Purchasing Office Supplies through Erequest

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

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

Identify Yourself

Enter your Ohio State Username (Lastname #)

Example: soe.1

Password or Passcode

Enter your account password.

Save your password, enter your Passcode.

********

Login

2.) Select “New”

eRequest Home

Actions

New  Create a new eRequest.

Search  Search for existing eRequests.

3.) Click on Red eStores button and select “OK” if prompted.
4.) Select “supplier website” from the lower tabs.

5.) From options of suppliers, select OfficeMax Inc

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

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

9.) Select orange “confirm checkout”
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.”

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>UOM</th>
<th>Quantity</th>
<th>Estimated Amount</th>
<th>Total Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYC1338A</td>
<td>HP TONER Q1338A 35A BLK</td>
<td>EA</td>
<td>X</td>
<td>$177.44</td>
<td>$177.44</td>
</tr>
</tbody>
</table>

Vendor/Payer Information
OFFC8280X

TOTAL Request Amount $177.44

General Request Information

* Ship To (e.g. Billing Name, N/A)
  Faculty Member (specify name)
  154 North Oval Mall
  1036 Derby Hall

187 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 3TB storage is critical for backing up the data sets that I have been accumulating over the past years.

254 characters remaining

Attachments

Funding Source

* Org Number 07330

Organization Name Geography

Research Project Number

Special Funding Instructions

Faculty EGR

243 characters remaining

Enter Chartfields (optional)

Options

Save For Later Continue
11.) Review that order is correct and press “submit for approval”

<table>
<thead>
<tr>
<th>Org Number</th>
<th>Organization Name</th>
<th>Geography</th>
<th>Approver For Org</th>
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</thead>
<tbody>
<tr>
<td>07330</td>
<td></td>
<td></td>
<td>Sui, Dianzhi</td>
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<table>
<thead>
<tr>
<th>Research Project Number</th>
<th>Project Name</th>
<th>Special Funding</th>
<th>Instructions</th>
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<tr>
<td></td>
<td></td>
<td>Faculty PRA</td>
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</tbody>
</table>

Actions
- Go Back And Edit
- Submit For Approval

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