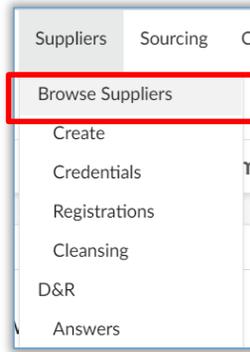
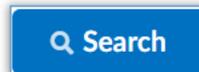


Step-by-Step Instructions for Creating a Debarment for a Supplier

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.

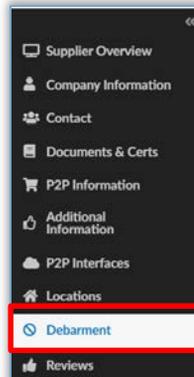


2 The **Keywords** field can be used to search for the Supplier's name or OAKS ID. Type the name or ID in to this field and click the **Search** button.

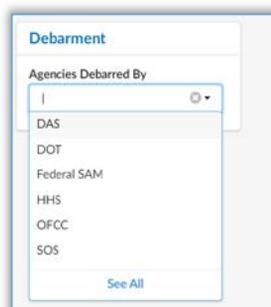


Click the **Pencil** () icon next to the Supplier's name to open their Supplier record.

3 On the left, select the **Debarment** tab.



4 In the Under **Agencies Debarred By** field, select the agency or agencies from the drop-down menu.



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

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

The screenshot shows a web form titled "Debarment". At the top, there is a dropdown menu labeled "Agencies Debarred By" with "DAS" selected. Below this, there is a section for "DAS" with two date fields: "Debarment Begin Date" (6/19/2020) and "Debarment End Date" (6/26/2020). Both date fields are highlighted with red boxes. Below the date fields is a "Comments" text area.

6 Enter any relevant **Comments**.

7 Click **Save and Close**.

Save & Close

- 7
- ▲ 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.