Pre Go-Live 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 post go-live.

- Accessing and Navigating Ohio|Buys for State Users eLearning (OPS-SM-100) (20 min)
- Creating and Managing Exceptions eLearning (OPS-SM-102) (15 min)
- Creating and Managing Improvement Plans eLearning (OPS-SM-103) (15 min)
- Reviewing and Closing Exceptions eLearning (OPS-SM-104) (15 min)
- Creating and Finalizing Performance Evaluations eLearning (OPS-SM-105) (30 min)
- Completing Performance Evaluation Questionnaires eLearning (OPS-SM-106) (15 min)
- Approving Purchase Requisitions eLearning (OPS-RP-108) (30 min)
- Running and Accessing Reports eLearning (OPS-EP-100) (15 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.

- Pre-Classroom Training eLearning modules
  - 01.01.01 General Navigation (for State Users) Job Aid
  - 01.01.02 Review a Supplier Record Job Aid
  - 03.01.01 Create an Exception Job Aid
  - 03.02.01 Review an Exception Job Aid
  - 03.02.03 Edit and Close an Exception Job Aid
  - 03.03.01 Create an Improvement Plan Job Aid
  - 03.03.02 Manage and Close an Improvement Plan Job Aid
  - 04.01.01 Create and Finalize a Performance Evaluation Job Aid
  - 04.01.02 Complete a Performance Evaluation Questionnaire Job Aid
  - 10.01.01 Create a Contract Shell Job Aid
  - 11.01.01 Access and Run an Analysis Report Job Aid
Procurement Managers review purchase requisitions for compliance with State policies, and approve or reject purchase requisitions. In addition they will create and manage exceptions, improvement plans and contract shells.

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 and Submitting Purchase Requisitions eLearning (OPS-RP-105) (60 min)