



Marketplace Quotes User Guide

The Buckeye Buy Marketplace Quotes website hosts quotations from multiple contracted suppliers. Each supplier has their own portal within the site through which they submit quotations for their services and goods under contract. Quotes can be imported directly into the Workday Financial system.

How does Marketplace Quotes Work?

A participating supplier enters a quotation into Marketplace Quotes after finalizing specifications and service requirements with the OSU customer.

The Purchasing department buyers and Buckeye Buy team review all quotations for compliance with our contract pricing and terms. Quotes that are written correctly are approved and sent on for processing by the department customer listed on the quotation.

The OSU customer receives an email indicating that their quote is ready for pick up in Buckeye Buy. Example below:

Subject: Quote Nbr OHITest5647 from Ohio Valley is ready for approval in Workday/Roundtrip/Marketplace Quotes

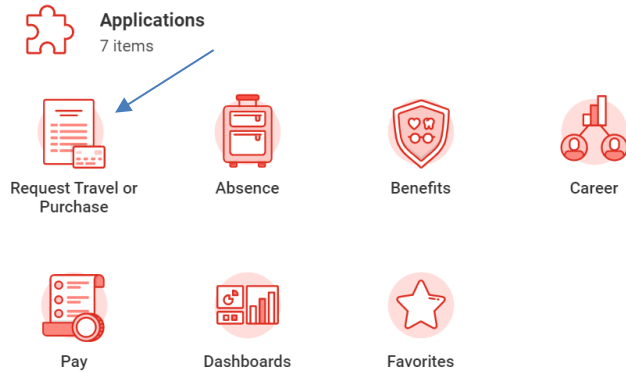
Please login to OSU Workday system (<https://www.myworkday.com/wday/authgwy/osu/login.html>) to select your quote from Roundtrip Marketplace Quotes:

- From the Workday page click on the blue “Roundtrip” hyperlink
- Scroll and select the Marketplace Quotes logo/link
- Enter the quote # provided in the email from OSU/GHX
- Click on the quote number to open and view the quote
- Click the checkout box to complete the transaction
- You will receive the following message: “are you sure you want to approve this?” Click [OK]
- Click the [Checkout] button to pull the quote into Workday
- Complete “Submit” in Workday to create your Requisition.

How do I find Marketplace Quotes?

Login to OSU Workday: <https://www.myworkday.com/osu/d/home.html>

1. In Workday Applications click “Request Travel or Purchases”:



2. Click the “Request to procure goods and/or services” blue hyperlink:

Request to procure goods and/or services	Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requests. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc.
--	---

3. Choose “Buckeye Buy Request” from the dropdown in the Requisition Type field and click “OK”:

Create Requisition

Requester *	<input type="text" value="x Mitsy Andrews ..."/>	☰
Company *	<input type="text" value="x The Ohio State University ..."/>	☰
Currency *	<input type="text" value="x USD ..."/>	☰
Requisition Type *	<input type="text" value="x Buckeye Buy Request ..."/>	☰
Deliver-To *	<input type="text" value="x Columbus Campus > Stores and Receiving (0381) > Floor 01 > Stores and Receiving 200A"/>	☰
Ship-To *	<input type="text" value="x 2650 Kenny Rd Columbus, OH 43210-1060 United States of America"/>	☰

OK

Cancel

Business and Purchasing

4. Click the blue hyperlink “Connect to Supplier Website”:

▼ Select an Option

[Request Non-Catalog Items](#)


If you can't find what you are looking for in Buckeye Buy, then you need to submit a non-catalog request for your goods or services.

Connect to Supplier Website

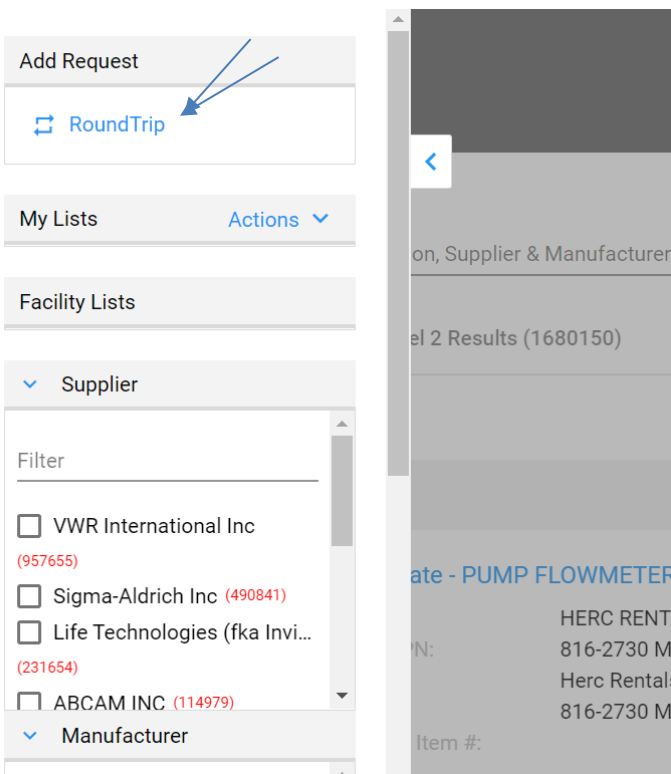
Buckeye Buy is the online store that hosts preferred and contracted supplier catalogs.

