



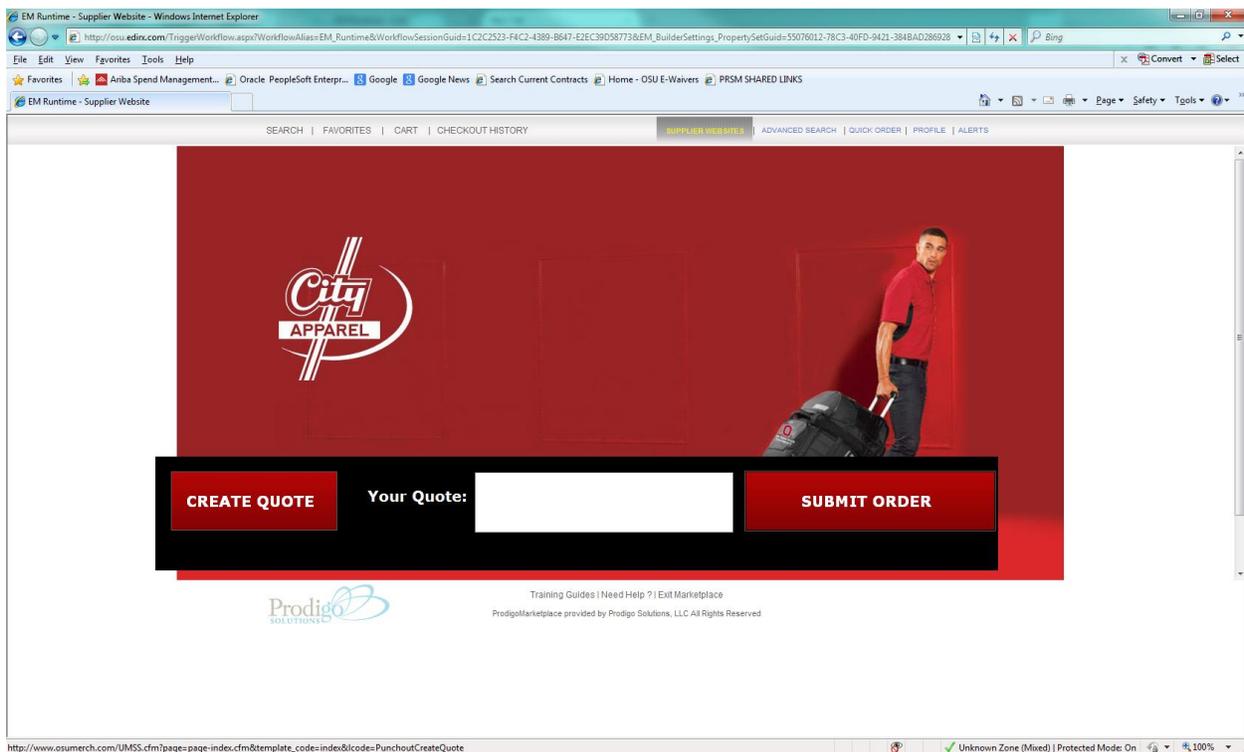
## City Apparel User Guide

When ordering from City Apparel in eStores, you must first create a quote. After your quote has been created City Apparel will send you a confirmation email with the quote number to complete your order.

For rental uniforms, the procedure is similar.

