As we turn towards March, this week’s Ohio|Buys newsletter continues to make sure that you are up to date with everything in Ohio|Buys.

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

On the Road

As members of the team continue traveling the state to educate agencies and suppliers about the benefits of using and partnering with Ohio|Buys, we wanted to highlight the efforts of our training team. On Thursday, the team hosted a few MBE suppliers to share the benefits of Ohio|Buys. Including more MBE/EDGE suppliers is an integral part of the success of Ohio|Buys.

The training team has been working hard to educate users of Ohio|Buys in all of our early adopter agencies and engaged suppliers. The team has completed the curriculum originally designed as well as numerous ad hoc training sessions, webinars, support days, and virtual office hours to help users adopt to Ohio|Buys. If you would like to request additional support, please let your Change Management practitioner know.

Spread the News

We are increasing supplier education about Ohio|Buys with every supplier webinar we conduct. We would like to say thank you to everyone who has connected us with suppliers and would ask for your continued involvement with our outreach effort.

Please be aware that during March we will continue conducting supplier webinars and have scheduled four webinars. The webinars will 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#

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<tr>
<th>Date</th>
<th>Time</th>
<th>Webinar Link</th>
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<tr>
<td>Friday, March 6</td>
<td>10:00 AM</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. 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

We have received a few questions about how you can support suppliers with quick quoting submissions or submissions on their behalf:

If a quick quote was distributed by email and submitted via email before the bid end-date in Ohio|Buys:

*The user needs to upload the Supplier’s quote in Ohio|Buys. This [job aid](#) will provide step-by-step instructions for uploading a supplier’s response.*

If you are attempting a response on their behalf:

*You will need to enter the unit price and the delivery date for each line item. It is recommended that you add comments and documentation to the header of the response, which explains why an offer was submitted on the behalf of the Supplier. You can access this [job aid](#) for further instruction.*

How should a user flag a purchase as Sole Source?

*When creating the purchase requisition, the user should check the Sole Source slider under the Purchasing Options section of the requisition header and then upload the required justification document. There is a blocking alert that is displayed when Single Source or Sole Source is selected.*

- To conduct a sole-source or single-source procurement, a justification document must be attached

For more information regarding purchasing options, such as Single Source, Sole Source, Do Not Encumber, etc. they are available in the purchasing job aids.

In Case You Missed It

Please remember that we are constantly adding and updating Agency and Supplier [Job Aids](#). 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. We encourage users to bookmark or favorite the [Ohio|Buys training page](#) for easy access for new updates.
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.

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