOLD SERVICES	LCS OSP West Jefferson	129,900			Requisition Review	1	8/24/2020	2021		Ordered
PO0000709	DAS STATE PRINTING	Medicare Part D Worksheets 8/26/2020	927,400			Validated - Requisition Review - Supplier Acknowledgment	1	8/24/2020	2021		Ordered
PO0000708	GOODWILL INDUSTRIES OF COLUMBIANA CENTRAL	3032020026 Goodwill Gloves	9,160,000			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000707	LASER CENTERFOLD SERVICES	LCS / P3 Dispatch Ink Res. 8/24/2020	311,900			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000706	GREX LLC	SEC/CREDIT CARD/OFFICE SUPPLIES/GREX	37,000			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000705	GREX LLC	SCOW21GELINKER EDGINGTON	453,400			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000704	CATALYST LIFE SERVICES	8/24/2020 - West Vauxl Rolling Pins	234,720			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000703	GREX LLC	Glee order for Bucarus LCS and DHQ 8/24/20	9,180			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000702	GREX LLC	Glee order for Bucarus LCS and DHQ 8/24/20	6,150			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000701	CHICKENHAT ASSOCIATION FOR THE BLIND	Cincinnati of the Blind battery order for Bucarus LCS 8/24/20	23,250			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000700	LASER CENTERFOLD SERVICES	LCS OSP Hamilton Post August Order	349,800			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000709	CHICKENHAT ASSOCIATION FOR THE BLIND	CABVI OSP Hamilton Post August Order	144,450			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000708	CATALYST LIFE SERVICES	Highlighters - August Order	29,880			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000707	CATALYST LIFE SERVICES	SPM/CREDIT CARD/OFFICE SUPPLIES/GREX	676,400			Requisition Review	1	8/24/2020	2021		Acknowledged
PO0000706	GREX LLC	SPM/CREDIT CARD/OFFICE SUPPLIES/GREX	174,800			Requisition Review	1	8/24/2020	2021		Acknowledged

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.

Integration Messages

PO NUMBER	PO LINE NUMBER	FIELD NAME	FIELD VALUE	DESCRIPTION	DATE
PO00007579	0	OH_RP_NUM_DAS	LOT00006	INVALID VENDOR ID: 0000004169 FOR OH RP DAS NUMBER: LOT00006	Aug 18 2020 9:45AM

1 Result(s) 

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.

Date	Start Time	Webinar Link
Friday, September 11	2:00 PM	Join Ohio Buys Webinar #53
Friday, September 25	2:00 PM	Join Ohio Buys Webinar #54

Friday, October 9	2:00 PM	Join Ohio Buys Webinar #55
Friday, October 23	2:00 PM	Join Ohio Buys Webinar #56

NOTE: Before attending, please verify your device can join the webinar by clicking on this link: <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.

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.

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.



Department of
Administrative Services

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