PO Renewal Job Aid

This is intended for people who renew purchase orders that they use annually. This is for submissions to the CFAES Business Office in Columbus. If you have questions contact your Business Office Representative: [http://osuebusiness.osu.edu/about.php](http://osuebusiness.osu.edu/about.php)

**Step 1: Determine which PO’s to renew**
Review your Purchase Orders on your 7OS-90 eReport or on your PO Renewal Reminder sent by the Business Office. Decide which PO’s you may be using in the next year and decide on the dollar amount for renewal. It is better to renew a PO at an estimated amount now then to wait until later and forget to do it before the order is needed— this creates an exception to policy called an After the Fact PO.

**Step 2: Enter the eRequest** [https://erequest.osu.edu](https://erequest.osu.edu)
You will need one eRequest per vendor, per commodity being purchased.

- Either choose **New** to create a new request or
- Choose **Search** if you have previously submitted an eRequest for the order you can pull up the previous eRequest and copy it to save some typing.

**Use the system default: Standard Purchasing Request**

**Enter order Description and Estimated Amount.**

**Enter Vendor Name.**
If you know the vendor id – type it here (on the PO Renewal Form). If not then type the full address for the vendor.

**Next – type your Location Address in the Ship to box.**

**Enter your Business Purpose and Time Frame for the PO. Also enter the PO Number or Requisition Number** you are replacing – Get this from the PO Renewal Form or the 7OS-90 report.

**Enter Chartfield**

**Click Continue and Submit for Approval**
Your PO number will be put in the eRequest when it is done. You will also see the PO number on your 7OS-90 eReport.

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