



# THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

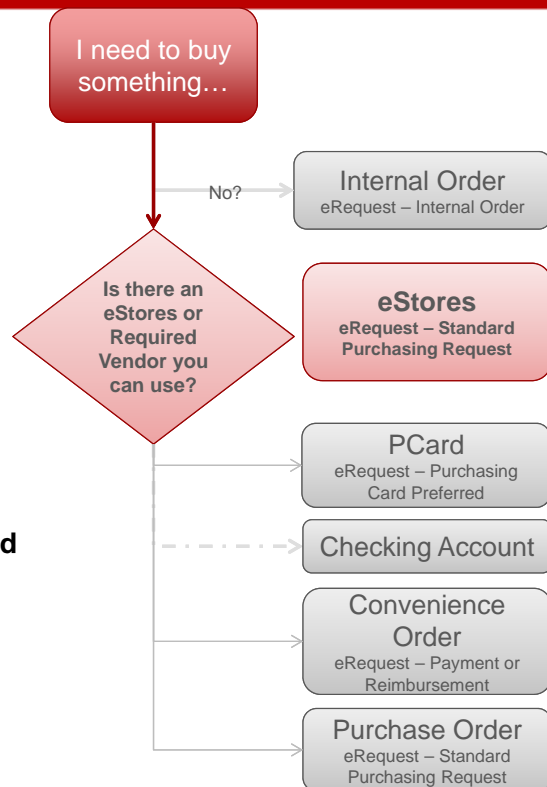
## Buying Tools eStores and Required Vendors

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

### THE OHIO STATE UNIVERSITY COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

#### 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/>

The screenshot shows the eStores website navigation menu with the following items: About Us, Doing Business With Stores, Products & Services, eStores, Social Responsibility, News, and Contact Us. Below the menu, there are several utility links: Enter eReq, How to Buy, Delivery and Tracking, Billing, Forms, eStores Item Add, Preferred Supplier Agreements, Recent Updates, Reports, Assist Pages, Returns, Special Orders, Supplier List by Category, Freight Charge Information, Online Return Form, and Archive. A 'New Vendors' section lists the following suppliers: Beckman Coulter - Laboratory Supplies & Equipment, Au Bon Pain - Catering, Two Caterers - Catering, Subway Catering (Eat Fresh) - Catering, Smith & Wollensky - Catering, Roosters - Catering, Cameron Mitchell - Catering, Donatos - Catering, Anthony Thomas - Specialty Desserts, Passion Works Studio - Buckeye Flowers, Hanover Uniform Co - Marching Band Coats, and Columbus Temperature Control - HVAC controllers. On the right, there is a section for 'eStores Suppliers' with a disclaimer: '(\*) Indicates that the supplier has a punch out site under the "Supplier Websites" tab in eStores. A (\*\*) Indicates suppliers that have punch out sites capable of eQuote downloads.' The list of suppliers includes: Abbott Animal Health, Accelerated Moving & Storage, Adriatico's Pizza, Adventures in Advertising\*\*, Affymetrix, Agilent Technologies, Air Force One, AK painting, All Occasions Catering Equipment, Ameripride Linen & Apparel Services.

## 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

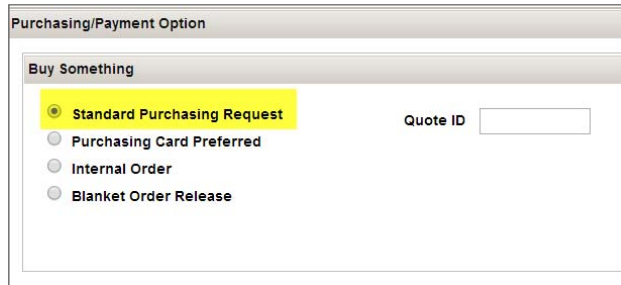
### COPIERS

- UniPrint, ComDoc/Xerox

### PLUMBING

- Capital Plumbing
- Synergy
- TP Mechanical
- PRO Flow Plumbing

## eRequest Entry



Purchasing/Payment Option

Buy Something

Standard Purchasing Request      Quote ID

Purchasing Card Preferred

Internal Order


Blanket Order Release

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



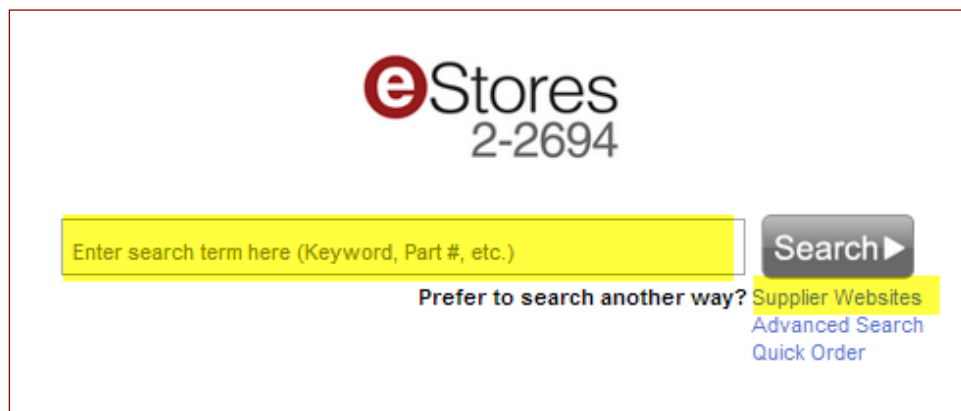
Vendor/Payee and Item Details


Shop at eStores



* Description	UOM	* Quantity	* Estimated Amount	Total Estimated Amount
<input type="text"/>	<input type="text"/>	1 X	<input type="text"/>	= \$0.00

## eRequest Entry



  
2-2694

Enter search term here (Keyword, Part #, etc.)

Prefer to search another way? [Supplier Websites](#)  
[Advanced Search](#)  
[Quick Order](#)

- 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**

Approval

**Business Office Processing**

Processed  
within 2  
business days

**Vendor Processing**

Fill your order



Next Steps for you...



# RECEIVE YOUR ORDER

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

