

**Ohio**

**Buys**

Connecting Buyers and Suppliers

March 13, 2020 Newsletter

As we march toward April this week's 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. We encourage you to read and share it with other active Ohio|Buys users in your agency.

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## What We've Been Working On

The Ohio|Buys team continues to enhance its outreach efforts to engage suppliers and educate them about the benefits of signing up for Ohio|Buys. The Organizational Change Management team (including trainers) recently partnered with the Department of Rehabilitation and Corrections on a successful series of two-hour in-person supplier workshops to help key suppliers directly onboard into Ohio|Buys. These suppliers left ready to accept orders and respond to quick quotes within the Ohio|Buys solution.

We are working to coordinate Ohio|Buys trainers to deliver workshops to help Agencies get their key suppliers educated and engaged with the solution.

This week we have released information to more than 75,000 supplier contacts associated suppliers who have had purchase orders from the early adopter agencies in 2019 and 2020. This information includes steps to start suppliers in the Ohio|Buys solution. Throughout the rest of March, we will continue to reach out to additional suppliers to invite them to participate in the solution.

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# There is Still Time for Suppliers to Join

We have **two** Ohio|Buys supplier webinars 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#**

Date	Time	Webinar Link
Friday, March 20	10:00 AM	<a href="#">Join Ohio Buys Webinar #19</a>
Friday, March 27	10:00 AM	<a href="#">Join Ohio Buys Webinar #20</a>

**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>

## **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
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- Creating and Managing Invoices
- Viewing and Responding to Solicitations
- Managing Advanced Shipping Notices and Returns



# Tips of the Week

## Quick Quoting

Quick Quoting should be started from an existing requisition, not from the Sourcing menu at the top of the screen. Please refer to the 07.01.01 Ohio Buys Create and Release a Quick Quote Solicitation on the [OhioBuys website](#).

## Pcard Orders

When submitting a Pcard purchase, users need to click the Pcard Purchase slider in the header of the purchase requisition. If this is done at the requester step, the Do Not Encumber slider will automatically be checked when the Submit Requisition button is clicked. If this is not done until after the requester step, users need to click the Pcard

Purchase slider in the header of the purchase requisition and the Do Not Encumber slider. in the Purchasing Options section.

The screenshot shows a web interface for a purchase requisition. At the top, there are navigation icons (back, refresh, star) and the title "Requisition : REQ000006140 - Sticky Notes for Fisher Rd. (Draft)". Below the title are four buttons: "Save", "Submit requisition", "<< Back to Catalog", and "Reset Allocations".

On the left is a dark sidebar menu with the following items: "Purchase Requisition", "Term", "Workflow", "Pcard", "Controlling Board", "Release & Permit", and "Requisite Program".

The main form area contains the following fields and controls:

- Status:** Draft
- Type:** Standard Purchase
- Requisition Label:** Sticky Notes for Fisher Rd.
- Requester:** Price Alex
- Organization:** DRC230900 Madison Correctional Inst MDCI
- Business Unit:** DRC01 - Dept of Rehab & Corrections
- Fiscal Year:** 2020 - State of Ohio
- Budget Date:** 3/13/2020
- Receiving Required:** Yes
- Origin Code:** (empty dropdown)

At the bottom, there are several toggle switches and a button:

- Single Source:** (unchecked)
- Sole Source:** (unchecked)
- Put PR On Hold?:** (unchecked)
- Do Not Encumber:** (checked, highlighted with a red box)
- Request DAS to Source:** (button)

The "Pcard Purchase" toggle switch at the top right of the form is also highlighted with a red box.

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## 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.

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## Key Term of the Week

**Blocking Alert** - A blocking alert, indicated by a red stop sign, prevent a user from completing a particular task (e.g., submitting a purchase requisition for approval) until action is taken to resolve the alert.

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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](#).



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