



OhioBuys Overview

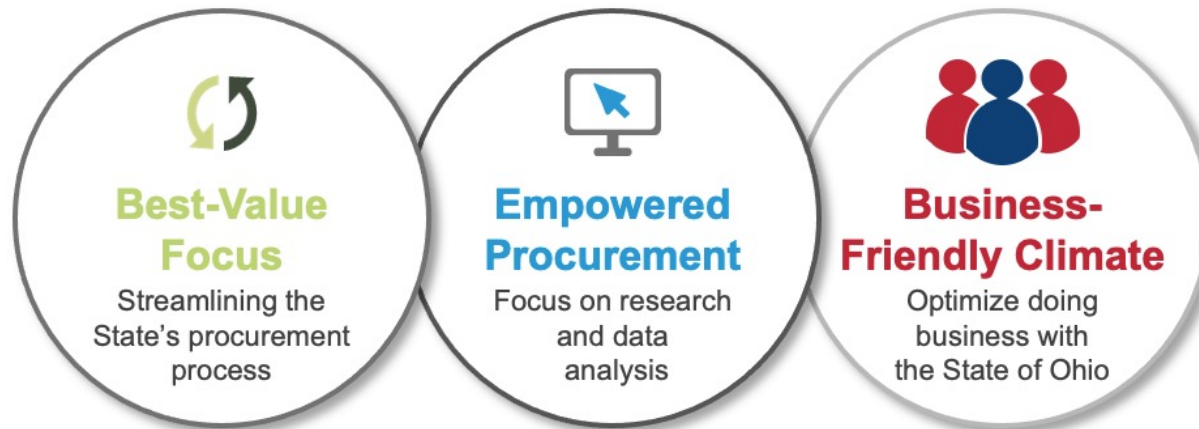


What is OhioBuys?

OhioBuys is the State of Ohio's online purchasing solution that empowers both government buyers and interested suppliers.

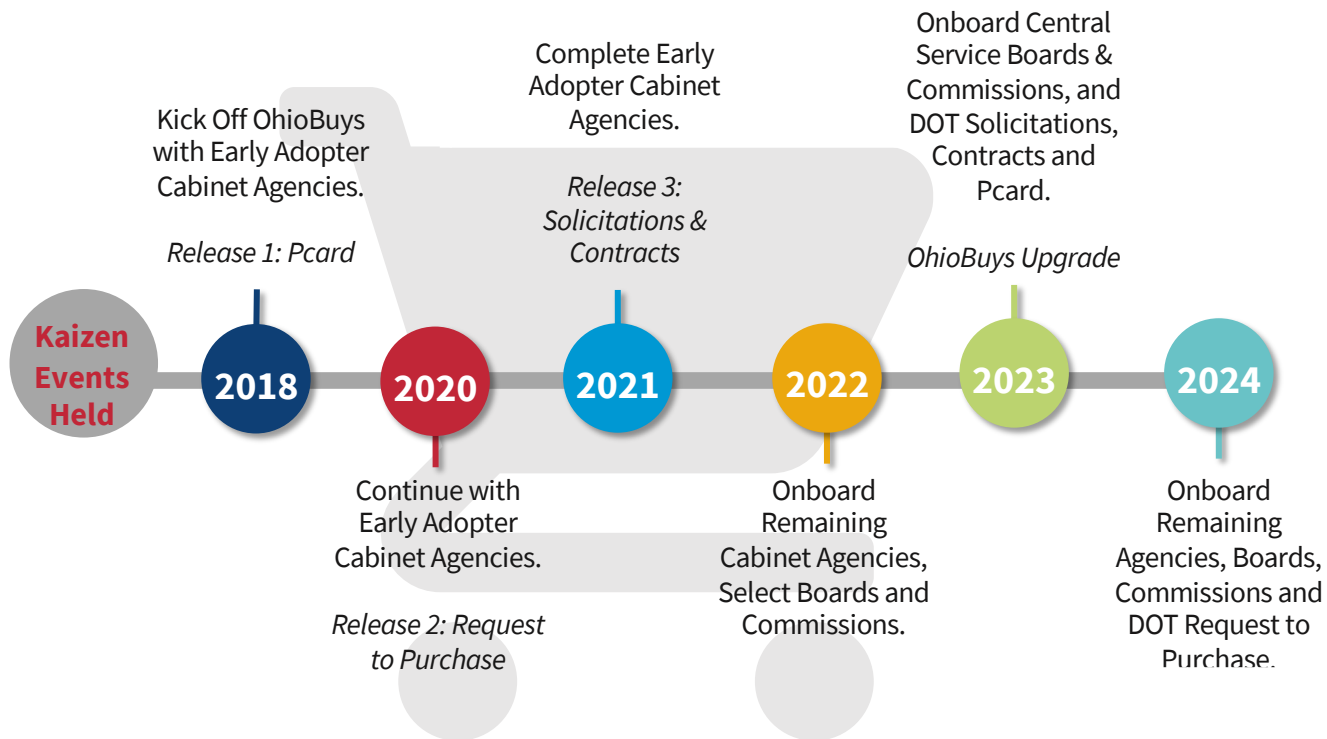
OhioBuys leverages innovative technologies to increase efficiency, opportunities, and participation with businesses in Ohio.