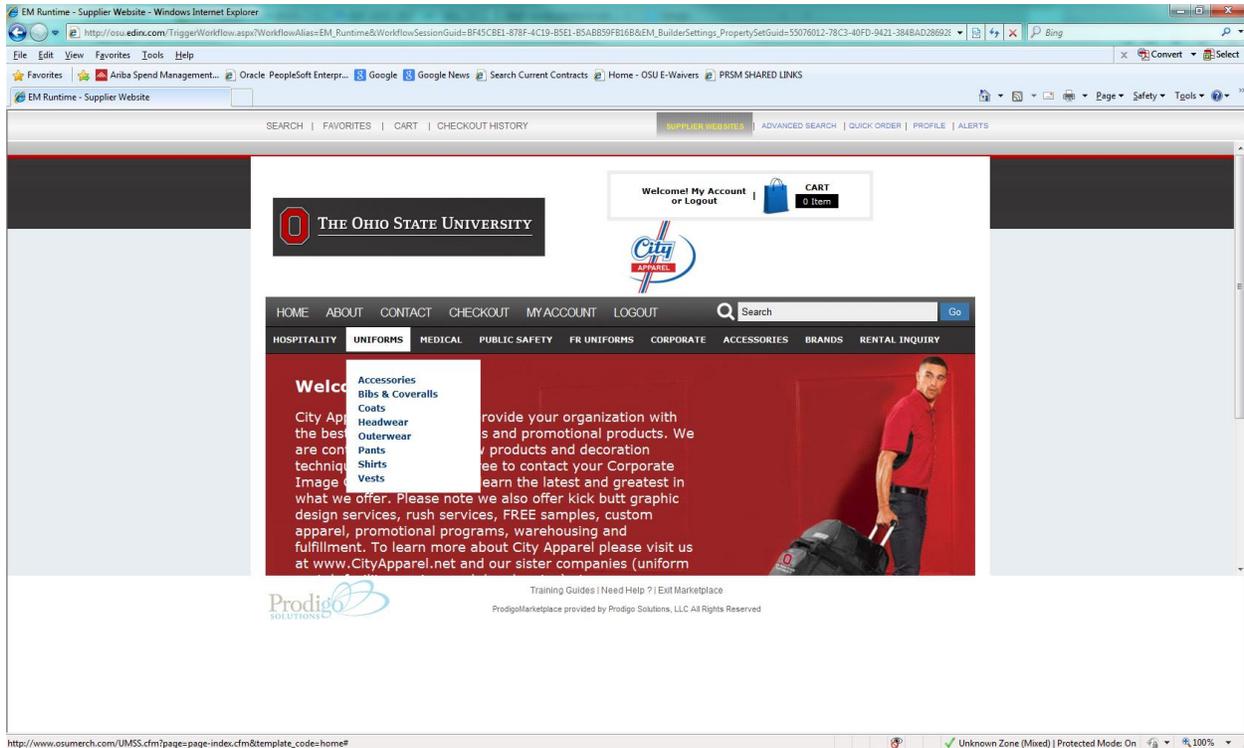
### Ordering

The first step is to click on the “Create Quote” button.





Next, you are going to start selecting your items to add to the cart.





In this example we have selected “Vests” under the “Uniforms” category and specified a color of “Safety Orange” in the size of 3XL.

The screenshot shows a web browser window displaying a product page for a safety vest. The browser's address bar shows the URL: [http://osu.edinx.com/TriggerWorkflow.aspx?WorkflowAlias=EM\\_Runtime&WorkflowSessionGuid=BF45CBE1-878F-4C19-B5E1-B5A8B59FB16B&EM\\_BuilderSettings\\_PropertySetGuid=55076012-78C3-40FD-9421-3848AD286928](http://osu.edinx.com/TriggerWorkflow.aspx?WorkflowAlias=EM_Runtime&WorkflowSessionGuid=BF45CBE1-878F-4C19-B5E1-B5A8B59FB16B&EM_BuilderSettings_PropertySetGuid=55076012-78C3-40FD-9421-3848AD286928). The browser's title bar reads "EM Runtime - Supplier Website - Windows Internet Explorer".

The product page content includes:

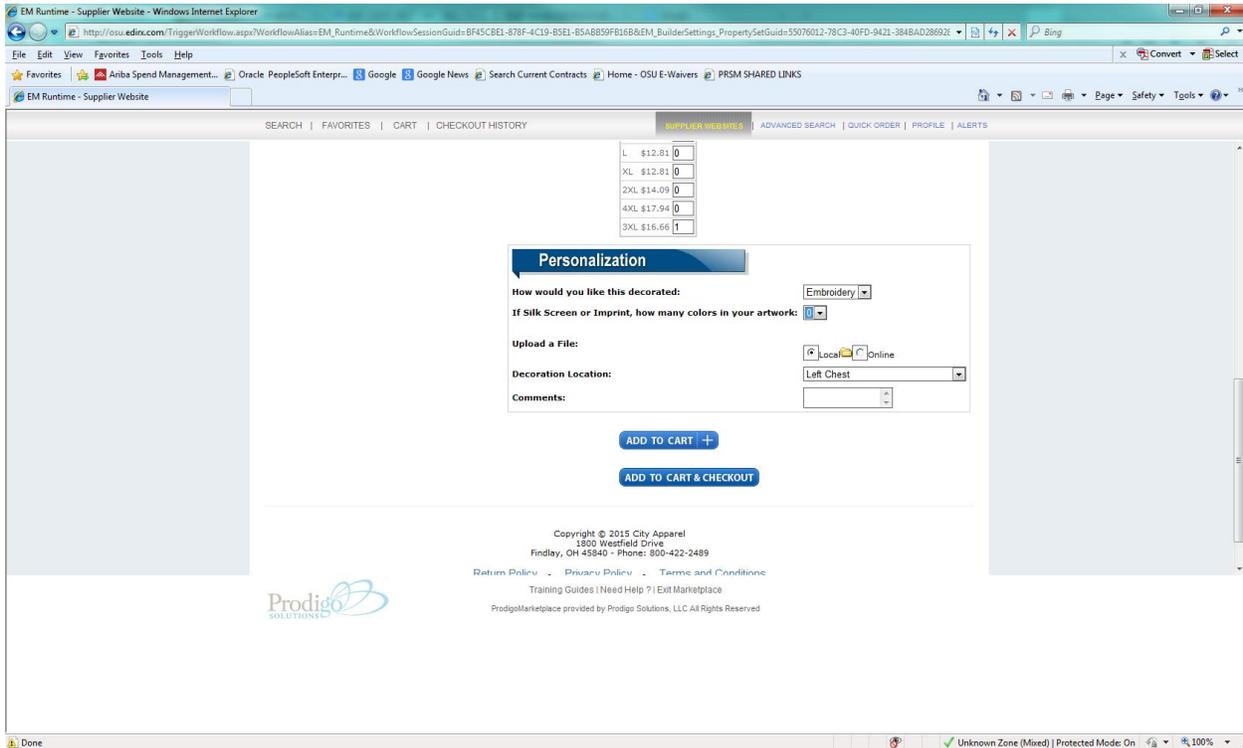
- Product Name:** Cornerstone - ANSI 107 Class 2 Mesh Back Safety Vest.
- Item Code:** CSV405
- Manufacturer:** Sanmar
- CornerStone** logo
- Features:**
  - This highly breathable vest helps ensure comfort as well as safety.
  - ANSI/ISEA 107 Class 2 certified
  - 100% polyester oxford for smooth printing
  - Dyed-to-match binding and Vislon zipper
  - Mesh inset at back for breathability
  - 2-in. wide reflective taping on front and back
  - Chest and lower pockets for pen and tools
  - This garment must be fully zipped to be in compliance with ANSI/ISEA 107 standards
- Options:**
  - color:
- Size Selection Table:**

