



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

# Buying Tools

## Internal Orders

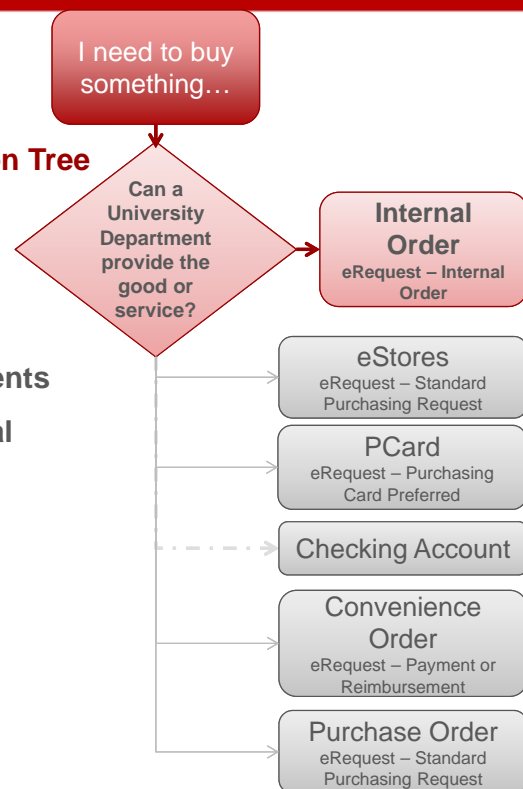
CFAES Business Office, Columbus  
<http://cfaesfinance.osu.edu>



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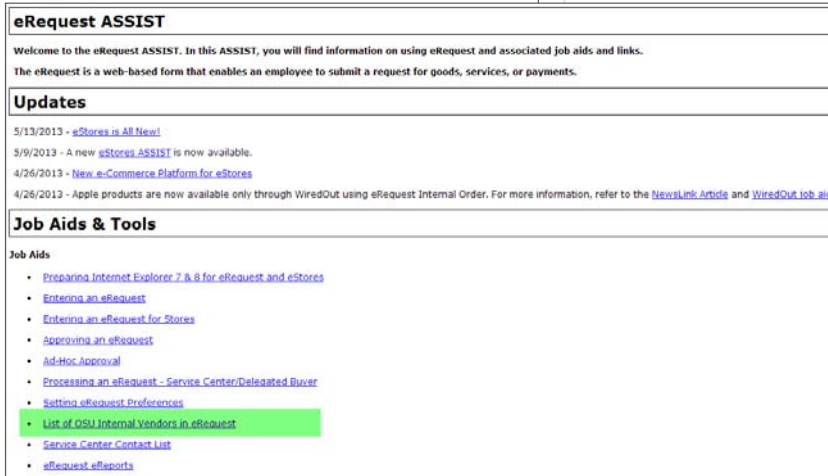
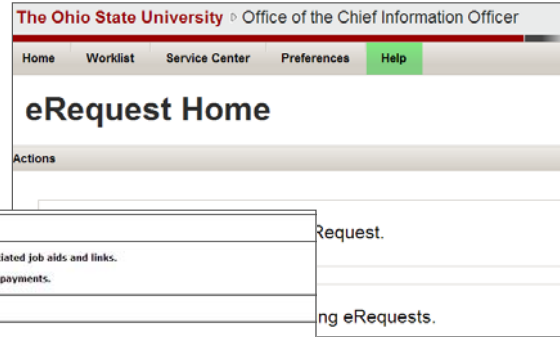
## Internal Orders Summary

- First choice on the **Procurement Decision Tree**
- Used for purchasing from **OSU Departments**
- Most units require an **eRequest – Internal Order** to process



## Internal Order Vendors

- The list changes all the time!
- Click Help on the eRequest Homepage
- Click List of OSU Internal Vendors



Direct Link: <https://assist-erp.osu.edu/assisterequest/documents/Internal%20Vendor%20Listing.pdf>