Operated by the Ohio Department of Administrative Services, **OhioBuys** is available to many State agencies. **OhioBuys** will continue to grow, expanding to include other State agencies, boards and commissions, local governments, and higher education institutions.



OhioBuys Journey

The OhioBuys project has completed many milestones in the journey.



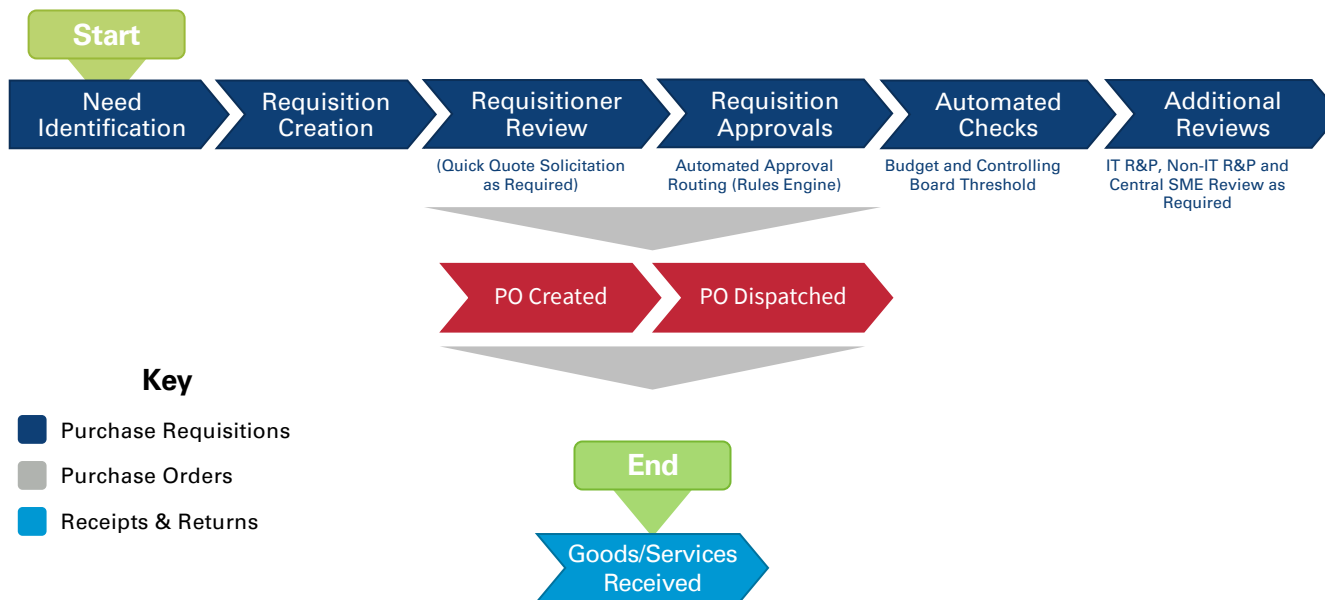
End-to-End Process Overview

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Purchasing Workflow Cycle

Purchasing in OhioBuys will follow the life cycle displayed below which covers the need, requisition, approvals, and purchase order.



