OhioBuys

October 6, 2023

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Please share this newsletter with your agency users and

*check the **OhioBuys website** for the latest user tips and information.*

IMPORTANT REMINDER
When you are submitting a helpdesk ticket for OhioBuys, make sure you are submitting it to OBM Shared Services OBM.SharedServices@obm.ohio.gov, with 'OhioBuys' in the subject line, and not to CSC.

AGENCY UPDATES

Recent Enhancements

The following enhancements were deployed to OhioBuys on the evening of Wednesday, October 4[th,] and are now available to users. The following have updated training materials available. See details on the [Latest Enhancements](#) webpage.

Print Job RTPs in OhioBuys

Effective **Monday, October 9th**, agencies must begin submitting requests to purchase (RTPs) in OhioBuys for their needed print jobs to avoid confusion about which adhoc (e.g., ITB) Commercial Print Procurement jobs should be sent to Ohio Penal Industries (OPI) or State Printing. The RTP process does not apply to purchases made by an agency referencing an existing contract established by State Printing (i.e., a contract where Contract Owner = SPR) or those specialty items (e.g., signs, promotional materials, decals, etc.) that can only be procured by the Commercial Print Procurement Team.

DAS already uses the RTP module to intake requests from agencies when a solicitation is needed or when the agency is unsure of how a particular purchasing need should be fulfilled. Additionally, the RTP process allows requisite programs to review these requests and grant or deny a waiver from using the requisite program. Agencies must include all job specifications available to aid applicable requisite programs in reviewing the request and issuing a decision quickly.

OPI and/or State Printing will end up denying the RTP back to the agency, along with a comment confirming that they will fulfill the print job for the agency and any applicable instructions on the next steps.

Business Cards

The DAS Office of Procurement from Community Rehabilitation Programs is in the process of transitioning the current business card contract from State Printing (who was outsourcing through The Herald Company) to a Community Rehabilitation Program (CRP) called the "Clovernook Center for the Blind and Visually Impaired".

Effective Wednesday, November 1st, business card orders currently processed through State Printing will turn over to Clovernook and need to be processed through OhioBuys and their punchout catalog.

As this transition approaches, and before purchasing business cards from Clovernook, agencies should ensure they have discussed their needs for business cards with OPI. OPI also provides business cards and per Ohio Revised Code § 125.035, is the first requisite procurement program that agencies must check with before purchasing. The OhioBuys RTP process can be used to obtain a documented waiver from using OPI for such purchases if OPI agrees to grant one.

Adding Dealers on Contracts

When setting up contracts with dealers in OhioBuys, contract analysts must remember that

When setting up contracts with dealers in OhioBuys, contract analysts must remember that OAKS has a one-to-one relationship with dealers and contracts (i.e., a contract in OAKS will be established for the main contract holder and each dealer listed). For contracts to interface successfully into OAKS, contract analysts must ensure that each dealer is assigned a dealer ID in OhioBuys.

$0 AMT Line Items on Purchase Orders

Agencies should not create purchase orders with $0 line items using 'AMT' as the unit of measure. OAKS will not accept these purchase orders, and an enhancement is under development to create a blocking alert on the requisition in OhioBuys to prevent these types of line items being created.

SUPPLIER UPDATES

Supplier Status in OhioBuys

If talking to a supplier about their status in OhioBuys, please remind them to complete the following.

In addition, users should provide their company's demographic information to aid the agencies with the information needed for the Controlling Board submissions and approvals. This can be completed in the Addition Information Tab.

2023 Supplier Webinars

OhioBuys supplier training webinars walk through how to take advantage of OhioBuys. See the webinar schedule below.

Date	Time	Webinar
Friday, October 20, 2023	10:00 AM	Accessing and Navigating OhioBuys
Friday, October 27, 2023	10:00 AM	Responding to OhioBuys Opportunities
Friday, November 17, 2023	10:00 AM	Accessing and Navigating OhioBuys
Friday, December 1, 2023	10:00 AM	Responding to OhioBuys Opportunities
Friday, December 15, 2023	10:00 AM	Accessing and Navigating OhioBuys
Friday, December 15, 2023	1:00 PM	Responding to OhioBuys Opportunities

TRAINING TIPS

New Job Aids

Two new job aids have been added to the Agency Training Catalog:

2.21: Searching for Items Job Aid

Instructions and best practices on how to search for items on the browse items page.

9.13: How to Access and Review Public Contracts

Instructions on how to access and review public contracts in OhioBuys.
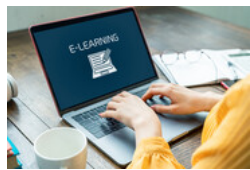
Opus Training Tool

Epilogue Opus, the new OhioBuys training tool, went live on April 17th for all OhioBuys users. If you have not already, please use this job aid for account setup and browser extension installation to access the enhanced materials.

