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.

Table of Contents

- **Agency Updates:** Agency Exception Reviewers | OneSpan Sign Update
- **Supplier Updates:** STS Supplier and Dealer Communications | Website Updates for Suppliers | Supplier Webinars
- **Training Tips:** Purchase Requisition and Quick Quote Training
- **Key Term(s):** Solicitation Type
Agency Updates

IDENTIFY AGENCY EXCEPTION REVIEWERS AT YOUR AGENCY

As a result of one of the enhancements that were done to the Exception workflow earlier this year, the user responsible for performing the second step of this workflow changed from Agency Procurement Manager to Agency Exception Reviewer. At this step of the workflow, users are responsible for reviewing and vetting the validity of the Exception before sending it to a supplier or escalating it to a Contract Analyst.

Agency Admins should review their users that are currently assigned the Agency Procurement Manager profile and determine which of those users should be switched to an Agency Exception Reviewer profile and/or have the Agency Exception Reviewer profile added in addition to the Agency Procurement Manager profile they already have.

Keep in mind that the Agency Procurement Manager profile is still being leveraged for Sourcing and Contract activities in Release 3. Should Agency Admins have a question about how to manage and update user roles for their agency’s users, they can refer to the Agency Admins job aids on the Ohio|Buys website.

ONESPAN SIGN UPDATE

Ohio|Buys integrates with OneSpan Sign to facilitate digital signatures for contracts. This table explains a bit more on what users need to do to register and utilize OneSpan sign with Ohio|Buys.

<table>
<thead>
<tr>
<th>OneSpan Sign</th>
<th>Contract Analysts</th>
<th>Signers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio</td>
<td>Buys Account</td>
<td>A OneSpan Sign account will be opened for you before go live.</td>
</tr>
<tr>
<td>Agency Account</td>
<td>If you already have an agency account for OneSpan Sign, a second one will be opened for you for Ohio</td>
<td>Buys.</td>
</tr>
<tr>
<td>Delegation for Signers who are not available</td>
<td>This can be handled by selecting another user for original signature (i.e., select Deputy Director instead of Director if the Director is unavailable).</td>
<td>Delegation can be used if the original signer AND the person to delegate to both have Ohio</td>
</tr>
<tr>
<td>Signature Authority</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

  * **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.
Supplier Updates

STS SUPPLIER AND DEALER COMMUNICATIONS

The latest communication to State Term Schedule (STS) contract holders is targeting both suppliers and dealers who have not logged into Ohio|Buys. Our messaging is stressing the urgency of getting into the solution including:

At this time, our records show that no one from your organization has logged in to Ohio|Buys. We urge you to log in and begin using Ohio|Buys to ensure your supplier profile is up to date. **Logging in will also provide you awareness of State of Ohio solicitations that you may otherwise miss out on as the State of Ohio transitions procurement activities to Ohio|Buys.**

In addition, the DAS-OPS Bid Desk will continue with sending out solicitation notices simultaneously to posting solicitations in Ohio|Buys. However, suppliers will receive a notice that these notifications will be ending next year as they should be in Ohio|Buys.

Finally, please continue working directly with the suppliers your agency makes purchases from by encouraging them to access Ohio|Buys and ensure their company’s information is updated. We’ve found this direct type of communication to be one of the most effective ways of increasing supplier engagement and participation in Ohio|Buys, since the messaging is coming directly from those the supplier has a relationship with. You can refer them to the Ohio|Buys website for more information on how to access Ohio|Buys and validate their information.

WEBSITE UPDATES

The project team has been working to make links to Ohio|Buys bidder and supplier log in and public pages easier to find. We have added links to:

[www.procurce.ohio.gov](http://www.procurce.ohio.gov)
SUPPLIER WEBINARS

Please remind your suppliers that there are only two more days for Supplier Webinars in December. Suppliers should sign up for a webinar on either Friday December 4th or Friday December 11th at either 10am or 2pm. Starting in January this webinar content will only be available via online video (not instructor-led).

Sign up is available at the Ohio|Buys website on the Training menu under Supplier.

Training Tips

PURCHASE REQUISITION AND QUICK QUOTE TRAINING AVAILABLE

In addition to the current schedule of webinars and office hours, users can register for a full day of Procure-to-Pay (Release 2) training.

These are scheduled for:
Key Term(s)

**Term:** Solicitation Type

Agencies will be able to create a wide variety of solicitations, such as double and triple envelope solicitations as well as Requests for Information (RFIs) and Requests for Quotes (RFQs), in Ohio|Buys. In Release 2, only quick quoting was available.

As a reminder, a quick quote is a standardized, simplified solicitation process that encourages additional competition and replaces the State's existing quoting practices. A quick quote should almost always be created from a Purchase Requisition (PR) to easily link the award details back to the PR.

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 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.

Published by the State of Ohio Office of Procurement Services