Step-by-Step Instructions for Creating a Debarment for a Supplier

1. Log in to Ohio|Buys. Click on the Suppliers header from the Main-Menu Navigation Bar and select Browse Suppliers from the associated drop-down menu.

2. The Keywords field can be used to search for the Supplier’s name or OAKS ID. Type the name or ID in to this field and click the Search button.

3. Click the Pencil (✏️) icon next to the Supplier’s name to open their Supplier record.

4. On the left, select the Debarment tab.

5. In the Under Agencies Debarred By field, select the agency or agencies from the drop-down menu.
Enter the **Debarment Begin Date** and the **Debarment End Date**. If there is no end date, leave the field blank.

5 Enter the Debarment Begin Date and the Debarment End Date. If there is no end date, leave the field blank.

6 Enter any relevant **Comments**.

7 **Click** **Save and Close**.

▲ A notification will be sent to State Admins and the Procurement Manager 7 days prior to the debarment's expiration. The State Admin can extend the debarment by editing the end date or delete the debarment.

▲ If no action is taken on a debarment prior to its expiration date, then the debarment will be automatically deleted the following day.

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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).