Size	Price	Qty.
S	\$12.81	<input type="text" value="0"/>
M	\$12.81	<input type="text" value="0"/>
L	\$12.81	<input type="text" value="0"/>
XL	\$12.81	<input type="text" value="0"/>
2XL	\$14.09	<input type="text" value="0"/>
4XL	\$17.94	<input type="text" value="0"/>
3XL	\$16.66	<input type="text" value="1"/>

The page also features a "Prodigio SOLUTIONS" logo and footer text: "Training Guides | Need Help? | Exit Marketplace" and "ProdigioMarketplace provided by Prodigio Solutions, LLC All Rights Reserved". The browser's status bar at the bottom shows "Done" and "Unknown Zone (Mixed) | Protected Mode: On | 100%".



After selecting the items you want to order you can personalize the items. Once completed you will either click on “add to cart” if you want to continue shopping or “Add to cart & checkout” if done. In the example below we are clicking on Add to Cart & Checkout.





Please review the details in the shopping cart. Changes can be made if needed. Once you are ready to send in the quote request, click on "Submit" at the bottom of the page.

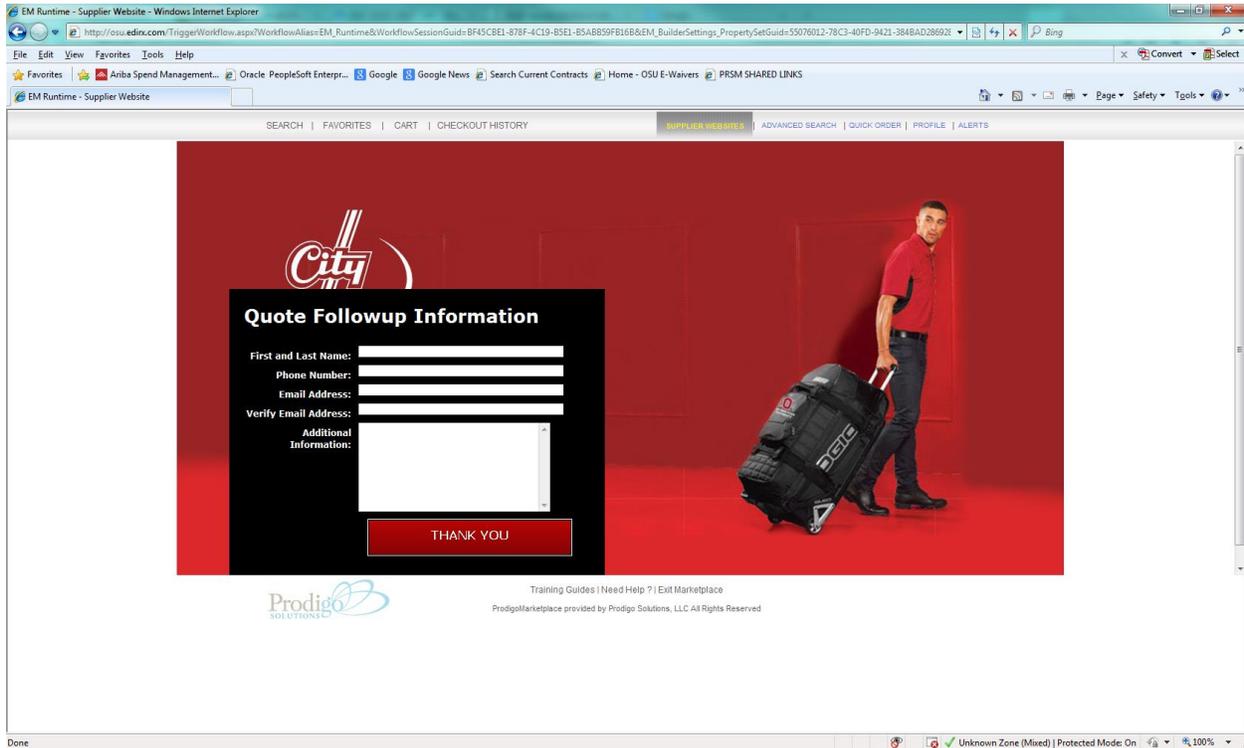
The screenshot displays the Oracle Procurement eStore interface. At the top, there is a navigation bar with the Oracle logo and a menu. Below this is a search bar and a 'Shopping Cart' section. The shopping cart contains one item:

Item	Price	Qty	Total	Remove	Additional Information
CornerStone - ANSI 107 Class 2 Mesh Back Safety Vest. Manufacturer: Sammar Product ID: SM_CST_CSIV403 SKU: 322702 Color: Safety Orange Size: 3XL	16.66	1	\$16.66	Remove	How would you like this decorated: Embroidery If Silk Screen or Imprint, how many colors in your artwork: 0 Decoration Location: Left Chest <a href="#">Edit</a>

Below the cart items, there is a 'Subtotal: 16.66' and a 'Submit' button. The page also features a 'Prodigio SOLUTIONS' logo and footer text: 'Training Guides | Need Help ? | Exit Marketplace' and 'ProdigioMarketplace provided by Prodigio Solutions, LLC All Rights Reserved'.