To start this process, you will need to open the email you received on April 17th from Epilogue Administrator. If you cannot find the email from Epilogue Administrator, please follow these steps:

1. Navigate to https://ohio.opuseps.com/, click on "Forgot password?"
2. Enter your OHIID email address (e.g., 12345678@id.ohio.gov) to have a password reset email sent to you
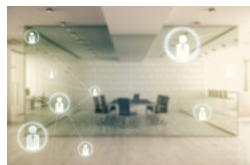3. Use the information in this email to set up your Opus account

If you require additional assistance setting up your Opus account, please email Ohio Shared Services Contact Center (OBM.SharedServices@OBM.ohio.gov) or sign up for Opus Office Hours with the OhioBuys team.

Training Calendar

OhioBuys ongoing training is now available. Users can register for these sessions directly in OhioLearn. If your agency has a topic request for training or needs solicitation and/or contract training, please notify the project at: OPS.TrainingAcademy@das.ohio.gov.

Date	Time	Course Title	Audience
Tuesday, October 10, 2023	9:00AM-3:00PM	Creating and Managing Contracts	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins
Wednesday, October 11, 2023	9:00AM-12:00PM	Contract Authoring	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins
Tuesday, October 24, 2023	9:00AM-12:00PM	Creating and Submitting Purchase Requests	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)
Tuesday, October 24, 2023	1:00PM-3:00PM	Creating and Submitting Quick Quotes	Requesters with Quick Quote, Requisitioners, Agency Admins, Agency Approvers (for FYI)
Wednesday, November 8, 2023	9:00AM-3:00PM (2 days)	Creating and Managing Solicitations	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins
Tuesday, November 14, 2023	9:00AM-12:00PM	Creating and Submitting Purchase Requests	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)
Tuesday, November 14, 2023	1:00PM-3:00PM	Creating and Submitting Quick Quotes	Requesters with Quick Quote, Requisitioners, Agency Admins, Agency Approvers (for FYI)
Tuesday, November 21, 2023	9:00AM-3:00PM	Creating and Managing Contracts	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins
Wednesday, November 22, 2023	9:00AM-12:00PM	Contract Authoring	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins
Tuesday, December 5, 2023	9:00AM-12:00PM	Creating and Submitting Purchase Requests	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)
Tuesday, December 5, 2023	1:00PM-3:00PM	Creating and Submitting Quick Quotes	Requesters with Quick Quote, Requisitioners, Agency Admins, Agency Approvers (for FYI)
Tuesday, December 12, 2023	9:00AM-3:00PM (2 days)	Creating and Managing Solicitations	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins
Tuesday, December 19, 2023	9:00AM-3:00PM	Creating and Managing Contracts	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins
Wednesday, December 20, 2023	9:00AM-12:00PM	Contract Authoring	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins
Wednesday, December 27, 2023	9:00AM-12:00PM	Creating and Submitting Purchase Requests	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)

Office Hours

One of the resources available to assist your use of OhioBuys is the option to sign up for Office Hours. Users sign up for either 30 or 60-minute Office Hour sessions wherein a dedicated OhioBuys trainer can assist you with OhioBuys functionality.

Office Hours have been expanded with slots available Monday - Thursday from 9:00 AM -

12:00 PM, and 1:00 PM - 4:00 PM, pending availability.

We encourage you to take advantage of this resource as you acclimate to OhioBuys. To sign up for office hours, please follow the prompts on this page: https://outlook.office365.com/owa/calendar/OhioBuysTest@ohiodas.onmicrosoft.com/bookings/

You will receive direct help on a specific transaction as you work through it!

These Office hours are available for your training-related questions (i.e., how to do something in OhioBuys). If your question(s) is regarding policy or system issues (e.g., why a purchase order is In Progress), users should submit a helpdesk ticket. In addition, anything that substantially involves R&Ps, OAKS, or OneSpan Sign will also need to go to the helpdesk. *If you have not attended any OhioBuys training course, you will be redirected to training, and your office hours appointment will be canceled.* Remember, if it's a question of "how," then office hours are the way to go. If it's a question of "why," it needs a helpdesk ticket.

SUPPORT

For log-in or system issues, please contact OBM Shared Services Center at 614-338-4781 or 1-877-644-6771 OR OBM.SharedServices@OBM.Ohio.Gov Remember to put "OhioBuys" in the subject line!

If you have questions about the project itself, please email: ohiobuys@das.ohio.gov.

Mike DeWine, Governor
Jon Husted, Lt. Governor
Kathleen C. Madden, Director

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