



Connecting Buyers and Suppliers

September 21, 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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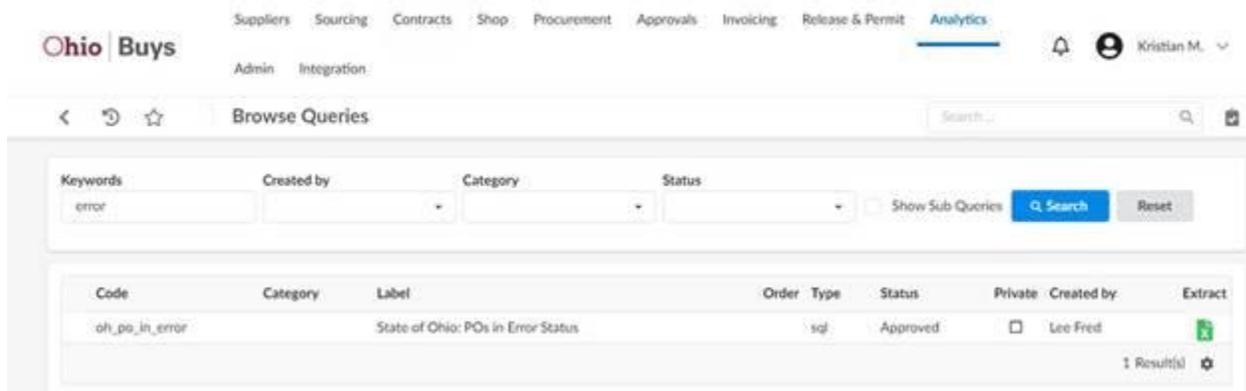
KNOWN LOG IN ERROR

Some users have recently experienced log in issues; this is a known issue affecting other applications that leverage single-sign on as well. The project team is working closely with the Office of Information Technology to fix this error. Ohio|Buys will provide an update when this issue is resolved.

Agency Update

NEW QUERY FOR IN-PROGRESS ORDERS

Agencies have the ability to run a query in Ohio|Buys that will show Purchase Orders in error status (“In Progress”). These purchase orders are still active and, in the workflow, but have some type of integration message displayed at the bottom of the purchase order header page. Use the “*Review PO Integration Errors*” job aid to see instructions on how to interpret and resolve integration errors related to your purchase order.



Need a Release 2 Training Refresher?

All Release 2 web-based training courses are updated and available for review in OhioLearn. Refresh your memory and understanding of essential functionality by examining the following courses:

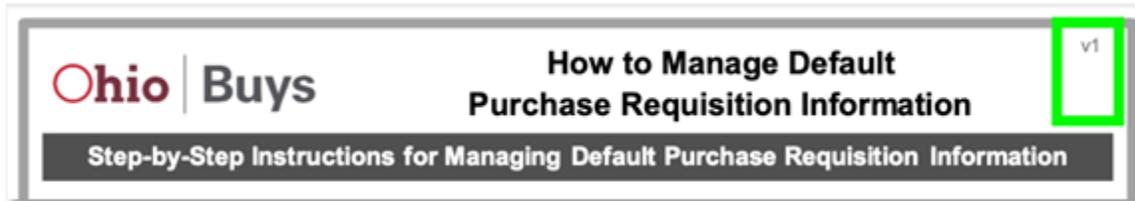
WBT Name	Description
Accessing and Navigating Ohio Buys	Walks through how to access and navigate Ohio Buys as well as how to set up a user's default settings.
Submitting Goods and/or Services Requests	Walks through how Requesters can submit purchase requisitions (including Pcard purchases)
Creating and Submitting Purchase Requisitions	Walks through how Requisitioners can submit and manage purchase requisitions.
Reviewing and Updating Purchase Requisitions	Walks through how Requisitioners can review and update purchase requisitions that are assigned to them for review.
Approving Purchase Requisitions	Walks through how an approver can review and act on a purchase requisitions.
Creating and Awarding Quick Quotes	Walks through how to flip a purchase requisition into a quick quote, invite potential Suppliers, and make an award.
Managing Purchase Orders	Walks through how to review a PO and submit change orders.