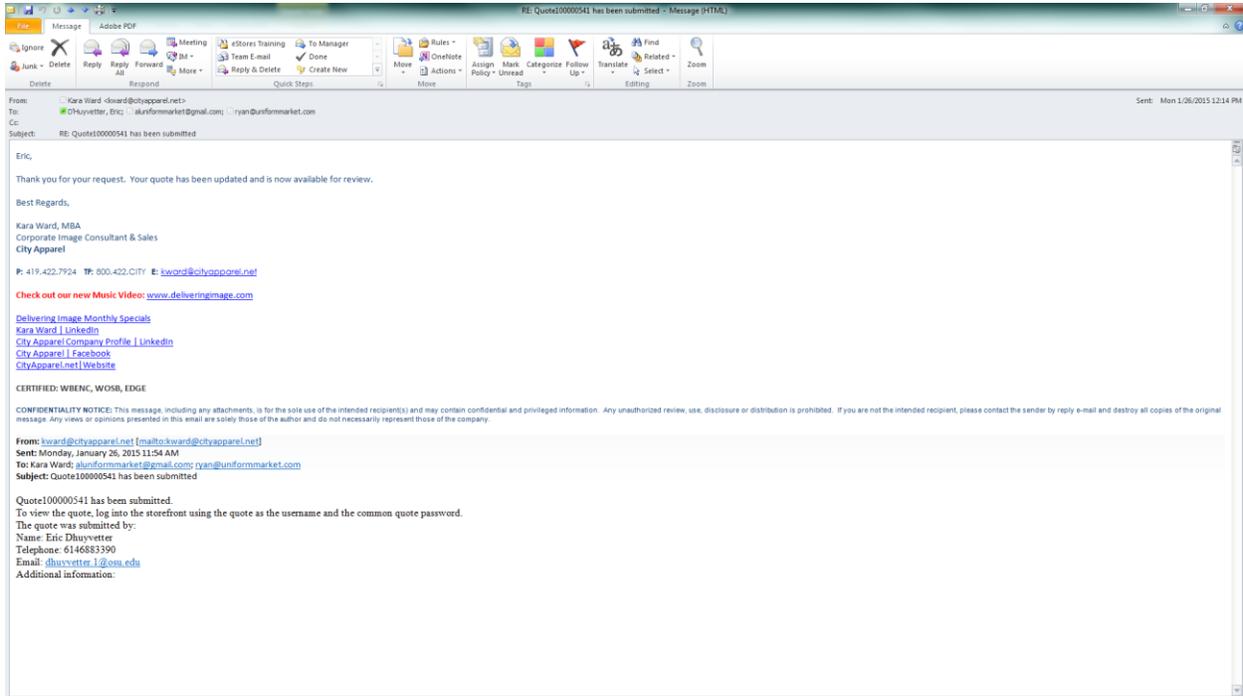


The next step is to fill in your contact information and any additional information you want to provide to the supplier. Please confirm the email address because this is the address that the quote will be emailed to.





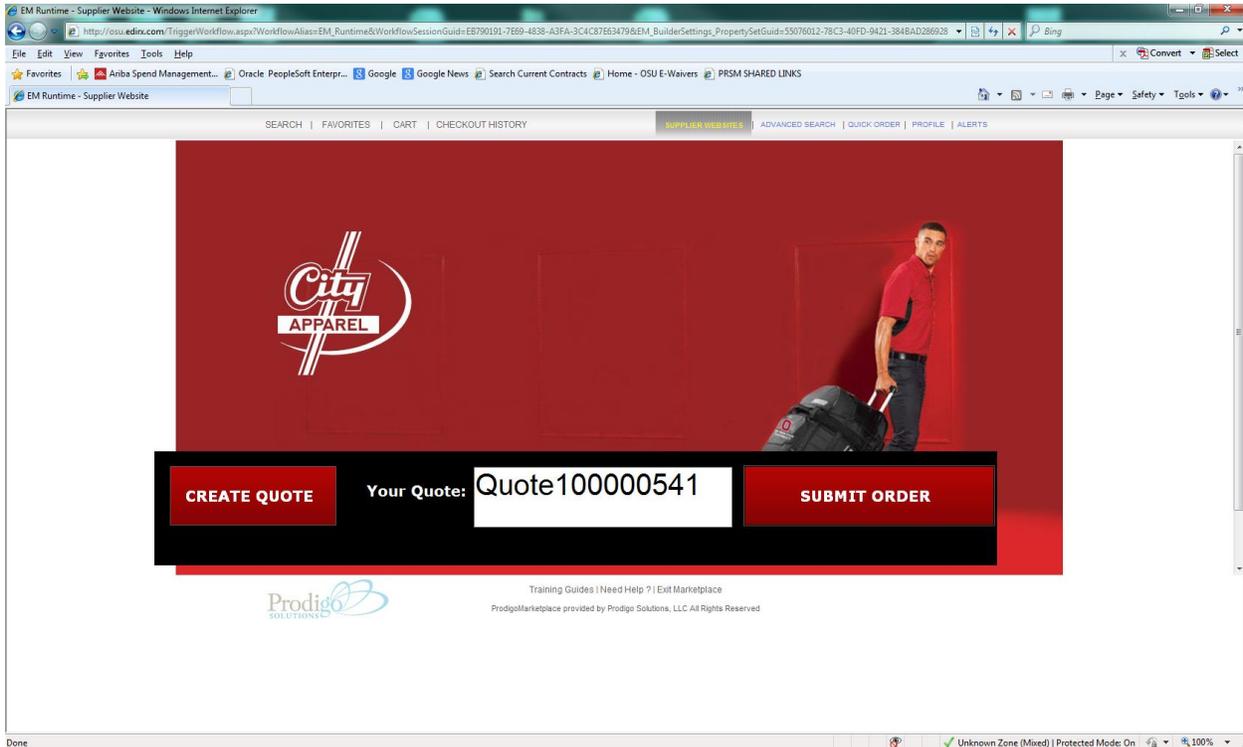
Once you receive your quote confirmation, you will be ready to place your order. When the email is received, the quote number will be in the subject line.





