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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**Agency Update**

**USING ONESPAN SIGN IN OHIO|BUYS**

Prior to Ohio|Buys, did you already have a OneSpan Sign account for your agency? If so, you will need to open a second account for the specific Ohio|Buys-to-OneSpan Sign integration. All users designated as Agency Contract Analysts will automatically be set up for this second account. If you need an Ohio|Buys-to-OneSpan Sign account, please open a ticket with Ohio Shared Services at: [ohiosharedservices@ohio.gov](mailto:ohiosharedservices@ohio.gov). Remember to put “OhioBuys” in the subject line.

Please note, the Office of Procurement Services is using the following signature convention in OneSpan Sign to demonstrate that signature authority has been delegated from one individual to another.

First Name Field in OneSpan Sign: Matthew M. Damschroder (i.e., the name of the individual that is authorized to sign on behalf of the State)
Last Name Field in OneSpan Sign: /KMS (i.e., the initials of the individual to whom signature authority has been delegated)
Signature Appears As: Matthew M. Damschroder/KMS

Please consult with your agency legal counsel to determine how your agency wishes to handle these types of scenarios in OneSpan sign where someone is signing on behalf of someone else.

REAL ESTATE CONTRACTS ARE NOW AVAILABLE

The DAS Office of Real Estate and Planning’s commercial lease agreements are now available in Ohio|Buys. To locate these contracts, select “Browse Contracts” and then use the “Contract Type” filter to select “Real Estate”. There are no catalog items on these contracts; agencies will need to do free form requisitions to reference these contracts on purchase requisitions.

Supplier Updates

RELEASE 3 SUPPLIER WEBINARS

Webinars highlighting Release 3 functionality for bidders and suppliers are now available on Fridays in November. Please see the Ohio|Buys Supplier Training page for more details.

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Topic</th>
<th>Webinar Link</th>
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</thead>
<tbody>
<tr>
<td>Friday, November 13, 10:00 AM - 11:00 AM</td>
<td>Solicitations</td>
<td>Register for Ohio</td>
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<tr>
<td>Friday, November 13, 2:00 PM - 3:00 PM</td>
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Training Tips
RELEASE 2 REFRESHERS ARE AVAILABLE

Users can get a refresher on specific Release 2 functionality by attending a Webinar or Office Hours session.

In addition, two full-day Release 2 trainings will be available Wednesday, December 9th and Friday, December 11th. Registration for all courses is available in Ohio Learn. Registration needs to be completed by noon on the day prior to the course.

These courses are only available in November and December so take advantage of these courses to improve your understanding of Procure to Pay functionality in Ohio|Buys.

Web-based training videos for Release 2 functionality are also available. Please note, a high internet bandwidth is needed to play the videos (or the sound sometimes will not play).

Key Term(s)

Term: Sourcing Project vs. RFx

Sourcing Project: Any kind of sourcing event in Ohio|Buys. This includes all types of solicitations, as well as Quick Quotes. Sourcing projects can have multiple lots and/or rounds associated to them.

RFx: A solicitation in Ohio|Buys that is composed of lots and rounds. An RFx is always associated to a Sourcing Project; a Sourcing Project may have multiple RFx's associated to it.

For More Information

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

For log in or system issues please contact OBM Shared Services Center 614-338-4781 or 1-877-644-6771 OR ohiosharedservices@Ohio.gov Remember to put “OhioBuys” in the subject line!

To provide feedback that would benefit the program or to share success stories please visit the OhioBuys 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.

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