Buying Tools

eStores and Required Vendors

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

eStores and Required Vendors Summary

- Second choice on the Procurement Decision Tree
- Used for purchasing from OSU Contracted Vendors
- Most require an eRequest – Standard Purchasing Request to process
eStores Vendors

- The list changes all the time!
- [http://osustores.osu.edu/estores/](http://osustores.osu.edu/estores/)

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Required Vendors

**OFFICE SUPPLIES**
- Office Max
- Guy Brown now GBEX
- Toner – Office Max Ink and Toner Finder Tab

**COMPUTERS**
- Apple Products from OSU WiredOut
- Dell
- Most 55xxx and 57xxx going through the computer depot

**EXPEDITED SHIPPING**
- UPS system for expedited shipping requires new training to use

**REFRESHMENTS**
- Coke Products – on campus requirement
- Aramark Refreshment Services
- DS Waters of America

**COPIERS**
- UniPrint, ComDoc/Xerox

**PLUMBING**
- Capital Plumbing
- Synergy
- TP Mechanical
- PRO Flow Plumbing
eRequest Entry

- The Purchasing Option will default to Standard Purchasing Request.
- In the Vendor section choose the eStores link

Navigate to Supplier’s Website or by using the general search feature
Create a shopping cart
Continue through the prompts to buy the items until it takes you back to the eRequest Page
eRequest Entry

- Finish the eRequest
  - Description of what is being purchased should default from your shopping cart.
  - Amount should default from your shopping cart.
  - Business Purpose – why are you purchasing the item or service?
  - Additional info Section:
    - Attendee list/employee status for food for consumption and gifts
    - 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

Business Office Processing

Vendor Processing
Next Steps for you…

**RECEIVE YOUR ORDER**

Save the packing slip or any proof of receipt for eReports Reconciliation.