After receiving the quote from the supplier, go back to the City Apparel supplier website in eStores.

Here you need to enter the quote number and click “Submit Order”.





The next screen you should see is the item(s) that you requested to be quoted. Click on the “submit” button to take your items to the checkout page.

The screenshot shows a web browser window displaying a shopping cart page. The browser's address bar shows a URL from 'osu.edinx.com'. The page has a navigation bar with links for 'SEARCH', 'FAVORITES', 'CART', and 'CHECKOUT HISTORY'. Below this is a 'Shopping Cart' section with a table of items. The table has columns for 'Item', 'Price', 'Qty', and 'Total'. The items listed are: 'CornerStone - ANSI 107 Class 2 Mesh Back Safety Vest...', 'Embroidery', 'Order Processing', and 'Shipping'. A 'Subtotal: 30.16' is shown at the bottom of the table, and a 'Submit' button is located below the subtotal. The footer of the page includes the 'Prodigio SOLUTIONS' logo and text: 'Training Guides | Need Help? | Exit Marketplace' and 'ProdigoMarketplace provided by Prodigio Solutions, LLC All Rights Reserved'. The browser's status bar at the bottom shows 'Done' and 'Unknown Zone (Mixed) | Protected Mode: On | 100%'.

Item	Price	Qty	Total	Additional Information
CornerStone - ANSI 107 Class 2 Mesh Back Safety Vest... Manufacturer: Sanmar Product ID: SM_CST_CSU405 Sku: 522702 Color: Safety Orange Size: 3XL	\$16.66	1	\$16.66	How would you like this decorated: Embroidery If Silk Screen or Imprint, how many colors in your artwork: 0 Upload a File: Decoration Location: Left Chest
Embroidery Manufacturer: InStore Product ID: EMB Sku: EMB	\$3.00	1	\$3.00	
Order Processing Manufacturer: InStore Product ID: O/P Sku: O/P	\$3.00	1	\$3.00	
Shipping Manufacturer: InStore Product ID: SHIP Sku: SHIP	\$7.50	1	\$7.50	
			Subtotal: 30.16	



After clicking on “submit”, you will return back to the eStores cart with your items listed.

The screenshot shows a web browser window displaying the eStores cart. The page title is "EM Runtime - Cart". The URL is [http://osu.edrx.com/TriggerWorkflow.aspx?WorkflowAlias=EM\\_Runtime&Action=RecreateSession&NavAction=CartPage&NavState=Cart&WorkflowSessionGuid=EE790191-7E69-4838-43FA-3C4C87652479&EM\\_Build=Set](http://osu.edrx.com/TriggerWorkflow.aspx?WorkflowAlias=EM_Runtime&Action=RecreateSession&NavAction=CartPage&NavState=Cart&WorkflowSessionGuid=EE790191-7E69-4838-43FA-3C4C87652479&EM_Build=Set). The page has a navigation bar with "SEARCH", "FAVORITES", "CART", and "CHECKOUT HISTORY". Below the navigation bar, there is a summary section titled "Number of Items" with a "Display:" dropdown set to "List". The summary shows 4 items with a total value of \$30.16 USD. There are buttons for "Back", "Continue Shopping", "Add to Favorites", and "Checkout". Below the summary is a table of items:

Description	Vendor Name   Vendor Item #	Mfg Name   Mfg Item #	OSU Part Number	Price
1. 24340 CornerStone - ANSI 107 Class 2 Mesh Back Safety Vest, Colors=Safety Orange, Size=3XL, Decorations=...	CITY APPAREL 522702			\$18.66 USD EA
2. 30558 Embroidery, ..	CITY APPAREL EMB			\$3.00 USD EA
3. 30560 Order Processing, ..	CITY APPAREL OIP			\$3.00 USD EA
4. 30787 Shipping ..	CITY APPAREL SHIP			\$7.50 USD EA

Each item row includes a "Quantity:" field set to 1, and buttons for "Update" and "Remove Item". At the bottom of the table, there are buttons for "Back", "Continue Shopping", "Add to Favorites", and "Checkout". The Prodigio logo is visible at the bottom left, and the text "Training Guides | Need Help ? | Exit Marketplace" and "ProdigioMarketplace provided by Prodigio Solutions, LLC All Rights Reserved" is at the bottom center.

