If a Supplier wants to sell their items in the Ohio|Buys catalog, but does not have a contract with the State to sell those items, they may request a Direct Purchase Contract from DAS. A Direct Purchase contract is a type of contract Suppliers can directly enter into with State of Ohio Agencies, Boards, and Commissions in order to sell goods and services in Ohio|Buys. Typically, a direct purchase contract will include an open market pricelist and may not be the result of a solicitation process. Purchases made by State Agencies, Boards, and Commissions against these contracts are tracked against direct purchase and Controlling Board thresholds. See Ohio Administrative Policy PM-01 Purchasing Procedures for additional details regarding Controlling Board and Direct Purchase Thresholds and quoting guidance.

Completing the Format Controls steps for a Direct Purchase Contract requires a Direct Purchase Catalog to have been previously uploaded into Ohio|Buys by a Supplier. If this is the first time a Direct Purchase contract is being requested by a Supplier, please refer them to the Request a Direct Purchase Catalog Job Aid for instructions. The data within the upload needs to be reviewed for accuracy and approved or rejected.

1. Log in to Ohio|Buys. From the Main Menu Navigation Bar, navigate to your User Name Options, and select **My Pending Validations** from the drop-down menu.

2. a) On the My Open Workflow Tasks page, scroll until you find the name of the updated catalog sheet you need to review.

   ▲ The catalog sheet you need to review will have an **Activity** of **Catalog Enablement**.

   ![Workflow screenshot]

   b) Once you find the correct catalog sheet, click the **Pencil (📝)** icon located to the left of the catalog sheet.
Review the General Information tab. If the Supplier has requested a Direct Purchase Contract then the associated checkbox will be marked, and the Ohio|Buys Direct Purchase Catalog Name field will be filled.

From the Main Menu Navigation Bar, navigate to Contracts, and select Create from the drop-down menu.

In the Contract Type field select Ohio|Buys Direct Purchase from the drop-down menu.

Input an Effective Date and an Original End Date.
Step-by-Step Instructions for Reviewing and Creating a Direct Purchase Contract

6. Input a **Name** for the contract and indicate whether there is a hosted, punchout, or no catalog associated with it.

7. Select the **Commodities** associated with the contract. Commodities will appear as you type in the drop-down menu. Click on them to add them to the contract.

8. Click **Save**.

9. Add any additional information to the contract as appropriate. When you have finished, click **Submit**.

   ▲ For more information on creating contracts, please consult the Creating and Managing Contracts Learner Guide.

   ▲ If no further updates are made, the contract will advance directly to the signing step in the workflow. Since suppliers will have already agreed to terms and conditions prior to submitting the Direct Purchase catalog, there is no need to obtain signatures on these types of contracts. Click the **Approve** button to complete the process of establishing the contract that this catalog will be associated with.

10. Return to the Catalog. On the **Contract** field in the General Information tab, select the Direct Purchase Contract you have created from the drop-down menu.
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Now, navigate to the Format Control tab on the left-hand side. Within the Format Control tab, ensure there are no lines with blocking or non-blocking anomalies. For more information on the fields on this page, refer to the Catalog Import Field Guide at the end of this document.

▲ If anomalies exist, these are highlighted in the Import Report box within the Format Control tab. Below the Import Report box, you can find details for each anomaly. In general, if there are anomalies, you should send the catalog back to the Supplier to correct them. However, for minor discrepancies (e.g., mistyped contract number) you may correct them yourself. To fix the anomalies:

a) Click the Pencil (✍️) icon next to an anomaly to resolve.

b) Within the Correct Anomalies pop-up window, on the left is data from the newly uploaded catalog sheet and on the right is data in Ohio|Buys. Scroll until you find an anomaly highlighted in orange (e.g., error copying contract number). Ohio|Buys will automatically suggest a replacement for the anomaly. Click on the Checkbox (☐) icon to automatically override the anomaly.

c) If the suggested fix for the anomaly is not suitable, you are also able to use the search functionality to find the correct information by clicking the drop-down (🔍) icon and typing to search. When you have found the correct information, click on the Checkbox (☐) icon and click Save and Close.
### Step-by-Step Instructions for Reviewing and Creating a Direct Purchase Contract

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| 12   | If the information is accurate and complete, click the **Approve Format** button towards the top of the Catalog Sheet page.  
  ▲ If you reject the catalog sheet, you are prompted to enter comments which are sent to the Supplier who uploaded the catalog sheet. |
| 13   | Click the **Save** button towards the top of the Catalog Sheet page. The catalog is now published and available for purchase on Ohio|Buys. |