

## Regional View catalogs in eStores

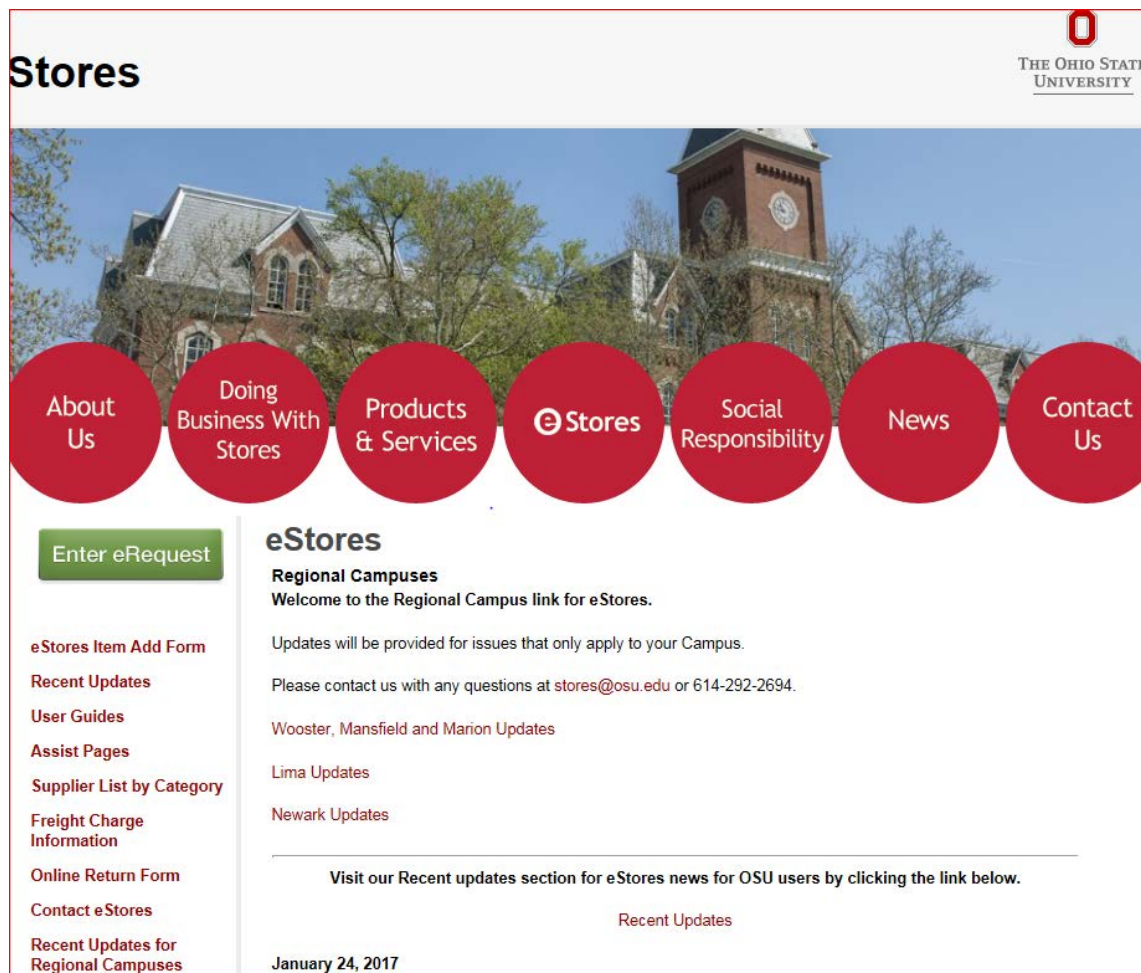
If you are located away from central campus, or if you place orders for off-campus units, you can request access to the Regional View catalogs in eStores.

For Regional view, you will only see catalogs for vendors that service off-campus locations, and will not see catalogs for vendors that only work in the Columbus area.

There is also an FAES view which gives you access to both the Columbus and off-campus vendor catalogs, should you need both.