Click “checkout” to complete your order.



## Rental Apparel

To order rental apparel, the steps are similar to purchasing items. A quote must be created first.

The screenshot shows the Oracle eStore interface for Rental Apparel. The page has a red background with the 'City APPAREL' logo and a man with a suitcase. A 'Your Quote:' field is present between 'CREATE QUOTE' and 'SUBMIT ORDER' buttons. The Oracle navigation menu is visible on the left.

Oracle  
Home | Worklist | Add to Favorites | Signout

SEARCH | FAVORITES | CART | CHECKOUT HISTORY | SUPPLIER WEBSITE | ADVANCED SEARCH | QUICK ORDER | PROFILE | ALERTS

My Favorites  
- Approval Instance Log  
- Maintain Purchase Orders  
- Maintain Requisitions  
- Requisition Entry  
- Report Manager (PRINT)  
- Requisition Selection  
- Vendor Information  
- eProc Vendor Maintenance  
- Add to Favorites  
- Edit Favorites

OSU Travel  
Items  
Vendors  
Purchasing  
Inventory  
eProcurement  
Accounts Payable  
Asset Management  
Set Up Financials/Supply Chain  
Worklist  
Reporting Tools  
People Tools  
User Defined  
Procurement Inquiry Home Page  
- Sign Out  
- User ID Lookup  
- Change My Password  
- My Personalizations

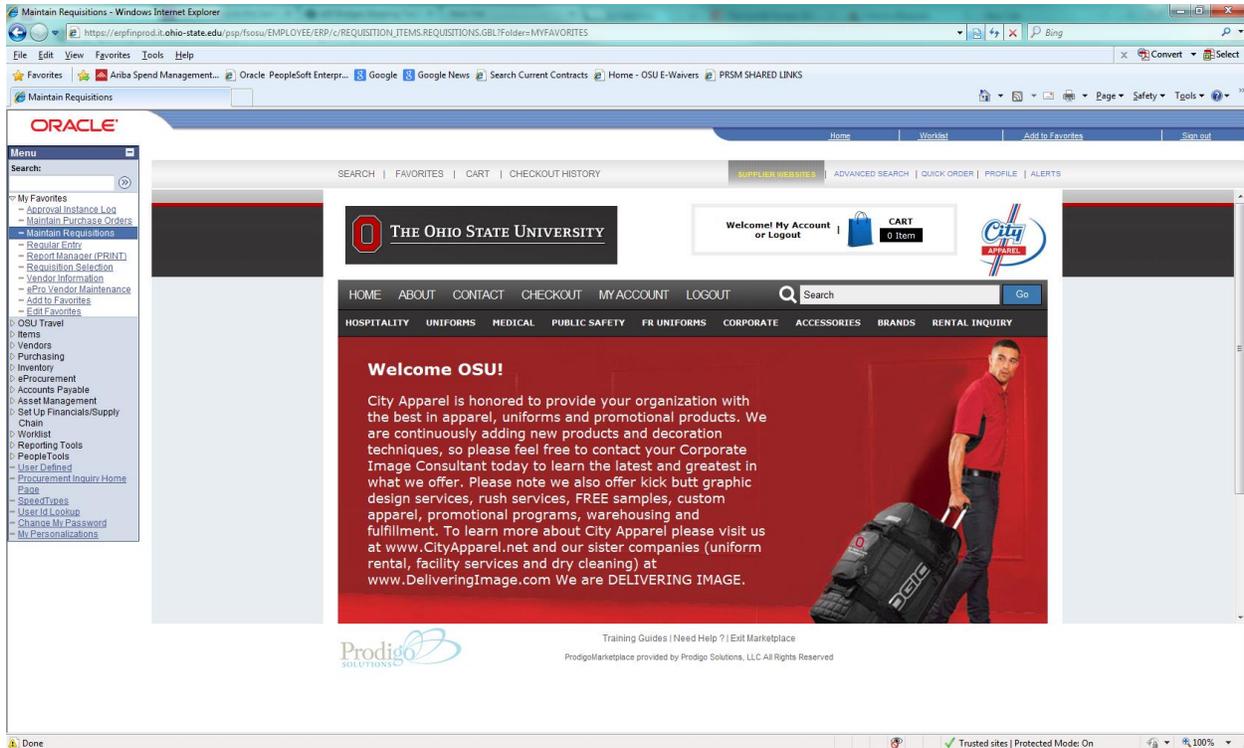
CREATE QUOTE Your Quote: SUBMIT ORDER

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http://www.osumerch.com/UMSS.cfm?page=page-index.cfm&template\_code=index&lcodes=PunchoutCreateQuote

