



Connecting Buyers and Suppliers

March 20, 2020 Newsletter

With everything going on, we wanted to make sure you are up to date with everything going on with Ohio|Buys.

This newsletter is intended to be your primary resource for weekly updates. We encourage you to read and share it with other active Ohio|Buys users in your agency.

## COVID-19 Update

As was discussed last week, many, if not all, our users will be working remotely as a result of COVID-19 social distancing initiatives. To ensure we stay connected during this time, the Ohio|Buys Team is committed to providing services to your teams via teleconferencing and remaining otherwise available to our Early Adopter Agency community.

The team is aware many Agency users are getting acclimated to working from home so we will be flexible with your time and methods of communication by providing telecommunications assistance/options, as needed, when meeting with our group (e.g. using screen sharing tools like Skype, MS Teams, Free Conference Call, etc).

**The attached document describes the services the Ohio|Buys team has scheduled and will offer your agency. Additionally, you will find a corresponding resources list attached.**

**Note:** *Your OCM Practitioner will remain available to you during normal work hours throughout the day/week albeit remotely. Please continue to keep in close contact should you need additional services from the Ohio|Buys Team. We're here to help!*

# There is Still Time for Suppliers to Join

We have **one** Ohio|Buys supplier webinar left this month. Thank you to everyone who has connected us with suppliers and would ask for your continued involvement with our outreach effort.

As a reminder, the webinars cover:

- Accessing and Navigating Ohio|Buys
- Responding to Solicitations
- Reviewing and Acknowledging Purchase Orders

## **Webinar Information**

Supplier training webinars will be held on the dates listed below. Each 1-hour webinar will provide a review of the topics above, as well as time for questions. You are welcome, but it is not necessary, to attend more than one session as the topics reviewed will be the same in all sessions.

## **Webinar Schedule and Access Information**

To join a webinar, choose the date and time you'd like to attend and follow these steps:

1. About 5 minutes before the start time, click the link below associated with the webinar you would like to attend.
2. Join the conference call by dialing: **1-844-425-8144** and enter Passcode: **5731989362#**

Date	Time	Webinar Link
Friday, March 27	10:00 AM	<a href="#">Join Ohio Buys Webinar #20</a>

**NOTE:** Prior to attending, please verify your device is able to join the webinar by clicking on this link: <https://www.webex.com/test-meeting.html>

## **Online video training for Suppliers**

Training videos are available on the [Ohio|Buys website](#). There are courses available covering the following topics:

- Accessing and Navigating Ohio Buys for Existing Suppliers
  - Accessing and Navigating Ohio Buys for New Bidders
  - Reviewing Exceptions and Updating Improvement Plans
  - Reviewing and Acknowledging Purchase Orders
  - Creating and Managing Invoices
  - Viewing and Responding to Solicitations
-

- Managing Advanced Shipping Notices and Returns



# Helpful Hints

## Quick Quotes

There have been questions about the quick quoting process and below are some helpful hints to guide you through the process:

The Quick Quote name field carries over directly from the Label field on the initial Purchase Request. You can see this in the screen shots below:

The screenshot shows the 'Purchase Requisition' screen for requisition ID REQ000005942. The 'Requisition Label' field is highlighted with a red box and contains the text 'Grainger Cup Liner'. Other fields include Requisition ID (5942), Status (Draft), Type (Standard Purchase), Receiving Required? (No), Requester (DAS requester 2 UAT), and Origin Code. A 'Ship to' address is also visible: P002099 DAS ASD FIN 30 E BROAD FL 40 Finance Columbus, DAS ASD FIN 30 E BROAD FL 40 DAS Office of Finance, 30 E Broad Street, Suite 4060, 43215-3455 Columbus Ohio.

However, users are able to update the field on the second screen after hitting **Create Quick Quote** if they are so inclined and are also able to update on the Prepare RFx tab shown below.

The screenshot shows the 'Prepare RFx' screen for sourcing project BPM000777. The 'Solicitation Name' field is highlighted with a red box and contains the text 'Grainger Cup Liner'. Other fields include Status (Draft), RFx Type (Quick Quote), Lot # (1), Round # (1), and various dates and times for 'Open and Closure' and 'Publication'. The 'Solicitation Name' field is also highlighted with a red box.

Additionally, the Summary section of the Quick Quote is found on the Prepare RFx tab towards the bottom. After completing the section users must make sure to click **Save** to capture the information so it is visible to Suppliers.

The screenshot shows the 'Sourcing Event' form in the Ohio Buys system. The navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement' (highlighted), 'Approvals', 'Invoicing', 'Release & Permit', and 'Analytics'. The user is logged in as 'Mike K.'. The form is titled 'Sourcing Event' and has a search bar and navigation icons at the top right. A blue button labeled 'Go To Sourcing Project' is centered above the form. The form is divided into two main sections: 'Add to an existing Sourcing Project' and 'Create a New Sourcing Project'. The 'Add to an existing Sourcing Project' section has a 'Sourcing Project' dropdown menu. The 'Create a New Sourcing Project' section includes a 'Sourcing Project Label' field (highlighted with a red box) containing 'Grainger Cup Liner', a 'Sourcing Type' dropdown set to 'Quick Quote', an 'RFx Type' dropdown set to 'Quick Quote', a 'Commodities' dropdown set to '31211908 - Paint sprayers', and an 'Organizations' dropdown set to 'DAS101000 - Administrative Support Di...'. Below these fields is a table with columns 'Open Date' and 'ID', containing one row with '3/11/2020' and '5942'.

Open Date	ID
3/11/2020	5942

---

## In Case You Missed It

Please remember that we are frequently updating Agency and Supplier [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.

---

## Key Term of the Week

**Change Order/Request** - A change requested on an existing purchase order. Change orders/requests must go through the same approval cycle as the original PR, unless they are reductions in price or quantity. Once a change order is approved, it will supersede the original PO. (NOTE: Not to be used on Pcard orders).

---

## Helpful Links

Below you will find links to valuable information and training for Ohio|Buys:

[FAQs](#)

[Ohio|Buys Fact Sheet](#)

[Key Terms](#)

[Job Aids](#)

[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](mailto:ohiobuys@das.ohio.gov)

To provide feedback that would benefit the program or to share success stories please visit the [Ohio|Buys Feedback survey](#).



Department of  
Administrative Services

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

