Log in to Ohio Buys. You will see any exceptions that require your review in the My Pending Validations section of your homepage. Click on the title of the exception under the Object column to open the exception.

a) You can also find a specific exception from any page in the Ohio Buys solution by going to the main menu navigation bar, clicking on Suppliers, and selecting Exceptions.

Review the exception’s Details and Origin. When reviewing, you can make edits or updates as required.

a) If the information provided does not warrant the creation of an exception, click Reject to reject the exception. This will send the exception back to the user who initially submitted it.

b) If the information provided does warrant the creation of an exception, complete the Route To section under Details using the dropdown menu. You can choose to route the exception to:

1) **Contract Analyst:** Routes the exception to the associated Contract Analyst for further action and resolution.

2) **Supplier (handle internally):** Does not route the exception to the associated Contract Analyst. Indicates that you will reach out to the Supplier directly to resolve the issue.

c) After determining the routing path of the exception, click Submit to approve.

   1) If you have chosen to resolve the issue internally, after clicking Submit you should click Open Exception.

   2) Click Notify via Email to create an email with a direct link to send to the Supplier.
Step-by-Step Instructions for Reviewing an Exception (Agency Reviewer)

1) **Supplier Contact(s)** - to whom the email will be sent.

2) **Subject** - The subject line for your email to the Supplier

3) **Attachments** - You can attach any supporting documentation that you believe it is important for the Supplier to see with the exception.

4) **Message** - The details of the message that the Supplier will receive. Make sure to include your contact information so that the Supplier can easily reach out to discuss the details of the exception, as well as inform you when mitigating actions have been taken.

5) **Send me a copy** - check this box if you would like a copy of the email sent to the email address associated with your Ohio Buys account.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (OBM.SharedServices@OBM.ohio.gov) or phone (877-644-6771).