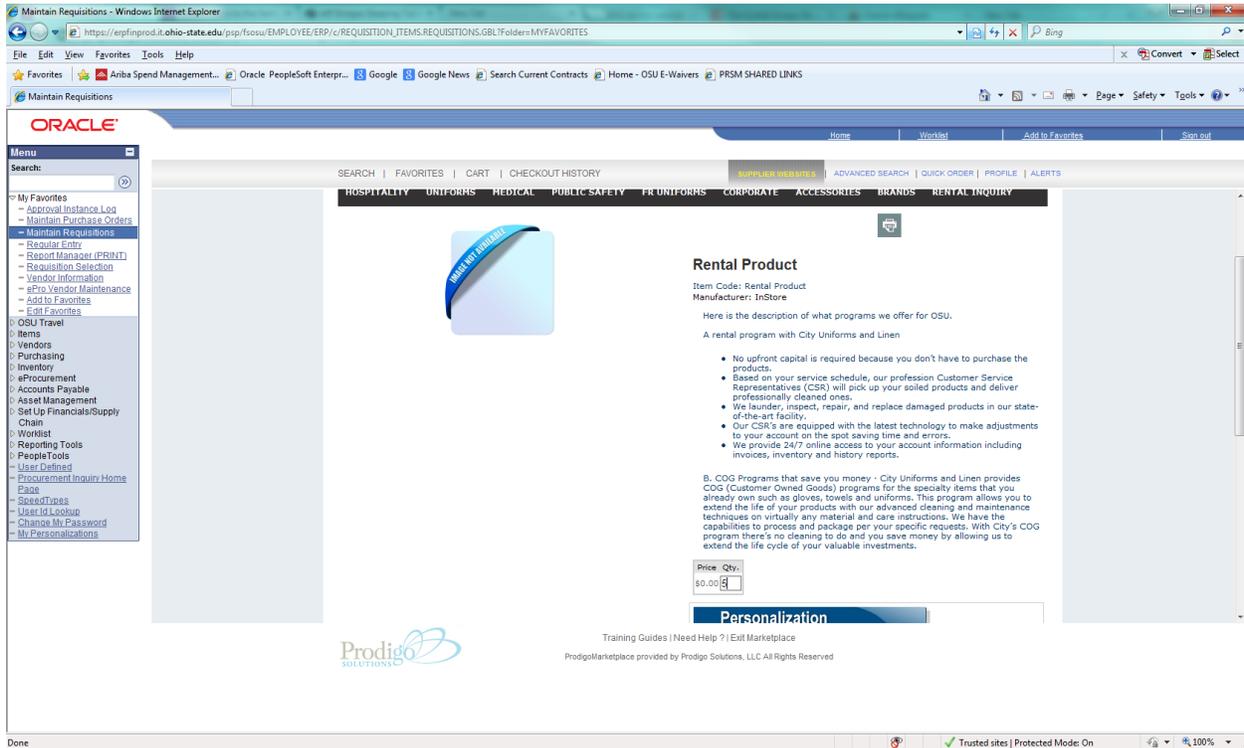


All items that you can rent are located in "Rental Inquiry"





There is one page for rental, which is asking for the standard information to start creating a quote for rental uniforms. Once the required information is filled out, click on “Add to Cart” or “Add to Cart & Checkout”





The checkout screen is the same as when purchasing items and will require you to fill out your contact information after clicking on "Submit".

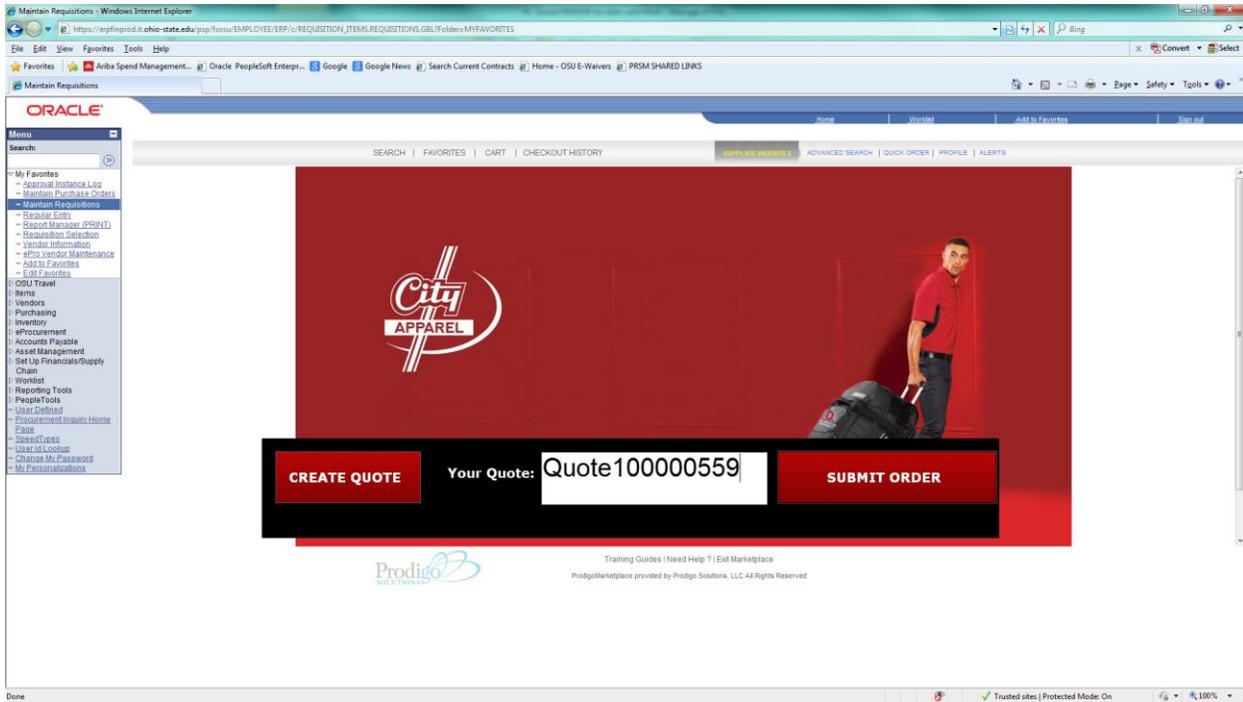
The screenshot shows a web browser window displaying the Oracle Procurement checkout page. The browser's address bar shows the URL: https://erpfprod.it.ohio-state.edu/psp/fssou/EMPLOYEE/ERP/c/REQUISITION\_ITEMS.REQUISITIONS.GBL?Folder=MYFAVORITES. The page features the Oracle logo at the top left and a navigation menu on the left side. The main content area is titled "Shopping Cart" and contains a table with the following data:

