Ohio | Buys

Key Terms Dictionary

Term / Field	Definition
Acknowledge (Supplier)	Acknowledging a PO in Ohio | Buys indicates that the Supplier has seen the order and intends to fulfill it.
Actual End Date	The date at which the terms of a contract with a Supplier(s) actually end.
Approver	Someone who must approve an object in Ohio | Buys before it advances to the next step in a workflow. (e.g., Agency Fiscal Approver reviews a purchase requisition for budget information and updates it if necessary).
Bidder	A Bidder is a business or organization that is not a fully registered State supplier who registers through Ohio | Buys in order to respond to an opportunity posted on the Ohio | Buys portal. Note – a PO cannot be awarded until the supplier is fully registered.
Blanket Order	An Ohio | Buys blanket order encumbers all funds intended for use through a fiscal year. To use an Ohio | Buys blanket order, secondary (i.e., children) orders need to be generated that reference the initial blanket encumbrance. These secondary orders will have exact quantities or amounts for the supplier to fulfill, will be automatically transmitted to the supplier upon generation, and will draw down the initial balance of the encumbrance.
Blocking Alert	A blocking alert, indicated by a red stop sign, prevents a user from completing a particular task (e.g., submitting a purchase requisition for approval) until action is taken to resolve the alert.
Budget Error	A budget error occurs when there is a problem identified at the budget check stage of the workflow. (e.g., there are insufficient funds).
Cancel a PO	Used if an order has not begun to be fulfilled and no longer needs to be fulfilled. Changes its status to Cancelled. Note that a PO cannot be cancelled once an invoice has been generated.
Cart	A repository for items intended to purchased in Ohio | Buys.
Catalog items	A product or service offered by a supplier (e.g., Dell Latitude laptops are sold by Supplier A, B, and C) in Ohio | Buys that contains specific information (e.g., description, price, etc.). An item is always attached to a product.
Catalog products	Contains the manufacturing information that applies regardless of where a catalog item is bought from (e.g., Dell Latitude Laptop). Product sheets do not contain indication of the price or the possible supplier(s).

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Change order/request	A change requested on an existing purchase order. Change orders/requests must go through the same approval cycle as the original PR, unless they are reductions in price or quantity. Once a change order is approved, it will supersede the original PO. (NOTE: Not to be used on Pcard orders).
Characteristic Group	Allows for the grouping of features, which are the associated specifications related to a specific product or commodity.
Chartfield Adjustment	Changes to accounting (COA) string. (e.g., using a different account code).
Chartfield Error	A chartfield error occurs when there is a problem with the chartfield information associated with a PR. (e.g., the combination of chartfield selections is not valid).
Contract	An agreement between the State and a Supplier(s) to provide certain goods and/or services at agreed-upon terms.
Contract Contacts	Identifies the internal team members (i.e., State users) and supplier contacts who may access the contract.
Contract Header	Defines the contract hierarchy, state contract number, and relationship between the contract and agency/division assigned to the contract.
Contract Shell	Includes key contractual information and enables catalog items to be created and linked to a specific contract in Ohio|Buys.
Controlling Board Number	This number serves as the legal authority for the expenditure of appropriation consistent with the approval.
Desktop Receiving	Desktop Receiving refers to entering a receipt for an item received at your desktop (stapler) vs being entered by a Centralized receiver (e.g., at the receiving dock).
Dispatching	The process of POs being sent out. POs are dispatched out of OAKS three times daily (at the same schedule as in OAKS today), and then dispatched from Ohio | Buys to suppliers (typically via email or cxml).
Effective Date	The date at which the terms of a contract with a Supplier(s) take effect.
Encumbrance	Spending document that legally reserves appropriation from an agency's available appropriation balance, which represents purchase orders and contracts entered into by state agencies. This document may either be a State of Ohio Purchase Order or State of Ohio Contract Encumbrance.

