Step-by-Step Instructions for Reviewing Revenue Share

1. Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Contracts** and then select **Browse Contracts** from the drop-down menu.

2. a) On the Browse Orders Page, use the available search functionalities to narrow your results (e.g., search by keywords, Supplier, etc.)

   b) Click the **Pencil (✏️)** icon next to the applicable contract to open it.

3. Navigate to the **Revenue Share** tab.

▲ The Revenue Share tab is only visible on the left-hand side of the page if the contract's Revenue Share flag = "Yes". Only certain DAS and Co-op users can see the Revenue Share tab: DAS Contract Analysts, DAS Procurement Managers, Revenue Share users, and DAS Compliance Specialists.
How to Review Revenue Share

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Review the following sections of the Revenue Share tab:

- State Agency Spend

  ![State Agency Spend](image)

  - Fiscal Year: 2020
  - Quarter: April - June
  - Spend Amount: 1,170.81

- Supplier Reported Co-op Spend

  ![Supplier Reported Co-op Spend](image)

  - Fiscal Year: 2021
  - Quarter: April - June
  - Total Co-op Spend Amount: 305.00
  - Dealer ID: NET PAC INTERNATIONAL LLC

- Amount Due Per Fiscal Quarter

  ![Amount Due Per Fiscal Quarter](image)

  - Fiscal Year: 2020
  - Quarter: April - June
  - Total Amount Due: 2,002.44
  - Total Amount Remaining: 5,876.12

- Revenue Share Payments

  ![Revenue Share Payments](image)

  - Contract: pie
  - State Contract Number: 6543
  - Fiscal Year: 2020 - State of Ohio
  - Quarter: January - March
  - Amount Received: 456.876
  - Dealer ID: #1 RADON TESTER
  - Payment ID: 76543aq
  - Reporting: AAMADMIN - CAAM OPERATING
  - Account: 501000 - WORK PERFORMED
  - Fund Code: 1010 - INMATE LEGAL ASSISTANCE
  - Deposit Identifier: 4567876
  - Notes: notes
Step-by-Step Instructions for Submitting a Hosted Catalog Pcard Purchase

How to Review Revenue Share

- Co-op Reported Spend

  Data in the State Agency Spend section drives off of OAKS payment data and includes payments where the associated voucher(s) references the applicable contract (and dealer contracts) and the payment date was in the applicable quarter, data in Supplier Reported Co-op Spend is manually filled out by suppliers in Ohio|Buys, Amount Due Per Fiscal Quarter is an auto-calculated section driven by data on the contract (e.g., Revenue Share Percentage) and State Agency Spend and Supplier Reported Co-op Spend sections, and Revenue Share Payments section comes from OAKS Accounts Receivables data.

  If there are issues regarding revenue share information, DAS and Co-op users are able to create an exception against a Supplier in Ohio|Buys. Exceptions replace the existing CTV (Complaint to Vendor) process. Please refer to the Create an Exception job aid on the Ohio|Buys website for details.

Users with the Revenue Share role can edit and add Revenue Share Payments on the Revenue Share tab. To add a Revenue Share Payment, click Add Revenue Share Payments.

Enter the necessary information and click Save & Close.

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