## Internal Order Vendors

OSU Internal Vendors in eRequest  
(As of 10/10/2013)

Internal Vendor Description	How do I place orders?	Do I need a quote? How do I get one?	Additional Documentation? How do I submit?
<b>UniPrint - Printing/Copying</b> <b>UniPrint - Managed Print Services</b> <b>UniPrint - Microscope</b> <b>UniPrint - Addressing</b> UniPrint offers a wide range of printing and copying services: including offset and digital printing, binding, wide format posters, addressing services and more.	Submit an approved eRequest with a valid estimate via email dispatch. Contact: Jim Strapp Phone: 614-292-3450 Email: uniprintcustserv@osu.edu Actual files to print and address lists should be emailed separately to: uniprintcustserv@osu.edu	Yes Email details of request to uniprintcustserv@osu.edu	Yes, Quote number and pdf of the quote attached to eRequest.

Each Vendor has instructions on placing orders and obtaining a receipt.

Follow their instructions for placing orders carefully!

How do I obtain a receipt? (Documentation submitted outside eRequest should reference PR #)	Additional info?
A receipt can be obtained through our homepage at: uniprint.osu.edu. Each month's activity is available after the second week of each subsequent month and as far back as one calendar year from the current month.	Please indicate if the order is for stationery, business cards or other online template products and will be completed solely through the online templates.

Direct Link: <https://assist-erp.osu.edu/assisterequest/documents/Internal%20Vendor%20Listing.pdf>



## eRequest Entry

Direct Link: <https://assist-erp.osu.edu/assisterequest/documents/Internal%20Vendor%20Listing.pdf>

Purchasing/Payment Option

Buy Something

- Standard Purchasing Request
- Purchasing Card Preferred
- Internal Order
- Blanket Order Release

Quote ID

Pay Someone

- Reimbursement To Employee
- Payment
- Refund
- Reimbursement To Non-Employee

- Choose Purchasing Option of Internal Order
- In the Vendor section choose View All and scroll to find the internal vendor
- Choose Select when the vendor has been found

Vendor/Payee and Item Details

Shop at eStores

\* Description  UOM

Internal Vendor (Enter Freeform Text, Type To Search or [View All](#))

Name	Action
2012 Integrative Therapies Conference	Select
ATI Business Office	Select
ATI Farm	Select
ATI Flower Shop	Select
ATI Greenhouse	Select
AgrNaturalist	Select
Agricultural, Environ and Dev Economics	Select



## eRequest Entry

- Finish the eRequest
  - Description of what is being purchased
  - How much do you think it will cost?
  - Business Purpose – why are you purchasing the item or service?
  - Additional info Section:
    - Attendee lists for food for consumption and gifts
  - Attachments:
    - Quote or order from the Internal Vendor
  - Chartfield:
    - Purchases will always reference a 6xxxx account number
  - Submit for approval
- See the eRequest Initiator Job Aid for help

<http://cfaesfinance.osu.edu/training>

Note about **Abbreviations** - this list allows users to put abbreviations on forms while still providing auditors with the information they need. Abbreviations should be avoided unless they are on this list.

<http://Go.osu.edu/abbreviation>

Want to add an abbreviation to our list?

<http://Go.osu.edu/add>

**Note about User Defined values:** If your User Defined doesn't exist (always use the lookup button to check) delete it and enter it in the Special Funding Instructions section. Your Business Office Representative will add for you later.

*What happens while you are waiting?*

**Approval by your approver**

Approval

**Business Office Processing**

Processed  
within 1 week

**Internal Vendor Processing**

Fill your order

Next Steps for you...



**RECEIVE YOUR ORDER**

**DOCUMENT THE RECEIPT**

Find your eRequest

Attach the proof of receipt

Save the eRequest

**eRequest Home**

Actions

Create a new eRequest.

Search for existing eRequests.

Uploaded File Info

File Name	Description	Action
Business Cards.pdf		
Scanned from a Xerox multifunction device.pdf	<b>PACKING SLIP</b>	