If you are a screen reader and/or keyboard-only user, you will experience problems navigating the internal catalog. For assistance, contact the Accessibility Help Line at (614) 292-5000.

5. Your assigned access will appear click “OK”:

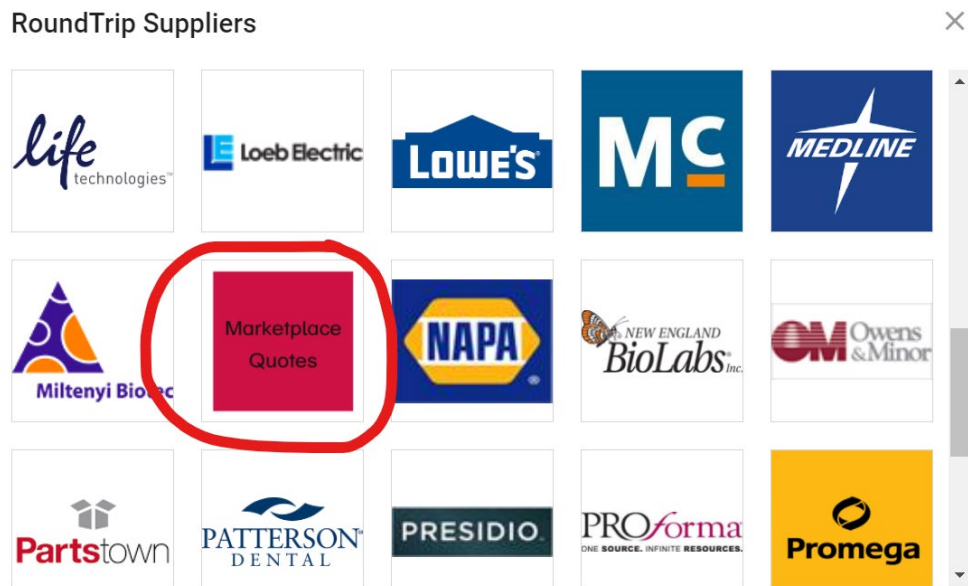
	The Ohio State University Columbus	Yes		Click "Connect" to search Buckeye Buy online store that hosts preferred and contracted supplier catalogs.	Connect
---	------------------------------------	-----	--	---	-------------------------

6. Click the blue hyperlink “Roundtrip”:



The screenshot shows the 'Add Request' section with the 'RoundTrip' link highlighted by blue arrows. Below it are sections for 'My Lists', 'Facility Lists', and a 'Supplier' filter dropdown. To the right is a mobile view of a search results page for 'PUMP FLOWMETER' with contact information for Herc Rentals.

7. Scroll and click the Marketplace Quotes logo:



Search by Quote Number or email address

After clicking on the Marketplace Quotes icon, simply enter the full quotation number in the search box and click “Search” to find their quote.

ONLINE ORDER APPROVAL SYSTEM

Find Your Quote

Enter quote or email to search:

OHITest5647

Search

	Quote #	Expires	Vendor	Customer	Status	Price	
	OHITest5647	Dec 04, 2015	Ohio Valley	Eric DHuyvetter	Pending Admin Pre-Approval	\$0.00	

Please forward any questions to eStores_Team@osu.edu

Or search by the email address of the OSU customer:

ONLINE ORDER APPROVAL SYSTEM

Find Your Quote

Enter quote or email to search:

dhuyvetter.1@osu.edu

Search

	Quote #	Expires	Vendor	Customer	Status	Price	
--	---------	---------	--------	----------	--------	-------	--

Click on the Blue Quote # hyperlink for link to view the quote.

	Quote #	Expires	Vendor	Customer	Status	Price	
	OHITest5647	Dec 04, 2015	Ohio Valley	Eric DHuyvetter	Pending Admin Pre-Approval	\$0.00	

View Full Quote Display

The quotation displays in its template form, showing the product/service description, quantity, unit of measure, list price and discounted price, extended amount per line and manufacturer information if that applies. The user can approve the order, which initiates the checkout process. Quotes cannot be rejected by end users. The Stores Service center will request changes to quotations if needed, but department customers will need to contact suppliers directly for any desired changes.

