



Connecting Buyers and Suppliers

February 21, 2020 Newsletter

The Ohio|Buys team wanted to send you a brief note and make sure that you are up to date with everything that's new this week.

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.

What's New

In response to the feedback we've received from Early Adopter Agencies and Suppliers about the process suppliers need to follow to manage their contacts' information, updates have been made to allow for suppliers to manage that information directly in Ohio|Buys. Previously, suppliers were instructed to update this information through the Supplier Portal so the changes would be applied to their OAKS supplier record, which would then be transmitted to Ohio|Buys via integration.

We have updated the [Job Aid](#) that covers this as well, so suppliers can easily understand the process, and so you can help suppliers manage their contacts within Ohio|Buys. We hope this update will help make it easier for your suppliers if they are having difficulty with the supplier contact process.

Make Sure You Sign Up

There's Still Time!

Remember there are still Quick Quote Virtual Office Hour sessions available **next week** for additional training and support. Please take a minute and look at the dates listed below to ensure you that you have the most up to date information available.

In Case You Missed It

As mentioned above, we are constantly adding and updating [Job Aids](#) to the agency and supplier training section (as indicated by “New” or “Updated”). Please review those so you and your teams can utilize the most current information which reflects recent improvements. We will continue to keep you informed as Job Aids are added and updated. Bookmark or favorite the [Ohio|Buys training page](#) for easy access.

Tip for the Week

As Ohio|Buys evolves, it is important for requisitioners to continue to follow existing State and agency business practices for all purchasing transactions in Ohio|Buys. While the project team continues to work to make the process easier, users now have clear visibility into purchasing workflows in the system. This new visibility helps users to track progress on approvals, ensure purchase orders are free from errors and sent to OAKS to be dispatched to the appropriate supplier. Any difficulties with these processes should be reported to the OSS help desk at ohiosharedservices@Ohio.gov.

Coming Attractions

Ohio|Buys for Amazon Purchases Coming This Summer

A reminder that Ohio|Buys should not be used for Amazon purchases at this time because many agencies have Amazon for Business accounts with specific workflows/rules set up. This includes the creation of free form requisitions using Amazon. Please continue to make purchases with Amazon using the Amazon for Business website (Pcard orders only). The Ohio|Buys team is working closely with Amazon so their website will function properly as a punchout catalog once release 3 is live.

Key Term of the Week

Blanket Order – An Ohio Buys blanket order encumbers all funds intended for use through a fiscal year. To use an Ohio Buys blanket order, secondary orders need to be generated that reference the initial blanket encumbrance. These orders will have exact

quantities or amounts for the supplier to fulfill and will be automatically transmitted to the supplier upon generation and will draw down the initial balance of the encumbrance.

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 form](#).



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Published by the State of Ohio Office of Procurement Services