A 1-hour Supplier webinar will cover the core Release 2 training content at a high level. Suppliers will be asked to first attend this webinar and then take any of the courses below, as needed. These courses will be available as standalone eLearning modules and each course will also have supplemental job aids to provide additional just-in-time support.

### Core Curriculum

These eLearning modules are meant to provide you with an introduction to Ohio|Buys and the procurement-related tasks and processes you will be completing.

- Accessing and Navigating Ohio|Buys (New Bidders) eLearning (25 min)
- Accessing and Navigating Ohio|Buys (Existing Suppliers) eLearning (15 min)
- Reviewing and Acknowledging Purchase Orders eLearning (10 min)
- Viewing and Responding to Solicitations eLearning (15 min)
- Managing Shipping Notices and Returns eLearning (10 min)
- Creating and Managing Invoices eLearning (15 min)

### Just-in-Time Training Courses

The following job aids will provide additional support to the eLearning modules above.

- 02.01.02 General Navigation (for Suppliers) Job Aid
- 02.01.01 Access Ohio|Buys as a New Bidder Job Aid
- 02.01.03 Account Management Job Aid
- 02.03.01 Access Ohio|Buys as an Existing Supplier Job Aid
- 06.02.01 Review and Acknowledge a Purchase Order or Change Order Job Aid
- 07.02.01 View and Respond to a Solicitation Job Aid
- 08.02.01 Create an Advanced Shipping Notice Job Aid
- 08.02.02 Confirm or Reject a Return Job Aid
- 09.01.01 Create an Invoice Job Aid

The following eLearning modules and job aids are recommended to be made available to a Supplier ONLY if an exception or improvement plan is created against that Supplier.

- Reviewing Exceptions and Updating Improvement Plans eLearning (10 min)
- 03.02.01 Review an Exception Job Aid
- 03.04.02 Update an Improvement Plan Job Aid

All training materials are available at: https://das.ohio.gov/Divisions/General-Services/Procurement-Services/eProcurement#52261220-supplier