Agency Benefits: Shopping



OhioBuys provides the primary platform for agency employees to perform procurement activities including purchasing goods and services provided by suppliers.

The OhioBuys shopping experience includes:

- **Catalogs of Goods and Services:** A sampling of goods and services are available for purchase including batteries, clothing, footwear, general hardware, gloves, ink and toner cartridges, IT equipment pickup and disposal/delivery services, laboratory supplies, office supplies, soaps and hand sanitizers, writing utensils and eSignature transactions.
- **Additional Catalogs:** Additional catalogs are continually loaded.
- **Guided Buying:** Indicators make it easy to find catalog items from requisite programs, as well as those available on mandatory contracts, MBE set-aside contracts, contracts with multiple dealers capable of providing the items, and agency-administered contracts.
- **Improved Search:** Search for items from State contracts and direct purchase catalogs then place an order. Use “Favorites” to save frequently-purchased items.
- **Comparison Shopping:** Compare multiple items and features side-by-side.
- **Pricing Options:** Tiered pricing features and options.



Agency Benefits: Request to PO



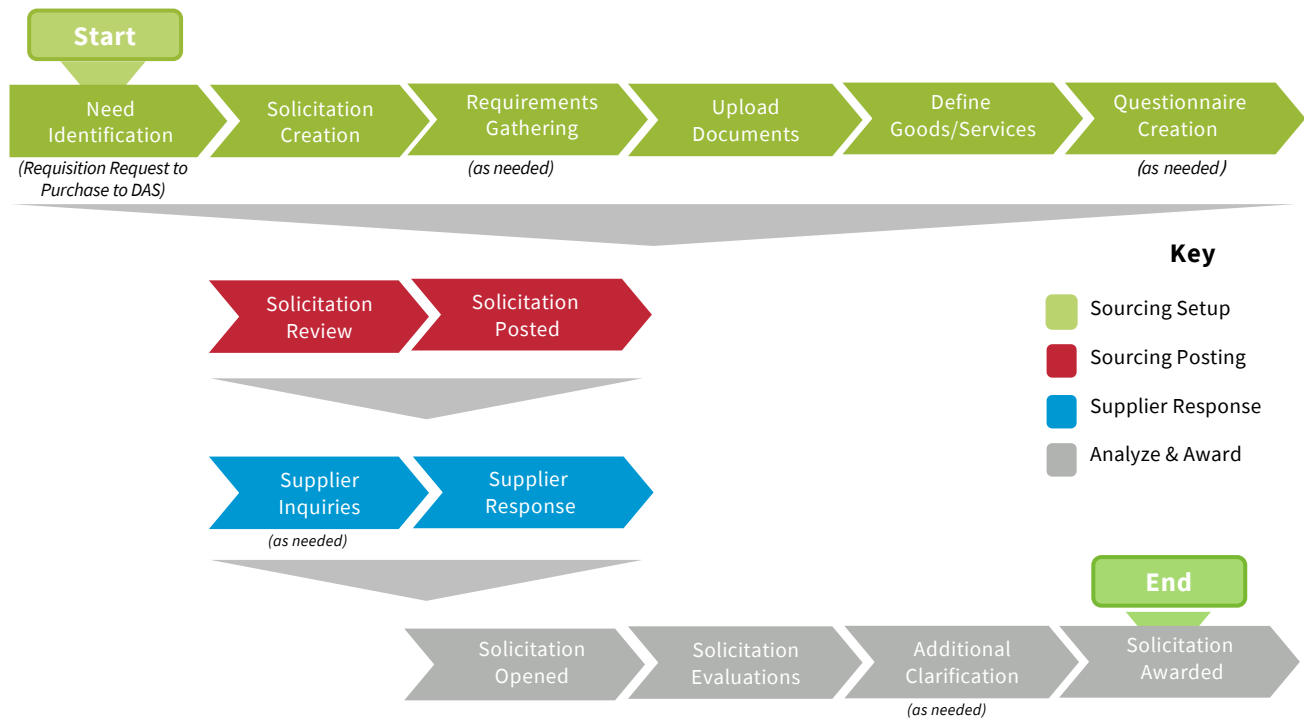
OhioBuys provides the primary platform for agency employees to perform procurement activities, including purchasing goods and services provided by suppliers and releasing quick quote opportunities. **Agency can utilize the Request to PO functionality which includes:**