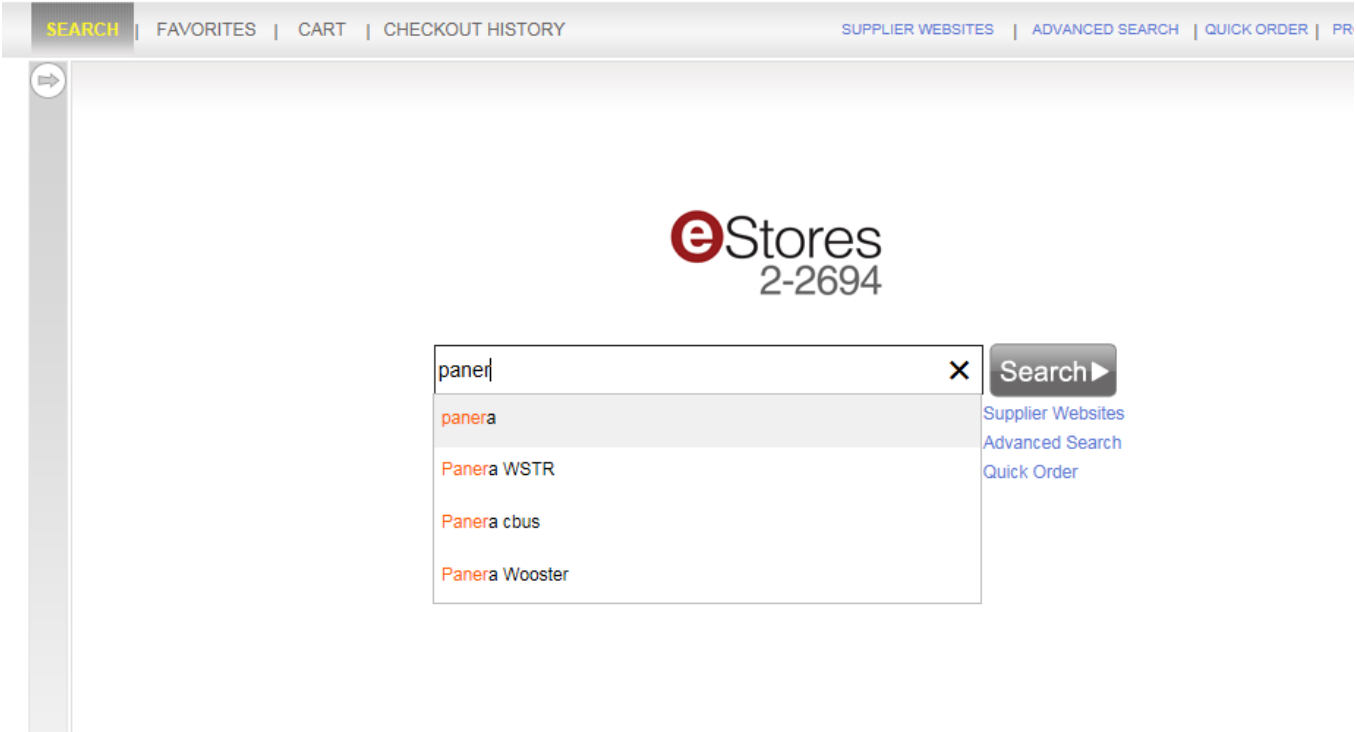
To gain access to regional catalogs:

1. Complete the Protecting Institutional Data Training at <http://buckeyelearn.osu.edu> (search : Protecting Institutional Data, and enroll in the online course)
2. Email Jesse Buxton ([buxton.26@osu.edu](mailto:buxton.26@osu.edu)) with your OSU Name.# and Employee ID Number, and the catalog view you are requesting (FAES or Regional) View a list of regional vendors and program updates with the following link: <http://osustores.osu.edu/eStores/regional.aspx>



The screenshot shows the eStores website interface. At the top left is the heading "Stores" and at the top right is the The Ohio State University logo. Below the heading is a large image of a campus building. A horizontal navigation bar contains seven red circular buttons: "About Us", "Doing Business With Stores", "Products & Services", "eStores", "Social Responsibility", "News", and "Contact Us". Below the navigation bar is a green "Enter eRequest" button. The main content area is titled "eStores" and includes a "Regional Campuses" section with a welcome message and contact information. A sidebar on the left lists various links such as "eStores Item Add Form", "Recent Updates", "User Guides", "Assist Pages", "Supplier List by Category", "Freight Charge Information", "Online Return Form", "Contact eStores", and "Recent Updates for Regional Campuses". At the bottom, there is a "Recent Updates" section with a link and the date "January 24, 2017".

Example of Panera hosted catalog in FAES View (includes Wooster and Columbus locations)



Example FAES View in “Supplier Websites” (Includes Wooster and Columbus)