In addition, the project team is working to make Office Hours and Webinars (both by topic) available starting in October.

All Learner Guides and Job Aids are updated for all current Release 2 information on the [Ohio|Buys website](#). In addition, Job Aid numbers and version numbers have now been added to the website, the file name (when downloaded) and the front page of the Job Aid.

Creating and Submitting Purchase Requisitions

JA #	Link to Job Aid	Version #	Job Aid Description
2.01	Manage Default Purchase Requisition Information	v1.0	Instructions on how to set your default information for purchase requisitions, such as your Pcard, Organization, and favorite Departments.
2.02	Create a Purchase Requisition with a Requisite Procurement Agency	v3.0	Instructions on how to create a purchase requisition to order goods from a Requisite Procurement Program agency.
2.03	Applying Speed Charts	v1.0	Instructions on how to apply Speed Charts when filling out the budget information for a purchase requisition.



Supplier Updates

REMAINING SEPTEMBER AND OCTOBER SUPPLIER TRAININGS

There are **THREE** supplier/bidder training webinars scheduled for September and October. Each one-hour webinar will provide a review of the topics above, as well as time for questions. The project team continues to seek representatives from Early Adopter Agencies to participate in these webinars. By participating, representatives can reiterate the importance of getting registered and set up in the Ohio|Buys to participate in and respond to quick quote solicitations. If you'd like to participate, please follow the instructions below.

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 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>

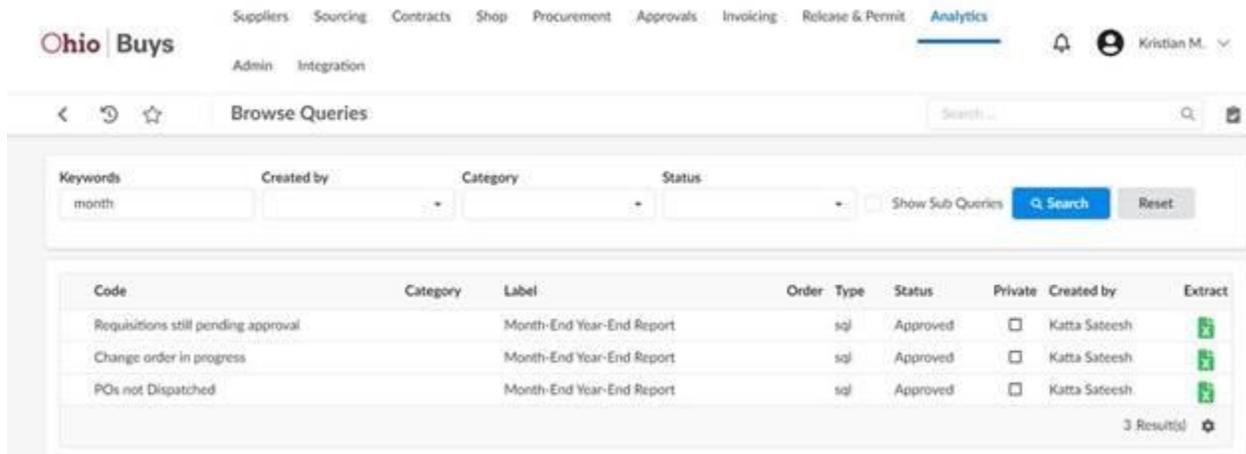
WEBINAR VIDEO ONLINE

If any of your suppliers cannot attend a webinar, a recording of the webinar content is available on the [Ohio|Buys](#) Training tab in the Supplier section.

Helpful Hints

MONTHLY CLEANUP REPORTS ARE AVAILABLE

Agencies have the ability to run a query in Ohio|Buys that will show the status of purchase requisitions, change orders, and purchase orders (PO's). These queries locate requisitions or POs meeting certain criteria such as requisitions pending approval, change orders in progress, or POs not dispatched. These queries enable end users to follow their requisition and/or PO status and be proactive in solving possible issues.



Key Term(s)

LOTS

A new lot is typically issued for Bidder and/or Supplier classifications. Lots can be used to clarify information or separate the different needs for a specific solicitation. This will be a feature that will be utilized in Release 3.

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 [OhioBuys Feedback survey](#).

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



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

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