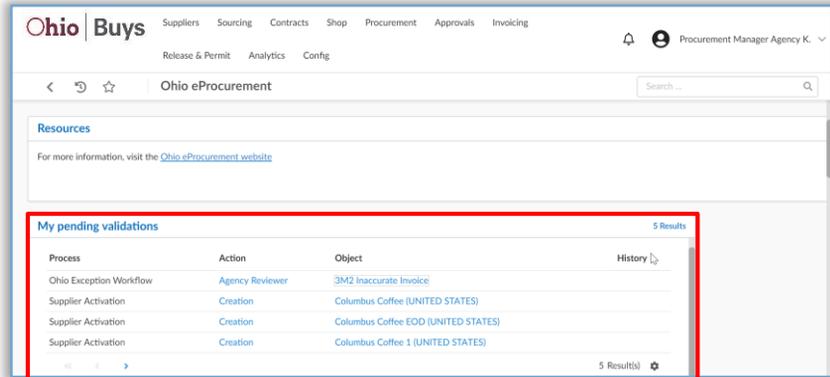


## Step-by-Step Instructions for Reviewing an Exception (Contract Owner/Compliance)

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.



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 sends the exception back to the Agency Reviewer.



Reject

- b) If the information provided does warrant the creation of an exception, click **Open Exception**.



Open Exception

- c) Click **Notify via Email** to send the Supplier an email with a direct link to the exception.



Notify via Email

## Step-by-Step Instructions for Reviewing an Exception (Contract Owner/Compliance)

d) Complete the **Send an e-mail** form by adding the following information:

The screenshot shows a web form titled "Message" with the following sections and callouts:

- 1** Callout points to the "Add Supplier Contact(s)" dropdown menu in the "Send to" section.
- 2** Callout points to the "Subject" text box containing "Exception: test".
- 3** Callout points to the "Attachments" section, which includes a "Click or Drag to add a file" button.
- 4** Callout points to the "Message" text box containing the text: "The Exception 'test' with supplier '#1 RADON TESTER' has the status 'Pending Resolution'. Main contact : . Resolution date :".
- 5** Callout points to the "Send me a copy" checkbox in the "Attachments" section.

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- 1) **Supplier Contact(s)** - to whom the email will be sent.
- 1) **Subject** - The subject line for your email to the Supplier.
- 2) **Attachments** - You can attach any supporting documentation that you believe it is important for the Supplier to see with the exception.
- 3) **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.
- 4) **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.