

## Purchasing Office Supplies through Erequest

1.) Log into erequest.osu.edu with your name.n and password.

You've requested a web page which requires a user login.

**Identify Yourself**

Enter your Ohio State Username (lastname.#)  
hardymon.7  
**Example:** doe.1

**Password or Passcode**

Enter your account password.  
*BuckeyePass users, enter your Passcode.*

.....

Login

2.) Select "New"

Home Worklist Preferences Help

# eRequest Home

Actions

**New** Create a new eRequest.

**Search** Search for existing eRequests.

3.) Click on Red eStores button and select "OK" if prompted.

Purchasing Payment Option

Buy Something	Quote ID	Pay Someone
<input checked="" type="radio"/> Standard Purchasing Request <input type="radio"/> Purchasing Card Preferred <input type="radio"/> Internal Order <input type="radio"/> Blanket Order Release		<input type="radio"/> Reimbursement To Employee <input type="radio"/> Payment <input type="radio"/> Refund <input type="radio"/> Reimbursement To Non-Employee

Vendor/Payee and Item Details

Shop at eStores

**eStores**

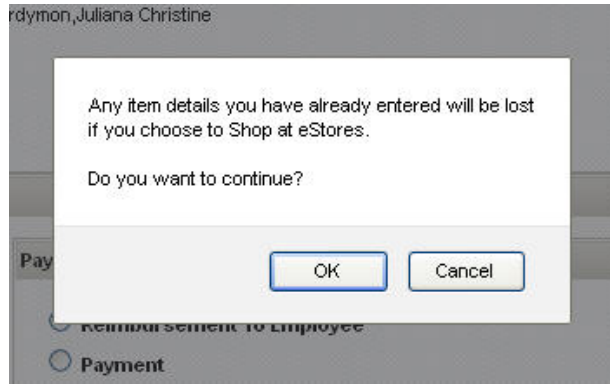
* Description	UOM	* Quantity	* Estimated Amount	Total Estimated Amount
		1 X		= \$0.00

Vendor/Payee Information (e.g. address, city, state)

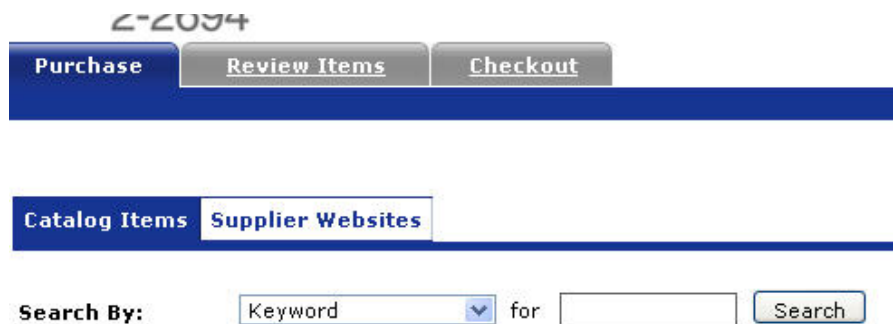
254 characters remaining

Do Not Substitute Vendor

Add Another Item Remove This Item



4.) Select “supplier website” from the lower tabs.



Current View: OSU All GENERIC Catalogs View [Change View](#)

5.) From options of suppliers, select OfficeMax Inc

<p>professionals.</p> <p><b>Hewlett-Packard Company</b> US - Categories include: computers, laptops, servers, printers, consumer electronics and accessories</p>	<p><b>Insight Technology</b> Microsoft software bundles per the IUC contract.</p>
<p><b>KING BUSINESS INTERIORS, INC.</b> King Business Interiors is a woman-owned commercial furniture, flooring, architectural walls and interior design firm located in Columbus, Ohio. King holds the following certifications: DBE, Ohio EDGE, FBE, and is a current provider on The Ohio State N05 contract.</p>	<p><b>Life Technologies</b> A comprehensive catalog of thousands of biological and laboratory products at OSU discount pricing.</p>
<p><b>Loth, Inc.</b> Categories include: Furniture and related products for office, learning and laboratory environments; meeting, training, conference and public spaces; cafés and dining spaces; storage solutions and ergonomic work tools</p>	<p><b>OfficeMax Inc</b> OfficeMax is a full service provider of office supplies, furniture, toner and paper</p>

6.) Search from items that you would like, add quantity and select “Add to Cart.”




