Clicking on the Ohio’s Buys logo at any time will take you back to the homepage.

Using the Navigational Icons will take you back a page (←), let you view your history (🔍), or save the current page as a favorite (⭐).

The Main Menu Navigation Bar at the top of the page includes options available and applicable to you. Click on a main menu option (e.g., General Info., Sourcing, Catalogs, Orders, Invoicing, Performance) to display its associated drop-down menu.

Selecting any option within a Drop-Down Menu will navigate you to the corresponding page.
Clicking on your **User Name** displays the following options:

- **My Profile**: Displays your account profile and enables you to update your personal information.

- **My pending validations**: Contains anything assigned to you for action, such as acknowledging orders.

- **My Scheduled Tasks**: Displays open scheduled tasks assigned to you, such as tasks from an improvement plan.

- **Language**: Allows you to choose your language preference.

- **Logout**: It is recommended that you do not use the Logout option to log out of Ohio Buys. If you would like to log out, close your browser window. **In addition, you will also be logged out after 20 minutes of inactivity.**
Overview of a Purchase Order

The Page Name is the name of the page you are on and it is displayed in the top left corner of the page.

PO: PO000000676 - Req. 6/5/2019-GT INDUSTRIAL SUPPLY INC - 1GENERAL TEMPERATURE CONTROL INC. (Order)

The wording of Action Buttons will vary by user role and the task being completed and are sometimes unavailable to certain users on specific pages. Use these buttons to take action on a particular task:

- **Green Buttons**: Submitting an action.
- **Red Buttons**: Canceling or rejecting an action.
- **Light Blue Buttons**: Saving an action.
- **Dark Blue Buttons**: Performing an optional or additional action.

The Functional Tabs are located on the left side of a page. Every major task is organized by functional tabs. Clicking on these enable you to see additional information related to a specific task (e.g. Purchase Requisition or PCard).

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).