To approve a Loeb Electric bid and bring it into eStores, follow these steps:

1. Make sure you are on the My Account page:



Products	Enter keyword, part no., item or brand.		Search	Services	Locations	Markets	About Us
Search By Bra Search By Ca	and tegory	Home > My Account MY ACCOUNT					
Conduit, Rac Strut Control & Au	eway &	Welcome OSU! Log Out >					
Data & Communication		Product and Order	Account Review	Account Management			
Electrical End Boxes	closures &	Management	Pending Orders Onen Rids	• N	Manage Ship-To	s	
Fasteners & F	Hardware	 Wish List Customer Part Numbers 	Open Blas Open Backorders by Product	t C	Credit Card Ma	nagement	
Fittings		Product Groups My Sayed Carts	Order History	• F	Personal Setting	gs	
Fuses		Quick Pad	 Order Search Account Inquiry 				
Heating & Ve	enting	Reorder Pad Project Management	 Monthly Statement 	Click o	on the		
Lighting		 Non-Stock or Special Order form 		Ореп В	IUS LINK		
Lighting Cont Timers	trols &						

3. Click the Go button:

Home > My Account > Select Ship-To

SELECT SHIP-TO

Select initial ship-to location for accounting/order information display

You have the option to display accounting/order information for all Ship-To locations combined or to limit the account/order information to a specific Ship-To location.

Select the particular option you would like to use for your initial viewing of the Open Bids page. You will have the option of changing the display at any time using the Ship-To pull down select list.



4. From the Open Bids page you can search for the bid number you were provided:

For h	nelp call 1-844-6 Services	Get Email Sp 364-5366 Log Locations S PAYABLE (ALL Phone: 614-292- 9 Status Open Bid	Out Cout Markets .) 6831 Ship Date	Ip Contac CART (1 About U
For hi earch P-To: OSU CENT BLDG, COLUMBL 5462961 K8-28	All accounts NTRAL ACCOUNTS SUS, OH 43210-1035 Amount \$37.01 \$110.51	S PAYABLE (ALL Phone: 614-292- 9 Status Open Bid	Sout Source Sour	CART (2 About U
P-To: OSU CENT BLDG, COLUMBL 5462961 K 8-28	Services	Locations S PAYABLE (ALL Phone: 614-292- 9 Status Open Bid	Markets .) 6831 Ship Date	About U ▼ Go>
p-To: OSU CENT BLDG, COLUMBL 5462961 K8-28	NTRAL ACCOUNTS SUS, OH 43210-1039 Amount \$37.01 \$110.51	S PAYABLE (ALL Phone: 614-292- 9 Status Open Bid	.) 6831 Ship Date	▼ Go≯
p-To: OSU CENT BLDG, COLUMBL 5462961 K8-28	ITRAL ACCOUNTS BUS, OH 43210-1039 Amount \$37.01 \$110.51	S PAYABLE (ALL Phone: 614-292- 9 Status Open Bid	.) 6831 Ship Date	▼ Go>
p-To: OSU CEN BLDG, COLUMBU 5462961 K8-28	ITRAL ACCOUNTS 8US, OH 43210-1039 Amount \$37.01 \$110.51	S PAYABLE (ALL Phone: 614-292- 9 Status Open Bid	.) 6831 Ship Date	▼ Go>
p-To: OSU CEN BLDG, COLUMBL 5462961 K8-28	ITRAL ACCOUNTS BUS, OH 43210-1039 Amount \$37.01 \$110.51	S PAYABLE (ALL Phone: 614-292- 9 Status Open Bid	.) 6831 Ship Date	▼ Go>
5462961 K8-28	Amount \$37.01 \$110.51	Phone: 614-292- 9 Status Open Bid	6831 Ship Date	a
5462961 K8-28	Amount \$37.01 \$110.51	Phone: 614-292- 9 Status Open Bid	6831 Ship Date	2
5462961 K 8-28	US, OH 43210-1039 Amount \$37.01 \$110.51	9 Status Open Bid	Ship Date	2
5462961 K 8-28	Amount \$37.01 \$110.51	Status Open Bid	Ship Date	2
5462961 K 8-28	Amount \$37.01 \$110.51	Status Open Bid	Ship Date	2
5462961 K 8-28	\$37.01 \$110.51	Open Bid		
K 8-28	\$110.51	0 011		
		Open Bid		
K QTE 8/28/17	\$36.52	Open Bid		
om of the page enter nber provided to you nd click Go.	\$685.80	Open Bid		
	you _{\$1,728,20}	Open Bid		
	\$20.40	Onen Bid		
E449940	\$72.90	Open Bid	Open Bid	
10007	\$72.00	Оренью		
408227	438.87	Open Bid		
QUOTE	\$1,489.8	Open Bid		
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				Go≻
	5448869 5448869 408227 QUOTE 37AJ25	:k Go. \$20.40 5448869 \$72.80 408227 438.87 .QUOTE \$1,489.86 37AJ25 \$0.00	State S20.40 Open Bid 5448869 \$72.80 Open Bid 408227 438.87 Open Bid 4QUOTE \$1,489.80 Open Bid 37AJ25 \$0.00 Men Bid	Sk Go. \$20.40 Open Bid 5448869 \$72.80 Open Bid 408227 138.87 Open Bid 408227 138.87 Open Bid 37AJ25 \$0.00 Iten Bid

5. To bring the quote into eStores click the Approve Bid button:

My Account > Open Bids > Order Details

ORDER DETAILS

Print Friendly

Delaware 77 LONDON RD DELAWARE, OH 43015-2613

QUOTE TO: OSU CENTRAL ACCOUNTS PAYABLE 2650 KENNY RD STORES & RECEIVING BLDG COLUMBUS, OH 43210-1039,

DENY BID >

ORDERED BY: BEN CLARK
 Bid Date
 Bid Number

 08/23/2017
 \$101785113-1

SHIP TO: OSU CENTRAL ACCOUNTS PAYABLE 2650 KENNY RD STORES & RECEIVING BLDG COLUMBUS, OH 43210-1039,

APPROVE BID >

SHIP BRANCH: MAIN 10

Customer Number		Purchase Order Number		Release Number			Salesperson		
10415		REF#5452517					CSIE	BIO	
Terms		Ship Via		Writer					
Net 30 Days		BID		TWEIS					
Ordered	Ship	P	Product Description		Availability		Net Unit Price	Net Amount	
1 ea	1 ea	WATT BZ-50 POWER PACK 120277V 50/60HZ 24VDC 225MA Your # 71128		54 ea		\$23.73/ea	\$23.73		
1 ea	1 ea	WATT CI-205 PIR 1,200 SQ. FT. 24 V	CI-205 PIR CEILING OCCUPANCY SENSOR SQ. FT. 24 VDC, Your # 5513 11 ea		11 ea		\$63.04/ea	\$63.04	
						S	ubtotal	\$86.77	
						Ta	ax	\$0.00	
						Fi	reight	\$0.00	
Note: Prices are valid 90 days from bid date. Bid subtotal			pull the items, quantity and			H	landling	\$0.00	
						To	otal	\$86.77	
			pricing in	to your eRed	quest.				
Bid Approval	Comments:								