

eStores Entry Job Aid

7/24/2014

Use this job aid to assist you with placing an order from eStores in the eRequest system. o To learn more about eStores, go to the eStores and Office Supply Q&A
o To learn about the eRequest process, use the Initiator Job Aid <http://cfaesfinance.osu.edu/training>



After navigating to eStores from the eRequest page you are directed to the eStores homepage.

1. You can create your cart by using the OSU All GENERIC Catalogs View (the default setting) or using the Suppliers Web-sites tab.
 - a. OSU All GENERIC Catalogs – use this to order paper and any items previously ordered from Stores (Application for leave forms, name badge holder, etc)
 - i. You can search for items using keyword, supplier part # or manufacturer part#.
 - ii. **To adhere to the Recycled Paper policy certain paper must be ordered. Use the** Ordering Paper through eStores **for a list of item IDs.** Order these in the general catalogue. <http://cfaesfinance.osu.edu/training>
 - b. To order supplies from OfficeMax directly click Supplier Websites then OfficeMax Inc.



You can add items to the cart by searching the web-site or by first by going to officemax.com and finding the part number, then copying it to the search

- i. Add items to your cart and click checkout



c. You can also use the Suppliers web-sites to order other goods like computers and projectors. Use these supplier's sites like you would the online web-sites.

2. When you are finished adding items to your cart,  and .
3. This takes you back to the eRequest web-site. Verify the items are populating into the item details section.
 - a. If you do not get directed back to the web-site or the item details section does not populate see the eStores and Office Supply Q&A.
4. Continue back on the eRequest Initiator Job Aid <http://cfaesfinance.osu.edu/training>



THE OHIO STATE UNIVERSITY

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