- 7.) If you have more to buy, select “Continue Shopping.” If you are finished shopping, select green “checkout”

## Shopping Cart

Account: 0674539 - OHIO STATE UNIV - PUNCHOUT 2

Ship To Code: POUT - PUNCHOUT


▼ Add to Shopping List



HP - Black Cartridges for HP LaserJet 4200/n/bj/dtn /dtns/dtnsl - 38A (Q1338A), Black, 12,000

Item #: S1Q1338A  
UOM: EA

[Tech Item Return Policy](#)



**Your Price: \$117.44** C

Item Total: \$117.44

Qty.

**Cart Subtotal: \$117.44**

- 8.) Review order to make sure it is OK. If it is, select orange “checkout”


[Help | Exit](#)

Purchase
Review Items
Checkout

Continue Shopping
Print
Update Cart
Clear Items
Checkout
Item Count: 1 Total: \$ 117.44


Action	#	Product	Supplier	Supplier Part Number	Qty	Unit	Unit Price	Total
	1	HP TONER Q1338A 38A BLK	OfficeMax INC..	S1Q1338A	<input type="text" value="1"/>	EA	\$117.44	\$117.44

Page: 1 of 1

Continue Shopping
Print
Update Cart
Clear Items
Checkout
Item Count: 1 Total: \$ 117.44

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- 9.) Select orange “confirm checkout”


[Help | Exit](#)

Purchase
Review Items
Checkout

Continue Shopping
Print
Clear Items
Confirm Checkout
Item Count: 1 Total: \$ 117.44

#	Product	Supplier	Supplier Part Number	Qty	Unit	Unit Price	Total
1	HP TONER Q1338A 38A BLK	OfficeMax INC..	S1Q1338A	1	EA	\$117.44	\$117.44

Page: 1 of 1

Continue Shopping
Print
Clear Items
Confirm Checkout
Item Count: 1 Total: \$ 117.44

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10.) Complete the rest of the erequest form. Use 154 North Oval Mall, 1036 Derby Hall as the Ship-to Address. Specify your funding source under "special funding instructions" and press "continue"

Item Number	Description	UOM	Quantity	Estimated Amount	Total Estimated Amount
S1Q1338A	HP TONER Q1338A 38A BLK	EA	1 X	\$117.44	= \$117.44

**Vendor/Payee Information**  
OFFICEMAX

**TOTAL Request Amount** \$117.44

**General Request Information**

**\* Ship To** (e.g. Building Name, N/A)

Faculty Member {specify name}  
154 North Oval Mall  
1036 Derby Hall

187 characters remaining

**Additional Info** (e.g. Web Address, Shipping Cost, Special Instructions)

254 characters remaining

**\* Business Purpose for the Item(s) Above**

For Meal Reimbursements - Please Be Specific: what business related issues were discussed, list of attendees, name of place meal took place

These purchases are for office supplies. cartridges are for document printing, and the hard drives for data sharing and storage. The WD 3TB storage is critical for backing up the data sets that I have been cumulating over the past years.

15 characters remaining

**Attachments**

+ Add...

**Funding Source**

**\* Org Number** 07330

Search For Approvers/Org

Approvers For Org

Sui,Dianzhi

**Organization Name** Geography

**Research Project Number**

Search For Project

**Special Funding Instructions**

Faculty PRA

243 characters remaining

Enter Chartfields (optional)

**Actions**

Save For Later

Continue

11.) Review that order is correct and press “submit for approval”

Funding Source		
<b>Org Number</b> 07330	<b>Organization Name</b> Geography	Approvers For Org
<b>Research Project Number</b>	<b>Project Name</b>	Sui,Dianzhi
<b>Special Funding Instructions</b> Faculty PRA		

Actions	
<input type="button" value="Go Back And Edit"/>	<input type="button" value="Submit For Approval"/>

12.) If you have any questions or encounter difficulties, please contact Suzanne M.S. Mikos at [mikos.2@osu.edu](mailto:mikos.2@osu.edu).