Term / Field	Definition
Equal Opportunity Division (EOD)	It is the mission of the Equal Opportunity Division to serve, support, and find solutions for Ohioans by ensuring equal opportunity to and fair treatment in government contracting and state employment. The Division strives to achieve its mission by implementing and enforcing the state's affirmative action and equal employment opportunity policies and implementing and monitoring the state's procurement preference programs for minority-owned, women-owned, and socially and economically disadvantaged businesses.
ETL	A process used to upload large quantities of data into Ohio | Buys, instead of manual entry through the user interface. ETL stands for Extract, Transform and Load which and can be done with various tools; for Ohio|Buys, Excel files are used.
Exception	An exception typically serves as a formal complaint filed against the Supplier to document and manage an issue. Exceptions can also be used to formally commend Suppliers for exemplary performance. Note: Formally called Complaint to Vendor (CTV).
Features	Feature help the user select the desired item. (e.g., "Size", "Weight", etc.) Features will originate from a Characteristic Group that is either attached to the commodity or is manually assigned to the product. Note: Features do not change the price of the item.
Hosted Catalog	A Hosted Catalog is an internal web-based catalog maintained by the State and the supplier. Hosted catalog items are searchable directly within Ohio|Buys.
Internal Attachment	Attachments on a PR meant to provide additional information to approvers and other State users who interact with it. These attachments are not visible to Suppliers.
Item tags	Provide a way to flag items based on State purchasing considerations or importance and provide a quick visual for end users when searching for items and can also be used as a search criterion. (e.g., M1: Mandatory First Requisite Programs, M2: Mandatory Second Requisite Programs, M3: Mandatory DAS Contract, etc.)
Items	Represent the various goods and services that are available to be ordered in Ohio | Buys. Items are available via hosted and punch-out catalogs, and goods and/or services you cannot find as hosted or punch-out catalog items should be entered as a freeform line item.
Justification Attachment	Attachments on a PR meant to justify to approvers why the contents of a PR have been selected and what they are needed for (e.g., permission from a Supervisor, images). These are required when creating an emergency requisition, flagging a requisition as a single-source or sole-source procurement, or listing a Supplier Quote ID for a quote obtained from outside of Ohio|Buys and may also be required depending on your agency's internal business processes. These attachments are not visible to Suppliers.

Term / Field	Definition
Milestone Terms	Milestone terms can be added to a PR if certain goods and/or services are required on a non-recurring basis with a specified schedule. For example, milestone terms can be added to a PR if your agency has a deliverable-based project on a specified schedule.
My Pending Validations	This window on your Ohio Buys home page shows items that require your attention or action as part of your role and organizational scope.
Non-Blocking Alert	A non-blocking alert, indicated by a yellow caution sign, serves as a warning and is usually a request for additional information or documentation (e.g., There is no supplier contact selected, if no contact is available please distribute this PO to the supplier directly).
Order Features	Features that can be selected by the user when they add an item to the cart. Order features are not associated with a price (e.g., selecting the size on a shoe or color of a t-shirt).
Original End Date	The date at which the terms of a contract with a Supplier(s) end according to its original terms (i.e., the end date laid out in the contract when it was initially signed).
Pcard	See “Purchase Card”.
Pcard Order	Generated when a Pcard is applied to a requisition in Ohio | Buys and sent to a supplier. Indicates the items, quantities, and prices for goods and/or services ordered.
Price List	The collection of product information, item descriptions, and pricing information for the items related to a contract.
Punch-Out Catalog	An integrated external link to a supplier’s web-based catalog. A user will browse the supplier’s catalog on the supplier's website and then return the items to their Ohio | Buys cart.
Purchase Card (Pcard)	A State-issued credit card that allows goods and services to be procured without using a traditional Order-to-Pay process.
Purchase Order Generation and Management	Once a requisition is fully approved a purchase order will be generated. PO management is defined as actions taken on a purchase order (e.g. print, send manually, create a change order, close/cancel).
Quantity	The number of an item in an order, as defined by the selected Unit of Measure.

Term / Field	Definition
Release and Permit	A DAS Release and Permit is issued by DAS to State agencies when purchasing limits exceed the agency's direct purchase authority and when it has been determined that the product or service cannot be procured by DAS through the competitive selection process. An OIT R&P is issued to State agencies when purchasing goods falling under defined IT commodity codes.
Requisition	An order initiated in Ohio | Buys.
Requisitioner	A user in the Ohio|Buys solution and can submit requisitions to request goods and/or services.
Signature Date	The date at which a contract with a Supplier (s) was signed.
SIM Group	Strategic Investment Management Group - review of enterprise technology purchases as part of the OIT R&P process.
Subscription Terms	Subscription terms can be added to a PR if certain goods and/or services are required on a recurring basis. For example, subscription terms can be added to a PR if your agency requires office cleaning services twice a week throughout a calendar year and you would like to submit multiple purchase orders to a Supplier throughout the year instead of one large initial purchase order.
Supplier	A Supplier is a business or organization that is fully registered to do business with the State.
Supplier Attachment	Attachments on a PR that will be visible to Suppliers and are meant to help them fulfill the request (e.g., a picture of a design for custom t-shirts).
Supplier Administrator Role	Can manage contacts and upload hosted catalogs.
Supplier Order Contact Role	Can acknowledge all orders.
Termination Date	The date at which a contract with a Supplier(s) is terminated.
Threshold Error	An error arising from automatic checks that track spend per supplier and Business Unit. A threshold error indicates that the Agency does not have sufficient authority to generate a PO for the selected Supplier barring additional approvals.

Term / Field	Definition
Tiered pricing	Allows for items to either have a fixed price or incremental price. With a fixed price, items are price the same, regardless of quantity. With an incremental price, the first 10 items will have a certain price, the next 10 items will have a certain price and so on. Note: 10 items is used as an example, not all tiered pricing is based on increments of 10.
Workflow	Outlines the workflow that the object is going through.

If you have questions or need additional assistance, please contact
Ohio Shared Services Contact Center
via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).