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 Admin Information | Public Portal
- **Supplier Updates:** Invoice Approval in Ohio|Buys | Updates to Quick Quotes by Suppliers
- **Training Tips:** Release and Permit Routing
- **Key Term(s):** Key Terms Guide Available
Agency Update

AGENCY ADMIN INFORMATION

Agency admin job aids have continued to be refreshed along with all other job aids for Release 3. Job aids are available on the Training tab under Agency Training.

11. AGENCY ADMINs

<table>
<thead>
<tr>
<th>JA #</th>
<th>Link to Job Aid</th>
<th>Version #</th>
<th>Job Aid Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.01</td>
<td>Managing State User Accounts</td>
<td>2.0</td>
<td>Instructions on how to enable and disable agency user accounts as an Agency Admin.</td>
</tr>
<tr>
<td>11.02</td>
<td>Delegate Tasks</td>
<td>2.0</td>
<td>Instructions on how to reassign tasks as an Agency Admin.</td>
</tr>
<tr>
<td>11.03</td>
<td>Rules Engine Update</td>
<td>2.0</td>
<td>Instructions on how to submit updates for your agency's purchase requisition approval rules.</td>
</tr>
<tr>
<td>11.04</td>
<td>Manage Supplier Contacts</td>
<td>2.0</td>
<td>Instructions on how to manage Supplier contacts as a State Admin.</td>
</tr>
<tr>
<td>11.06</td>
<td>Create State User Accounts</td>
<td>1.0</td>
<td>Instructions on how to create an agency user account as a State Admin.</td>
</tr>
<tr>
<td>11.07</td>
<td>Disable State User Accounts</td>
<td>1.1</td>
<td>Instructions on how to disable agency user accounts as a State Admin.</td>
</tr>
</tbody>
</table>

PUBLIC PORTAL

The Ohio|Buys Public portal pages are available to see all solicitations, contracts, and catalog items in Ohio|Buys. In addition, the public records request form is available. This continues the commitment to transparency in Ohio procurement. Please use these links for reference:

Public Solicitations | Public Contracts
Public Catalogs | Public Records Request
Supplier Updates

INVOICE APPROVAL IN OHIO|BUYS

Remember, suppliers can invoice through Ohio|Buys. If you are receiving your first Ohio|Buys invoices, please refer to the following job aids to process the invoices:

- Review an Invoice v1.0
- Approve an Invoice v1.1

Training Tips

RELEASE AND PERMIT ROUTING

- For IT purchases below $25,000, the PR workflow will automatically assign the agency’s Blanket R&P number. Each agency’s Blanket R&P will be entered in Ohio|Buys for the assigned agency. There will be unlimited use of the blanket, and its value will be $999,999,999.00. When an agency purchase is below $25k, the purchase request will automatically utilize the Blanket R&P. If the PR contains line items with governance commodity codes, it will go through IT Strategic Investment Management (SIM) review prior to being assigned its blanket R&P number.

- For IT purchases greater than $25,000, the PR workflow will automatically assign an R&P after the PR has gone through a full IT approval. The R&P Amount will equal the total of the approved PO (sum of the line items per contract or Supplier).

- For non-IT purchases requiring a R&P, an R&P will be assigned after DAS Procurement has completed its review. Non-IT R&P’s will be required for any purchase requisition where the cost of the line items exceeds $49,999.99 for a single Supplier and will be routed to DAS Procurement for review. The R&P amount will be the total amount of the approved PR (sum of lines per contract or Supplier).
Key Term(s)

Updated Key Terms are now available at the Ohio|Buys website in the Terminology Guide. This includes updated terms from the enhancement effort as well as Solicitation and Contract functions.

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.