Pre-Classroom Training

These mandatory eLearning modules are meant to provide you with an introduction to Ohio|Buys and the procurement-related tasks and processes you will be completing. These modules will introduce concepts and processes so you can hit the ground running during classroom training.

► Accessing and Navigating Ohio|Buys for State Users eLearning (OPS-SM-100) (20 min)
► Approving Purchase Requisitions eLearning (OPS-RP-108) (30 min)

Classroom Training

These instructor-led classroom trainings allow you to practice your role-specific tasks in Ohio|Buys, and are designed to dive deeper into the content from the eLearning modules.

► Deep dive into the eLearning training materials
► Complete practice exercises based on eLearning modules (60 min)

Post Go-Live

Post Go-Live training consists of access to the relevant eLearning modules and associated job aids. This training is designed to refresh or walk you through your role-specific tasks in Ohio|Buys.

eLearning Modules
► Pre-Classroom Training eLearning Modules (see above)
► Just-in-Time eLearning Modules:
  ► Completing Performance Evaluation Questionnaires eLearning (OPS-SM-106) (15 min)
  ► Creating and Submitting Purchase Requisitions eLearning (OPS-RP-105) (60 min)
  ► Reviewing and Managing Purchase Orders eLearning (OPS-RP-113) (20 min)
  ► Running and Accessing Reports eLearning (OPS-EP-100) (15 min)

Job Aids
► 01.01.01 General Navigation (for State Users) Job Aid
► 01.01.02 Review a Supplier Record Job Aid
► 04.01.02 Complete a Performance Evaluation Questionnaire Job Aid
► 05.02.01 Submit a Hosted Catalog Purchase Requisition Job Aid
► 05.02.02 Submit a Punch-Out Catalog Purchase Requisition Job Aid

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Post Go-Live training consists of access to the relevant eLearning modules and associated job aids. This training is designed to refresh or walk you through your role-specific tasks in Ohio|Buys.

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- 05.02.03 Submit a Freeform Purchase Requisition Job Aid
- 05.02.04 Submit an After-the-Fact Purchase Requisition Job Aid
- 05.02.05 Duplicate and/or a Cancel Purchase Requisition Job Aid
- 05.02.06 Submit a Request for Solicitation Job Aid
- 05.02.07 Add an Ad Hoc Delivery Address Job Aid
- 05.02.08 Submit an Emergency Purchase Requisition Job Aid
- 05.02.09 Order Items from a Dealer Job Aid
- 05.02.10 Manage Default Purchase Requisition Information Job Aid
- 05.02.11 Submit an ODOT Purchase Requisition Job Aid
- 05.02.12 Order a Generic Product Job Aid
- 05.02.13 Create a Purchase Requisition with a Requisite Procurement Agency Job Aid
- 05.02.14 Controlling Board and Direct Purchase Authority Calculations Job Aid
- 05.02.15 Release and Permit Overview Job Aid
- 05.05.01 Review a Purchase Requisition (Agency Supervisor) Job Aid
- 05.05.03 Review a Purchase Requisition (Procurement Agency Approver) Job Aid
- 05.05.05 Review a Purchase Requisition (Final Agency Approver) Job Aid
- 05.05.07 Review a Purchase Requisition (DAS Central Approver) Job Aid
- 05.05.06 Review a Purchase Requisition (IT Approvers) Job Aid
- 05.05.08 Review a Purchase Requisition (Requisite Procurement Program Agency Approver) Job Aid
- 05.05.02 Review a Purchase Requisition and Approve a One-Time Address Change (Agency Admin) Job Aid
- 05.05.09 Forward a Purchase Requisition Job Aid
- 05.05.10 Delegate Approvals Job Aid
- 05.05.04 Review a Purchase Requisition and Update Chartfield Information (Fiscal Agency Approver) Job Aid
- 06.01.01 Manually Send a Purchase Order to a Supplier Job Aid
- 06.01.02 Create a Change Order Job Aid
- 06.01.04 Review a PCard Order Job Aid
- 11.01.01 Access and Run an Analysis Report Job Aid
- 11.01.02 Run a Query Job Aid
Optional Training

These supplemental eLearning modules and job aids provide information about procurement activities that are not directly related to your primary job function, but help contextualize it within the broader procurement life cycle.

► Creating Blanket Orders and Adding Subscription/Milestone Terms eLearning (OPS-RP-106) (15 min)