

**Audience:** STS Suppliers

**Email Subject Line:** Ohio Chief Procurement Officer Invites You to Ohio|Buys

Greetings,

You are receiving this communication because we have identified you as a supplier holding an active State Term Schedule (STS) contract with the State. You have received previous communications introducing you to the State's procurement solution, Ohio|Buys. Fourteen of the State agencies are already in the system as pilot agencies and the other agencies will soon follow. This system will be the method the State will use to access your contract to purchase the goods and services you offer. So that you do not miss any procurement opportunities, you must use the information below to access Ohio|Buys as soon as possible.

1. ***What does this mean for me as an STS Supplier?***

- A new electronic way of providing information about your contracted goods and services to the State of Ohio
- Online setup of your catalog to make it easy for State users to locate and purchase the items on your contract, tracking of purchase orders, and management of invoices
- Directly respond to State of Ohio requests for quotes and solicitations

2. ***How do I get access to Ohio|Buys?***

See attached "How to guide" to:

- Register your organization
- Update your organization's account information
- Add/manage your organization's contacts
- Access training

3. ***What State Agencies are using Ohio|Buys right now?***

- Bureau of Workers Compensation
- Department of Administrative Services
- Department of Commerce
- Department of Health
- Department of Insurance
- Department of Mental Health and Addiction Services
- Department of Public Safety
- Department of Rehabilitation and Correction
- Department of Transportation
- Department of Youth Services
- Lottery Commission
- Office of Budget and Management
- Ohio Facilities and Construction Commission
- Opportunities for Ohioans with Disabilities

4. ***Will I need to report Revenue Share in Ohio|Buys?***

One of the new features in the upcoming November release of Sourcing and Contracting functionality will be the Revenue Share tab on the contract. This tab will display state agency spend and cooperative purchasing members' spend on the contract (there will be

two sections for cooperative purchasing members' spend: one where suppliers will report their sales to cooperative purchasing members on the contract, and one where cooperative purchasing members will report their spend on the contract (for reference purposes only). This tab will also include the revenue share payment amount due and a record of revenue share payments made. The Revenue Share tab will only be visible when Revenue Share is a requirement of the contract.

***Ohio|Buys will become the system of record for Revenue Share on the Contract. Suppliers holding contracts with revenue share components will be required to begin reporting their revenue share in Ohio|Buys after January 1<sup>st</sup> 2021 for FY21 Quarter 2.***

**5. *What's the link to the Ohio|Buys informational website?***

[Ohio|Buys website](#) or [www.das.ohio.gov/ohiobuys](http://www.das.ohio.gov/ohiobuys)

If you have questions, please contact us at [ohiosharedservices@ohio.gov](mailto:ohiosharedservices@ohio.gov) or 877-644-6771.

Thank you,

Kelly Sanders