- **Requisition and Purchase Order Creation:** Create requisitions and route approvals and budget checks seamlessly generate/dispatch purchase orders and send to suppliers through OhioBuys.
- **Quick Quoting:** Utilize quick quoting to solicit suppliers for products and services.
- **Automation:** Leverage automated workflows to route items for approval, as well as dashboard capabilities to track activities.
- **Integrated Steps:** Seamless linkage across order-through-pay transactions; increasing compliance with automation and routing to the proper authorities.
- **Receiving:** Create receipts for goods and services.
- **Invoicing:** Receive invoices within the system to pair with Purchase Order.



Sourcing Life Cycle

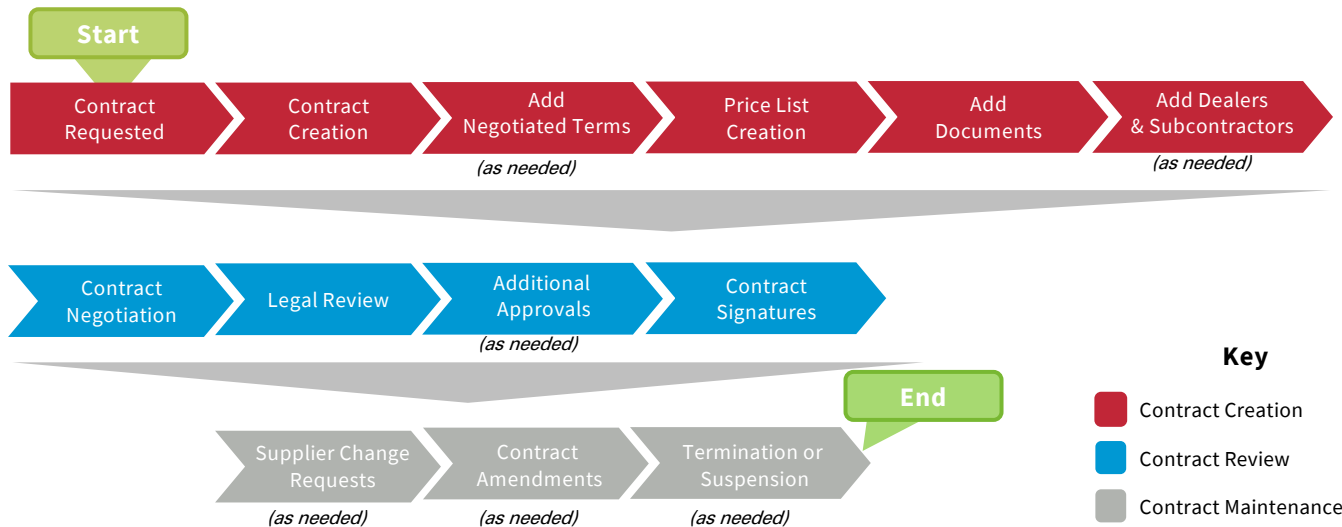
Sourcing in OhioBuys will follow the life cycle displayed below, which starts at the identification of a need and ends at the award of a solicitation. **Example: District Software Package Sourcing and Purchase**



Contracting Life Cycle

Contracting in OhioBuys will follow the life cycle displayed below which covers the creation, review and maintenance of contracts.

