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#

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Webinar Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 27</td>
<td>10:00 AM</td>
<td>Join Ohio</td>
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**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](https://www.webex.com/test-meeting.html)

Online video training for Suppliers

Training videos are available on the [Ohio|Buys website](https://www.ohio.gov/Buyers). 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 these in the screen shots below:

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.
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.
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

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