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)
- Submitting Goods and/or Services Requests eLearning (OPS-RP-109) (30 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 Go-Live Training eLearning Modules (see above)
- Just-in-Time eLearning Modules:
  - Creating and Submitting Purchase Requisitions eLearning (OPS-RP-105) (60 min)
  - Creating Receipts and Returns eLearning (OPS-RP-103) (30 min)
  - Running and Accessing Reports eLearning (OPS-EP-100) (15 min)
  - Creating and Managing Exceptions eLearning (OPS-SM-102) (15 min)
  - Completing Performance Evaluation Questionnaires eLearning (OPS-SM-106) (15 min)

**Job Aids**

- 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
- 04.01.02 Complete a Performance Evaluation Questionnaire Job Aid
- 05.01.01 Submit a Goods and/or Services Request 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
- 05.02.03 Submit a Freeform Purchase Requisition Job Aid
- 05.02.04 Submit an After-the-Fact Purchase Requisition Job Aid

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Training for Requesters includes lessons related to submitting Pcard requests, creating/managing requisitions, receiving, creating returns, and creating exceptions.

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► 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
► 08.01.01 Create and Manage a Receipt Job Aid
► 08.01.02 Create a Return Job Aid
► 08.01.03 Create a Mass Receiving Receipt Job Aid
► 08.01.04 Approve an Invoice 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.

► 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
► Approving Purchase Requisitions eLearning (OPS-RP-108) (30 min)