Entering a Purchase Order in eRequest

The eRequest system replaced the paper requisition form used to obtain a purchase order.

1. Log into eRequest (http://erequest.osu.edu) and click the button to “create a new request”
2. Under the “Buy Something” heading, choose “Standard Purchasing Request”
3. “Vendor/Payee & Item Details”:
   a. Enter the description of what will be purchased. ie, “Blanket Order for Catering Service” or “Term order for local phone service”
   b. Enter your quantity and “unit of measure” (uom). ie, qty=1 uom=year
   c. Enter the estimated amount for the purchase
   d. Enter the Vendor Information
      i. This includes the name, address, phone, fax, contact person, email address and PeopleSoft vendor id (if available)
4. “General Request Information”:
   a. Enter the shipping address (include your building code for campus addresses) and include “attn” line
   b. Additional Information:
      i. PO Type: Enter as General, Term, or Blanket.
      ii. If this PO is to replace a PO from the previous year (particularly a Term or Blanket PO) please include the previous year’s PO number here.
      iii. Term and/or Due Date: date range of service or date good is needed
      iii. If this request is for a good or service already received or begun/completed, it is an After the Fact request and requires an explanation.
      iii. Any special instructions for the vendor or for your Business Office Rep can be included here.
   c. Business Purpose: remember to be specific and answer why & what we are purchasing
5. Attachments: If you have a quote or other information to accompany your request, you can scan and attach a .pdf in the attachments section.
6. “Funding Source;” enter your chartfield information (Remember, BUGL, Org, Fund & Acct are required).
7. Click “Continue” on the first page, and “submit for approval” on the next page.
8. Your Business Office representative will process your eRequest for a PO once it has been approved, and notify you of the new PO number once it is processed.