The quote template includes an attachment link at the bottom. Suppliers may use this to attach a hard copy of their original quote or any other document they wish to share with the reviewer and customer.

Quote # (* required)

Quote Expires:

Quote Status:

Date Created: 2015-11-04

Vendor: Ohio Valley

Vendor Email: (* required)

Customer Name: (* required)

Customer Email: (* required)

Customer Phone #:

Notes:

Line #	Qty *	Unit Price *	Description *	Supplier Part # *	Manuf Part #	Manufacturer	Unit of Measure
1	<input type="text" value="1"/>	<input type="text" value="\$ 350.00"/>	<input type="text" value="Test"/>	<input type="text" value="OHI"/>	<input type="text" value="OHI"/>	<input type="text" value="OHI"/>	<input type="text" value="Each"/>
		List Price	Comments				Extended Price
		<input type="text" value="\$ 0.00"/>	<input type="text" value="optional"/>				<input type="text" value="\$ 350.00"/>
Total: \$ 350.00							

Attach Files to this Order:

Choose a File:

Attached Files:

 [54788.Test attachment doc.pdf](#)

Which suppliers are included in Marketplace Quotes?

Only contracted suppliers are invited to post quotations in Marketplace Quotes. The Purchasing Team reviews all quotations before they are released to the department contacts to ensure that products, services and pricing are in compliance with OSU contracts.

List of current suppliers in Marketplace Quotes are as follow:

- 123 Wellness
- Accelerated Moving & Storage – campus and long-distance moves
- Adept Marketing
- Adtegrity Media Place Partners
- Aftermath LTD
- Agilent Technological
- Agri-King Nutrition
- Andrews Fireworks Company
- Andrews Moving
- Aramark
- Archer Daniels Midland
- Atalian Global Services
- Aten Design Group
- AT&T (Maintenance and Service Level Agreements)
- Audio Visual Innovations
- Aurora Exhibits Solutions
- Baker Company
- Barons Bus Lines
- Bartha AVTV
- Bartha Video
- Beckman Coulter (Equipment- Biomek)
- BeecherHill
- Beltfor Property Restorations
- BMS
- Bob Boyd (Chrysler Pacifica)
- Bounteous
- BrainStorm Media
- Brill Company
- Butterfield Lanning

- Cardinal Transportation
- Center of Creative Leadership
- Centracomm Communications
- Champion City Media
- Cintas (Shoe Mobile)
- Cintas Corp
- Collibra
- Columbus Sign Company
- Connect The Dots Mgmt Consulting
- Consortium Communications
- Continental Office (Non-Herman Miller Furniture)
- Continental Office Environments – floor covering
- Continental Office Furniture (Herman Miller Furniture)
- Corrigan Moving – campus and long-distance moves
- Coughlin Automotive
- Crop Productions Services
- Crowd Movers Entertainment
- Crown Castle Fiber
- Crown Lift Trucks
- Crystal Clear Building Services
- Cummins Bridgeway
- D&D Commercial Cleaning
- D&D Commercial Powerwash
- DandD Ingredient Distributors
- Dawn Eve Alexander
- Dell (Maintenance & Service Agreements)
- Development Dimensions
- Dupler Office
- Dupler (Furniture)
- Eagle Exhibit Services
- Eclectic Communications
- EE Ward
- EPS America
- Everything But The Mime
- Evolving Leadership
- exagoMD
- Fahlgren

- Fathom
- FiberCare
- Fisher Scientific – equipment (large equipment only)
- Fortner Upholstery – furniture upholstery services
- Franks Research Group
- Fun Services
- Futurety
- FYDA Freightliner Columbus
- Gallagher Consulting Group
- GAWintzer and Son
- Gerber Feed Services
- Getinge USA INC
- Goodwill 2016 Contract
- Goodwill 2018 Contract
- Goodwill Columbus - Gateway Techhub
- Grass Lawn
- Grass Snow
- Greenwood Asher & Associates
- Gudenkauf
- Hamburg Fireworks Display
- Harris Mackessy and Brennan (HMB)
- Harrison Image
- Hart Associates
- Heiberger Paving Inc
- Helbling and Associates
- Henry Schein Dental
- Heritage Moving & Storing
- Hewlett Packard
- Horizon Telcom
- Hunt Optics & Imaging, Inc.
- IBM (Hardware & Software maintenance agreements)
- iHeart Media
- InAlign Partners
- Issacson Miller
- ITA Audio Visual Solutions
- iVideo Technologies
- Jacobs Telephone Contractors

