

Audience: Suppliers who have logged in to Ohio|Buys

Email Subject Line: Ohio|Buys Final Release Go-Live – Early November

Greetings,

As Chief Procurement Officer for the State of Ohio, I am excited to announce the final release of functionality in Ohio|Buys! One of the strategic goals of Ohio|Buys is to foster a business-friendly climate focused on optimizing the process of doing business with the State and improving access to opportunities for State business.

As one of our active, early adopter supplier partners, I want to share with you an overview of the functionality included with this release as the State fully transitions its procurement functionality to Ohio|Buys.

Solicitation and Contract Management (November 2020)

- View and respond to solicitations online
- Submit inquiries and questions regarding a solicitation
- Review, negotiate, and sign contracts
- Submit contract documentation and amendment information

As a reminder, Ohio|Buys already provides the following functionality:

Catalog Management

- List goods and services that are offered as part of a State contract
- An online shopping environment for State buyers

Order-through-Pay

- Submit responses to quick quote solicitations for goods and services
- Receive email notifications for recent purchase orders and potential solicitation opportunities
- Flip purchase orders into invoices and submit them for payment and processing

As you may know, we are currently working with 12 Early Adopter Agencies. Starting in 2021, we will continue to deploy Ohio|Buys to the remaining State Agencies, Boards and Commissions to widen the scope of buyers for your goods and services within the solution.

Next Steps

We look forward to continuing to work with you to make your goods and services available in Ohio|Buys. As our final release approaches, *please ensure your supplier profile is up-to-date and complete, and that you've identified all the relevant commodity codes for your organization.* For step-by-step instructions, visit the [Ohio|Buys Supplier Training page](#) for job aids and other support materials.

Additionally, if you hold a contract with the Ohio Department of Administrative Services and haven't already set up a catalog for your contract, please see our information on the [Ohio|Buys website](#) or contact a member of the [Catalog Enablement team](#).

If you have any questions, please email us at supplier.ohiobuys@das.ohio.gov

Thank you

Sincerely,
Kelly

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