

Ohio

Buy

Connecting Buyers and Suppliers

## February 7, 2020 Newsletter

The Ohio|Buys team has been working hard and has been out working with our early adopter agencies, meeting with buyers to train them on the most up-to-date system improvements, and most importantly listening to your feedback. As we continue our journey together, we will strive to ensure your experience is as simple and efficient as possible.

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# What We're Working On

## Requester Virtual Office Hours

There are still Requester Virtual Office Hour sessions available from February 10<sup>th</sup> to February 13<sup>th</sup> during which users can sign up for a 30-minute, one-on-one support session with an Ohio|Buys trainer. During the session, users can walk through an example or an actual requisition they want help with, as well as ask any questions related to the Ohio|Buys purchase requisition process. Please be aware Ohio|Buys trainers cannot advise on Agency or State policy or procedures.

To sign up for a 30-minute time slot, select the day you would like to attend and click the Register link for either Session 1 or Session 2. Each session has twelve 30-minute time slots throughout the day. Select the time slot that works best for you. If a 30-minute time slot is taken in Session 1, check Session 2 to see if that time slot is available.

After completing the registration process, you will receive a confirmation email with the webinar and teleconference details.

Date	Time	Registration Link
Monday, February 10	Session 1	<a href="#">Register</a>
	Session 2	<a href="#">Register</a>
Tuesday, February 11	Session 1	<a href="#">Register</a>
	Session 2	<a href="#">Register</a>
Wednesday, February 12	Session 1	<a href="#">Register</a>
	Session 2	<a href="#">Register</a>
Thursday, February 13	Session 1	<a href="#">Register</a>
	Session 2	<a href="#">Register</a>

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*Will the address I added in Ohio|Buys be updated for future requisitions for the individual or agencies statewide?*

- When you add an address in Ohio|Buys it is an ad-hoc, one-time address that lives within the solution. If an agency would like to continually use an address, it must be added to OAKS in order to get a P-location which will come over to Ohio|Buys during integration.

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## 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](#)

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## 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](#).

Thank you for your partnership and willingness to help build a solution that will not only benefit your agencies, but Ohio as a whole.



Department of  
Administrative Services

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

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