Example: District Software Package Sourcing and Purchase



Agency Benefits: Solicitations & Contracts



OhioBuys provides the primary platform for agency employees to release solicitations and manage contracts.

Agencies can now centralize their Solicitation and Contract Management activity:

- **Integrated Steps:** Create solicitations, award and manage contracts, and measure spend, all in one place.
- **Integrated Review:** All members of a team, including approvers and legal counsel, can review and annotate solicitations and contracts from within OhioBuys.
- **Electronic Signature:** Utilize OneSpan Sign in OhioBuys to complete all contract signatures.



Agency Benefits: Reporting



OhioBuys provides the primary platform for agency employees to release solicitations and manage contracts.

Agencies can now leverage data analysis activity:

- **Data Analysis:** Allows agencies to create customized reports or review existing reports to track procurement spend and workflow activities across various dimensions (e.g., contracts, commodities, date, supplier, etc.).

Agency Benefits: Supplier Management



OhioBuys provides the primary platform for agency employees to manage supplier activities.

Agencies can utilize the Supplier Management functionality which includes:

- **Bidder Registrations:** A process for companies that have not previously done business with the State to gain access to OhioBuys and respond to solicitation opportunities. To fully register as a supplier and receive purchase orders and contracts with the State, companies will need to complete the supplier registration process at ohiopays.ohio.gov.
- **Supplier Questionnaires and Evaluations:** Performance Evaluations: A tool that allows the State to assess a particular Supplier or contract.
- **Improvement Plans:** Create a roadmap of tasks presented to a Supplier that are designed to help them improve their performance with the State of Ohio.
- **Exceptions:** A tool for logging formal complaints or compliments with/for a Supplier and the responsible contract analyst (if applicable); replaces the Complaint to Vendor (CTV) process.



Supplier-Focused Solution



Suppliers are critical to the success of OhioBuys. We want to have suppliers enrolled and active in our solution so they can provide:

- Accurate contact information
- Responses to quick quotes and other types of solicitations
- Reviews and acknowledgement of purchase orders
- Advance Shipping Notices (ASNs) and manage returns
- Catalogs that can be directly posted and managed
- Collaborate with the State on exceptions and improvement plans
- Direct purchase catalogs which can be loaded without a State Contract

(Suppliers will agree to standard terms and conditions)



What Suppliers Can Do

To begin in OhioBuys, we suggest suppliers read our [How-To Guide](#) then watch our Supplier Video library to learn how to:

- ✓ Get started in OhioBuys
- ✓ How to manage their profile, including managing contacts and selecting commodities
- ✓ Respond to solicitations
- ✓ Review and acknowledge Purchase Orders
- ✓ List their company's goods and services as part of a catalog

Suppliers can also utilize the [Bidder and Supplier Learner Guide](#) as well as video training available at the [OhioBuys website](#).



For More Information

For more information about OhioBuys for bidders, suppliers, or agencies, please go to: <https://procure.ohio.gov>

Ohio Department of Administrative Services
Procurement Services

BIDDERS & SUPPLIERS STATE & LOCAL AGENCIES ABOUT PROCUREMENT

Contact Search

Procurement Services

As part of the Department of Administrative Services, the Offices of Procurement Services provide a centralized procurement service to all State and Local Agencies as well as support to all State Suppliers.

General Procurement

- Learn About OhioBuys**
Get to know the State's new purchasing solution, which connects buyers with bidders and suppliers.
- Public Solicitations & Contracts**
List of current State solicitations and contracts with search capabilities.
- Public Catalog**
List of public catalog items with current pricing.





OhioBuys

procure.ohio.gov/ohiobuys