Greetings,

Ohio|Buys Enhancement Sprint 5 is deployed, and these enhancements are now available as of Wednesday, April 21st.

1. Ability to Make Non-Substantive PO Changes
Users now have the ability to update the Attn, Label, and Comments to Supplier fields as part of a non-substantive change order for a purchase order. For any non-substantive change orders, the revised purchase order information will not be sent over to OAKS and will only be visible in Ohio|Buys. Suppliers will be sent the revised purchase order and will be asked to acknowledge the changes.

The Create a Change Order Job Aid has been updated to reflect this change.

2. Allow Requisitioner to Look Up a Supplier (Without the Non-Block Icon) When a Supplier Doesn't Have a Contact on Their Profile
The Requisitioner profile has been updated so Requisitioners will be able to see a non-blocking alert that indicates a Supplier does not have any contacts associated with their profile. This alert will make it easier to determine which Suppliers should be invited to a solicitation.

The Solicitation Learner Guide and Quick Quote Learner Guide have been updated to reflect this change.

3. Remove Comment Area on Contracts
A comment section has been added to the Workflow tab of a contract. As part of this, users can send notifications to users regarding reviewing contract documents or indicating when a review has been completed.

The Creating and Managing Contracts Learner Guide has been updated to reflect this change.

4. Punchout Record Updated with Amended Contract
As part of this enhancement, the contract that is associated with a punchout catalog is now automatically be updated whenever an amendment is executed.

5. Update R&P ID Column on "R&P Balance Associated to this Purchase Requisition" Grid
The R&P ID column on the "R&P Balance Associated to this Purchase Requisition" grid within the Release & Permit tab of a purchase requisition has been replaced with the calculated R&P number in the existing OAKS format.

6. Replace Step Admin Performer on Supplier to Review/Made Edits Step
The Supplier to Review/Make Edits step of the contract workflow has been updated so when no associated Supplier Contact exists, the step is no longer routed to all Agency Admins. Going forward when no associated Supplier Contact exists, the step will be routed to the associated contracting entity’s Agency Admins.

The Creating and Managing Contracts Learner Guide has been updated to reflect this change.
7. **Allow Users to De-Select “The RFx must have at least one grid with an item” Option**
   When a user creates an IFP, ITB, RFI, RFP, or RFQ solicitation, they will be able to control whether or not an item grid is required.

   The [Solicitation Learner Guide](#) has been updated to reflect this change.

8. **Requisite Waivers Granted/Denied Queries**
   Two new queries have been created that show which Requisite Procurement Programs granted or denied waivers. One query will be created that shows this for purchase requisitions and another will be created for Requests to Purchase.

9. **D&R Workflow Changes (part 2)**
   Several changes to the Performance Evaluation (i.e., Determination and Recommendation) workflow have been made, including allowing the ability to reassign who is supposed to complete a questionnaire.

   The [Create and Finalize a Performance Evaluation Job Aid](#) has been updated to reflect this change.

10. **Notify Only MBE Commodity Suppliers on MBE Set-Aside Solicitation**
    When an MBE Set Aside solicitation is posted and the Notify Commodity Suppliers slider is applied, only commodity Suppliers with a certified MBE status will be notified.

11. **Send PO Dispatch Notification to Additional People**
    As part of this enhancement, Requisitioners will be notified when a purchase order is successfully created and dispatched.

    The [Review a Purchase Order Job Aid](#) has been updated to reflect this change.

12. **Send Notification When SIM Review is Forwarded**
    An email notification has been added when a purchase requisition has been forwarded at the IT SIM step of the workflow. The user who has been forwarded the purchase requisition is receiver of this notification.

13. **Update Quick Quote Blocking Alert**
    The blocking alert that states that a quick quote must be completed whenever there are over $2,500 in non-contract items on a purchase requisition has been updated so it is no longer displayed if the associated Supplier on the purchase requisition is a State Agency.

14. **Remove "Item" from Contract Number**
    The team has removed the word "Item" from the clause header of natively authored contracts (e.g., Item 1, Item 2, Item 3, etc.).

15. **Update Updating Summary of Amendments Grid**
    The Public Contracts page has been updated so the summary of amendments grid for a contract no longer displays a child contract in the grid. The grid will continue to list amendments of contracts.
In addition, other recent training material updates include:

1. A new standalone Public Notice Solicitation Job Aid has been created.
2. The Quick Quote Learner Guide has been updated to show how to link a purchase requisition to an existing solicitation (e.g., in the event an agency needs to re-do a PR after a quick quote had already been done).
3. The Bidder and Supplier Learner Guide has been updated to walk through the Bidder Change Request process.
4. The Create a Purchase Requisition with a Requisite Commodity Job Aid has been updated to include additional details on how to submit a purchase with State Printing.
5. The Purchase Requisitions Instructor-Led Training Materials have been updated to walk through what to do if a contract is revised before a purchase requisition is fully approved.

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