



## **eStores “My Quote” User Guide**

The eStores Team introduced an exciting new multi-supplier quote site in March 2014. The eStores “My Quote” 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 eRequest or the PeopleSoft Financial system.

### **How does “My Quote” Work?**

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

The Purchasing department buyers and eStores 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 eStores. Example below:**

**Subject:** Quote Nbr OHITest5647 from Ohio Valley is ready for approval in eStores

Please login to the OSU eRequest system (<https://erequest.osu.edu>) to select your quote:

- From the eRequest page click on the red eStores icon
- Select the supplier websites link on the right side of the page
- Select the eStores My Quote link from the alphabetical listing
- Enter the quote # provided in the email from OSU/Prodigo
- 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 eRequest
- Complete and submit your eRequest for approval.

## How do I find my quote in eStores?

Login to eRequest: <https://erequest.osu.edu>

1. Click on New to initiate a new transaction:

### eRequest Home

Actions

Create a new eRequest.

Search for existing eRequests.

2. Click on the eStores button to enter the eStores system:

#### Vendor/Payee and Item Details

Shop at 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

3. Click on the "Supplier Websites" link on the right margin:



Enter search term here (Keyword, Part #, etc.)

Prefer to search another way? [Supplier Websites](#) [Advanced Search](#) [Quick Order](#)

4. Select eStores My Quote from the list of supplier website icons:



**eStores My Quote**  
Quotations direct from the supplier for goods and services including uniforms, equipment maintenance, sterilizer equipment and supplies, upholstery, flooring, window covering and many more to come.

## Search by Quote Number or email address

After clicking on the icon, simply enter the 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	
	<a href="#">OHITest5647</a>	Dec 04, 2015	Ohio Valley	Eric DHuyvetter	Pending Admin Pre-Approval	\$0.00	

Please forward any questions to [eStores\\_Team@osu.edu](mailto: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	

Please forward any questions to [eStores\\_Team@osu.edu](mailto:eStores_Team@osu.edu)

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

	Quote #	Expires	Vendor	Customer	Status	Price	
	<a href="#">OHITest5647</a>	Dec 04, 2015	Ohio Valley	Eric DHuyvetter	Pending Admin Pre-Approval	\$0.00	

Please forward any questions to [eStores\\_Team@osu.edu](mailto:eStores_Team@osu.edu)

## 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 My Quote?

Only contracted suppliers are invited to post quotations in My Quote. 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 supplier in My Quote are as follow:

- Accelerated Moving & Storage – campus and long distance moves
- Accent Draperies – window coverings
- Act 1 Videotape Production
- Agilent Technological
- Andrews Moving – campus and long distance moves
- AT&T (Maintenance & Service Agreements)
- Bartha Audio Visual
- Beckman Coulter
- Blue Chips 2000 Commercial Cleaning
- BrainStorm Media
- Brilar
- Centracomm Communications
- Cintas
- Classic Commercial Services
- Columbus Sign
- Continental Office Environments – floor covering
- Corrigan Moving – campus and long distance moves
- Crown Lift Trucks
- Cummins Bridgeway
- Dell (Maintenance & Service Agreements)
- D&D Commercial Cleaning
- Dupler Office
- Dupler HumanScale
- EE Ward
- Elytus
- FiberCare
- Fisher Scientific – equipment (large equipment only)
- Fortner Upholstery – furniture upholstery services
- Goodwill Columbus
- Grass Groomers

- Herlihy Moving – campus moves
- Hewlett Packard
- Hunt Optics & Imaging, Inc.
- IBM (Hardware & Software maintenance agreements)
- InLine Productions
- Jack Maxton Chevrolet
- JC Ehrlich
- King Business Interiors (Flooring)
- LIVE Technologies
- Martin Mat Rental
- McCullough Tree Service
- Microfridge (Intirion Corp) – Appliance
- Mills James Productions
- Nikon – Lab Equipment
- Ohio Valley – AV/TV
- Orkin
- O’Neil Tents – rental of tents and outdoor furniture
- Optics Inc.
- O’Reilly Office
- Precision Industrial – floor covering
- Quinton Chandler
- Radiant Technology – AV/TV
- Remi Group – equipment maintenance plans
- Ricart Ford
- RSFI Office Furniture – furniture
- SBM Management Services
- Shared Vision Communications
- Shimadzu – lab equipment
- Shred – It
- Simplex Grinnell
- SoundCom – AV/TV
- SpaceJunk Media
- Spectra Contract Flooring – flooring
- Standard Textile – decorative products-window treatments, bedding, shower curtains
- Steris Corporation – sterilizers and related supplies
- Sunbelt – equipment rental, excluding generators
- Supergames – rental of inflatable and entertainment games

- Temco Facility Services
- The King's
- Terraplas
- Thomas Door – locksmith (restricted access)
- University Sleep Products – dormitory mattresses

## **Can existing eStores suppliers post quotations in My Quote?**

Suppliers who currently have separate catalogs in eStores will not be included in My Quote 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 my eRequest or the requisition panel?**

Quotes imported from My Quote work the same as any other quote from a supplier website in eStores. 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 eRequest or in the header comments of the requisition.

## **Are all quotes from these suppliers in the My Quote site?**

Suppliers to My Quote 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 My Quote suppliers if a quote for that purchase is available in My Quote.

## **Which suppliers are included in the My Quote system? How many more will be added?**

Current active suppliers in My Quote may be found at <http://osustores.osu.edu/estores/>

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

Additional suppliers will be added on an ongoing basis.

Contact the eStores Service Center at 2-2694 or [stores@osu.edu](mailto:stores@osu.edu) with additional questions.