

Ohio

Buy

Connecting Buyers and Suppliers

February 14, 2020 Newsletter

Heading into President's Day Weekend, the Ohio|Buys team wanted to summarize the improvements we have made to the system and let you know what we have been working on. This newsletter is intended to be your primary resource for weekly updates and we encourage you to read and share with other active users in your agency.

If you have missed previous newsletters you can find them on the [Ohio|Buys](#) website.

Improving Ohio|Buys

Since our Agency Onboarding started on December 4th, we have been tracking issues and fixes as they are reported. Now that we are more than two months along, we would like to share a summary of improvements in Ohio|Buys.

Search Improvements

- Requisite supplier results are most often listed in sequential order by priority.
- The State Contract Number field on the Browse Items page now allows for users to input partial contract numbers and retrieve search results.

Purchase Requisition Improvements

- Order features that are selected on a purchase requisition are now visible on the associated purchase order PDF.
- The Voucher Number instead of the Invoice Number is now displayed on the Payments tab of a purchase order.
- In the event a performer cannot be found for a particular workflow step (e.g., purchase requisition or purchase order workflow), the workflow step will be routed to a State Admin.
- A "Mandatory Comment upon Rejection" alert has been added to Agency Procurement Approver step.
- Requisite Program Approvers are now only notified after all of the necessary Agency Procurement Approvers have approved a purchase requisition.
- Removed erroneous pending validations related to the Request for Solicitation workflow.
- Added a blocking alert that prevents a user from over receiving.
- Users can now upload .MSG files (i.e., emails) as an attachment.

Pcard Purchase Improvements

- Purchase requisitions are automatically set to not be encumbered. A Requisitioner, Agency Procurement Approver, or Agency Fiscal Approver can uncheck the "Do Not Encumber" checkbox in the Purchasing Options section of a purchase requisition if they would like to encumber funds.
- The "Show Advanced Options" button on the light checkout page has been renamed to "Pcard & Advanced Options".
- Pcard orders can no longer be submitted without a Pcard existing in the submitting user's profile.
- The default Pcard Bill to Address has been updated to 30 E. Broad Street, Columbus.

Notifications Improvements

- When a Requisitioner rejects a purchase requisition, a rejection email is sent to the Requester who submitted the purchase requisition.
 - The Approve and Reject buttons have been removed from approval email notifications as they required the approver to subsequently log in to Ohio|Buys.
-

-
- The email notification that suppliers receive when they are added to a quick quote or offer a commodity associated with a quick quote solicitation now includes a link that takes the Supplier to the quick quote solicitation.
 - When a Workload Manager assigns a Requisitioner, only the assigned Requisitioner receives an email notification (This does not impact Agencies not using Workload Manager).

Supplier Experience Improvements

- Punchout catalog items are now pulling the correct information and are displaying the related UNSPSC code.
- A Supplier can now export an Excel spreadsheet of their supplier contacts from the Contacts tab of their company profile.
- The Supplier Login page has been redesigned for ease of use.
- The Supplier company profile page now shows a grid indicating their EOD status from OAKS. This information is visible to both Suppliers and agency users.
- The Supplier company profile page now shows OAKS ID to Suppliers.
- The Supplier Ref Number (i.e., the SKU) for items from a punchout catalog is now populating on the quick quote item grid.

Agency Administrator Improvements

- Can now see all orders created by their agency on the Browse Orders page.
 - Only see items (e.g., purchase requisitions, purchase orders, quick quotes, etc.) that have been created by their agency.
 - The Ohio|Buys homepage for an Agency Admin has been renamed to Agency Admin (from Requisitioner Plus).
-

What We've Been Working On

New Job Aids

This week, we added or updated multiple [Job Aids](#) to the agency training section. Please take some time to review the 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 make sure that you bookmark the [Ohio|Buys training page](#) for easy access.

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 only involve reductions in price or quantity. Once a change order is approved, it will supersede the original PO. (NOTE: This is 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](#).



Department of
Administrative Services

Mike DeWine, Governor
Jon Husted, Lt. Governor

Matt Damschroder, Director

Published by the State of Ohio Office of Procurement Services