- JBF Distributions
- Johnson Control Fire Protection Columbus
- Jostens Inc
- Kalmabach Feeds
- Kastech Solutions LLC
- King Business Interiors (Furniture)
- King Business Interiors (Flooring)
- Kirk Mason Productions
- LaForce (Student Life Only)
- Leader OnBoarding
- Lee Hecht Harrison
- Leica Microsystems
- Level Access
- Life Technologies
- Live AV – Equipment, Installation and Maintenance
- Live Technologies (Video Services)
- Live Technologies (Rental)
- LOCALiQ Dispatch Media Group
- Loth
- Martin Carpet Cleaning
- Martin Mat Rental
- Matrix
- Mechdyne Corporation
- Media Source The Arledge Powell Co INC
- Merritt Hawking
- Mesa Electronics
- METCALF ASSOCS Innovation Leadership
- Microfridge (Intirion Corp) – Appliance
- Mills James Productions
- Militenyi Biotec
- Mkg Dept
- Modikasa
- Mojo Rental North America Corp
- New Vision Media
- Nikon – Lab Equipment
- Nutra Blend
- Ohio Machinery (Ohio CAT)

- Ohio Valley – AV/TV
- Olson Renogize Group
- Olympus American
- Optics Inc.
- Oregonia Picutues Housh, Jason
- OSU Stores UNIV Gas Cylinder Warehouse
- OSU Stores UNIV Main Warehouse
- Parker Executive Search (Executive Staffing)
- Paul Werth Associates
- Perkins School for the Blind
- Pixelent WBNS TV
- Planes Commercial Services
- Plunkett Pest Control
- POET Nutrition
- Precision Industrial – floor covering
- Provideo Systems INC (Wooster Classroom)
- Provimi North American
- Pyramid Resources Group
- Qiagen (Columbus)
- Quality Event Flooring System
- Radiant Technology – AV/TV
- Reddy Equipment
- Rentokil North American Inc
- Revive Health
- Rite Rug
- Rosebud Coaching
- RSFI Office Furniture – furniture
- Scoppechio Ovare Group
- Servpro of Northeast Columbus
- Shared Vision Communications
- Shimadzu – lab equipment
- Shred – It
- Sinclair Media Group
- Skyline Exhibits
- Sobel Westex
- Software House Intil (Microsoft)
- Software House Intil (Omnia Partners)

- SoundCom – AV/TV
- SpaceJunk Media
- Spectra Contract Flooring – flooring
- Standard Textile – decorative products-window treatments, bedding, shower curtains
- Stericycle
- Steris Corporation – sterilizers and related supplies
- STM Driven
- Storbeck/Pimentel & Associates, LP
- SubltUp
- Sunbelt – equipment rental, excluding generators
- Sunrise Cooperative
- Supergames – rental of inflatable and entertainment games
- Technology Purchasing Partners
- Tell Collective Bob Egle
- The 5 Stones Group
- The King's (Zone 21)
- The King's
- The King's (Custodial Zones 4 and 5)
- The Remi Group
- The Shipyard
- Thomas Door – locksmith (restricted access)
- Tower Industries
- Transact
- TriMark SSKemp
- True Clean
- United Rentals
- University Sleep Products – dormitory mattresses
- Vegetation Control
- VWR (Lab Furniture)
- Wasserstrom
- Weldon Williams and Lick
- Witt Kieffer
- WW Williams
- Zayo Group

Can existing Buckeye Buy suppliers post quotations in Marketplace Quotes?

Suppliers who currently have separate catalogs in Buckeye Buy will not be included in Marketplace Quotes unless they offer a product or service in the quote site that is not available in their initial catalog. The site is intended for new suppliers whose products and services do not fit well within traditional catalog formats.

How long will quotes stay in the system?

Quotes that are not approved by the customer within 60 days of issue will automatically drop out of the system.

Does the quote number import directly into the comments section of Workday or the requisition panel?

Quotes imported from Marketplace Quotes work the same as any other quote from a supplier website in Buckeye Buy. No information is automatically imported into the comment field. If users want the quote number to display in the comments, they should include it in the business purpose section of their Workday or in the header comments of the requisition.

The full Quote name will automatically import into the Description field of line 1 and will transfer onto the REQ/PO in Workday.

Are all quotes from these suppliers in the Marketplace Quotes site?

Suppliers to Marketplace Quotes have been notified to post all quotations to the site regardless of amount as long as the quote is in compliance with the OSU contract. Central Purchasing will not process manual requisitions to Marketplace Quotes suppliers if a quote for that purchase is available in Marketplace Quotes.

Which suppliers are included in the Marketplace Quotes system? How many more will be added?

There is no limit to the number of suppliers the system can host but Buckeye Buy will only invite contracted suppliers to participate.

Additional suppliers will be added on an ongoing basis.

Contact the Buckeye Buy Service Center at 2-2694 or BF-Marketplace@osu.edu with additional questions.