Completing a catalog enablement requires a catalog sheet to have been previously uploaded into Ohio Buys and the Format Controls step to have been completed.

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.

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a) On the My Pending Validations page, scroll until you find the name of the updated catalog sheet you need to approve or reject. You can narrow your search by selecting the Catalog Upload Approval drop-down.

   ▲ The catalog sheet you need to review will have an Action of Contract Analyst.

   ! [My Pending Validations]

b) Once you find the correct catalog sheet, click the Pencil (✏️) icon located to the left of the catalog sheet.
Step-by-Step Instructions for Submitting a Hosted Catalog

3. a) On the Catalog Sheet page, navigate to the Format Control tab on the left side, click on the Submit all Lines button towards the top of the Catalog Sheet page.

   ▲ If you only want to submit the lines that appear in the search results at the bottom of the page, click the Submit Results button.

   ▲ If you only want to submit the lines you manually selected at the bottom of the page, click the Submit Selection button.

   ▲ If you want to review anomalies highlighted in the Import Report box within the Format Control Tab, click on the Pencil (✏️) icon next to an anomaly and resolve it as applicable.

b) Once you click the Submit all Lines button, the following pop-up appears double-checking your choice to submit all rows. Click the Ok button.

4. a) Navigate to the Differing Report tab on the left side. This tab highlights any differences between the existing hosted catalog items and the proposed changes. Click on the Validate all Items button towards the top of the Catalog Sheet page.

   ▲ You should only click the Validate all Items button if you have reviewed the differing report and verified that the content is correct or in accordance with the contract.

b) Once you click the Validate all Items button, a pop-up titled Item Deactivation appears. Click the Save & Close button.

   ▲ Since new items are being added, you must select when the old items will no longer be valid and visible in the catalog. You can either set the end validity date to the start date of validity for the new item or manually specify an end validity date.

c) Scroll to the top of the Catalog Sheet page and click the Approve Catalog button. The proposed changes will be visible in the catalog based on the validity start date.

   ▲ If you reject the catalog, you are prompted to enter comments that would be emailed to the Catalog Analyst or Supplier who uploaded the catalog.

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).