Item	Price	Qty	Total	Remove	Additional Information
Rental Product Manufacturer: InStore Product ID: Rental Product SKU: Rental Product	0.00	5	\$0.00	Remove	Is your delivery location on Main Campus?: Yes What are the available hours for delivery?: 8-5 How many associates in your department? (Minimum of 5 associates per delivery location, 10 associates: 10 How many days per week do your associates work?: 5 What type of garment finish do you require?: Steam Tunnel

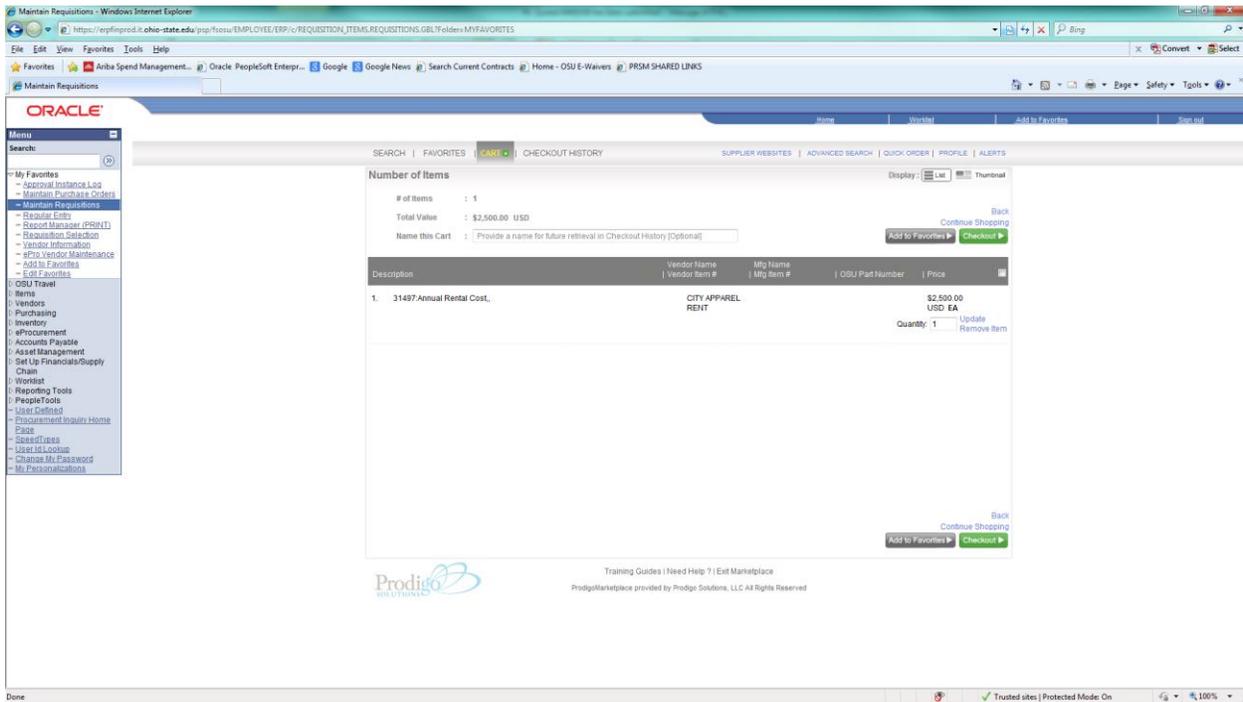
Below the table, there is a "Subtotal: \$0.00" and a "Submit" button. The footer of the page includes the Prodigio Solutions logo and the text: "Training Guides | Need Help? | Exit Marketplace ProdigioMarketplace provided by Prodigio Solutions, LLC All Rights Reserved".



You will receive an email with your quote number to enter.



Click on “Submit” to bring you to the eStores checkout page.





Click “checkout” to complete your order.

Any questions please contact the eStores team at [stores@osu.edu](mailto:stores@osu.edu) or 614-292-2694.