Greetings,

Ohio|Buys Enhancement Sprint 4 is deployed, and these enhancements are now available as of **Tuesday, April 6th.**

1. **Create a new document type**
   Procurement Managers, Agency Procurement Managers, Printing Procurement Managers, DOT Procurement Managers who are listed as agency contract contact are now able to add documents to contracts. The user who is listed as the "Contract Responsible" will still be able to add documents to their own contract; however, agency contract contacts who are not the "Contract Responsible" and/or do not have a Procurement Manager profile will still be unable to add contract documents.
   
   The [Creating and Managing Contracts Learner Guide](#) has been updated to reflect this change.

2. **Update References to UTC on Public Portal to EST**
   The Public Solicitations and Manage Proposal pages have been updated so all of the displayed dates/times are in Eastern Time instead of Coordinated Universal Time (UTC).
   
   The [Viewing and Responding to Solicitations Learner Guide](#), [View and Respond to a Quick Quote Solicitation Job Aid](#), and [Access and Review the Public Solicitations Job Aid](#) have been updated to reflect this change.

3. **Remove Agency Procurement Manager from Close DAS Exception step**
   The Close DAS Exception step of the Exceptions workflow has been updated so Agency Procurement Managers can no longer be identified as performers. Instead, the performer will be the HCM supervisor of the contract analyst for the contract listed on the exception; if no contract is listed, all users with the Procurement Manager profile will be the performer.
   
   The [Close an Exception Job Aid](#) has been updated to reflect this change.

4. **Update Code Column on Public Contract Details Page**
   The Code column on the Public Contracts Details page is being relabeled to Contract ID. As part of this, the column will also now display the Ohio|Buys-assigned contract number (e.g., CTR000781-A1).

5. **Workflow Release and Permits entered via UI**
   As part of this enhancement, an approval workflow has been added for Release & Permits (R&Ps) that are directly entered into Ohio|Buys (i.e., those that are not created through the requisition workflow).
   
   The [Create a Release & Permit Job Aid](#) has been updated to reflect this change.

6. **Create workflow to allow a PR to bypass the IT R&P workflow if the PR already has a R&P**
   The Purchase Requisition (PR) workflow has been updated so that if a PR has already been assigned an IT Release & Permit (R&P), the PR will not be required to go through the IT R&P process a second time (as long the amount has remained the same).

7. **Mass Edit Blanket PO Line Item**
   Users now have ability to use the Mass Update feature on a purchase requisition to easily apply the same Blanket PO Line Item to multiple line items.
   
   The Create a [Blanket Order Job Aid](#) has been updated to reflect this change.
8. Update Supplier Batch Load integration to ignore duplicate email addresses on supplier contacts.
The Supplier Batch Load Integration has been updated to ignore duplicate email addresses for Supplier contracts, this will further reduce instances where supplier contacts that exist in OAKS are not imported into Ohio|Buys. Even though OAKS allows for multiple supplier contacts to share the same email address, Ohio|Buys does not because there must be a one-to-one relationship between email address and OH|ID - which is how supplier contacts access Ohio|Buys.

9. Automatic assign IT R&P
Ohio|Buys now auto-populates the next sequential R&P/IT R&P number whenever one is directly entered into Ohio|Buys (i.e., those that are not created through the requisition workflow).

10. Updates to Shop-Import object
The Browse Catalogs page has been updated so the following search options are available: Date Created, Contract Number, and Import ID. In addition, the Supplier Catalogs page has been updated so the Add File field is hidden.

11. Create new OB Report similar to EITC/OIT report to show review time in OBM (use existing report and change parameters)
As part of this enhancement, the team has created a new query that lists purchase requisitions at the OBM Personal Services step awaiting approval.

The Run a Query Job Aid has been updated to reflect this change.

12. Do Not Notify Commodity Suppliers if Solicitation Will not be Posted Publicly
Prior to this enhancement, the Publicly Post Opportunity checkbox was editable for some types of solicitations; however, agencies were still required to notify associated commodity suppliers as part of the 1st round of the quick quote. The design only allowed the "Notified Suppliers" selection to change to "No" after the 1st round of a quick quote has been issued.

This created issues for agencies because they would like to not publicly post some quick quotes and would prefer to only notify the associated suppliers they have selected (e.g., dealers on STS quick quotes).

As part of this enhancement, users are now able to set the "Suppliers Notified" selection in the Commodity Suppliers section of the Prepare Solicitation tab to "No" when the Publicly Post Opportunity checkbox is deselected.

The Quick Quote and Solicitations Learner Guides have been updated to reflect these changes.

In addition, other recent training material updates include:

1. The Quick Quote Learner Guide has been updated to emphasize that a quick quote needs to be created from a purchase requisition. In addition, steps on how to respond to an inquiry have been added to this guide as well as clarification on the various solicitation statuses.
2. The Resolving Alerts Job Aid has been updated to include the "Action Required: The line item contains budget allocation line(s) without site(s). Please populate the site(s) to match the organization on the requisition header." alert.
3. The text in the Viewing and Responding to Solicitations Learner Guide regarding amendments and re-submitting responses has been put in bold so it stands out to Suppliers.

If you have questions regarding these enhancements, please send an email to ohiobuys@das.ohio.gov.