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

**Identify Yourself**

Enter your "name."

Examples: doe.1 or 234567890

**Password or Passcode**

Enter your account password.

BuckeyePass users, enter your Passcode.

[Login]

---

**IMPORTANT**

For help with password or login issues, contact the IT Service Desk by dialing 8-HELP (on campus), 614-688-HELP, or 8help@osu.edu.

The Ohio State University will NEVER ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to report-phish@osu.edu. NEVER reply to any email asking for your account information or other personal details.

To protect your privacy, completely **exit your web browser** when finished.

Login will remain in effect until you completely exit your browser or several hours have elapsed.
eRequest Home

Actions

New

Create a new eRequest.

Search

Search for existing eRequests.

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This page is maintained by the Office of the Chief Information Officer
If you have trouble accessing this page, please contact 8help@osu.edu | Phone: (614) 688-HELP (4357) | E-mail: 8help@osu.edu
**eRequest**

<table>
<thead>
<tr>
<th>PR Number</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Status</td>
<td>NEW</td>
</tr>
</tbody>
</table>

**Contact Information**

- **Name**: Maynard, Kelley Lee
- **Email**: maynard.52@osu.edu
- **Phone**: 614/247-7168
- **Requested For**: Maynard, Kelley Lee

**Purchasing/Payment Option**

- **Buy Something**
  - Standard Purchasing Request
  - Purchasing Card Preferred
  - Internal Order
  - Blanket Order Release
  - Quote ID: [Field]

- **Pay Someone**
  - Reimbursement To Employee
  - Payment
  - Refund
  - Reimbursement To Non-Employee

**Vendor/Payee and Item Details**

<table>
<thead>
<tr>
<th>Shop at eStores</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>[Field]</td>
</tr>
</tbody>
</table>
Vendor/Payee Information (e.g. address, city, state)

Add Another Item  Remove This Item

254 characters remaining

Do Not Substitute Vendor

TOTAL Request Amount $0.00

General Request Information

* Ship To (e.g. Building Name, N/A)  Additional Info (e.g. Web Address, Shipping Cost, Special Instructions)

254 characters remaining  254 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

254 characters remaining

Attachments

Add...

Funding Source

* Org Number 43505  Search For Approvers/Org  Approvers For Org

Approver Set Up Incomplete
TOTAL Request Amount $50.00

General Request Information

Ship To 100 Journalism

Additional Information

Business Purpose For stuff Request

Attachments

There are currently no attachments

Funding Source

<table>
<thead>
<tr>
<th>Org Number</th>
<th>Organization Name</th>
<th>Approvers For Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>43504</td>
<td>ASC Technology</td>
<td>Dagefoerde,Diane</td>
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</table>

<table>
<thead>
<tr>
<th>Special Funding Instructions</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BU GL</th>
<th>Org</th>
<th>Fund</th>
<th>Account</th>
<th>Project</th>
<th>Program</th>
<th>User Defined</th>
<th>Pct</th>
<th>Estimated Amt</th>
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</thead>
<tbody>
<tr>
<td>UNIV</td>
<td>100</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$50.00</td>
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</tbody>
</table>

Actions

Go Back And Edit  Submit For Approval
# Search eRequest

## Search Parameters

- **Request Number**
- **Requested For**
- **Requester Name**
- **Org(s)**
- **Research Project(s)**
- **Submitted Date From**
- **To**
- **Transaction ID**
- **Internal Vendor**
- **Sort Field**
- **Sort Direction**

## Search Options

- **Search**
- **Reset**
<table>
<thead>
<tr>
<th>Request Number</th>
<th>Request Status</th>
<th>Submitted Date</th>
<th>Requested For / Requester Name</th>
<th>Last Updated By</th>
<th>Org</th>
<th>Project</th>
<th>Transaction ID</th>
<th>Vendor</th>
<th>Total Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>40273</td>
<td>COMPLETE</td>
<td>10/20/2010 11:36 AM</td>
<td>Dzhaborov, Angelina</td>
<td>Maynard, Kelley Lee, 10/21/2010 7:40 AM</td>
<td>06140</td>
<td>061401AA03</td>
<td>Staff's</td>
<td>$81.24</td>
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<td>Mercer, Angela Nicole, 10/18/2010 10:17 AM</td>
<td>06140</td>
<td>60026332</td>
<td>Omega Engineering</td>
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<td>38908</td>
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<td>10/15/2010 10:33 AM</td>
<td>Pappalardo, Dzhaborov, Angelina</td>
<td>Mercer, Angela Nicole, 10/18/2010 3:15 PM</td>
<td>06140</td>
<td>60026332</td>
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<td>10/14/2010 3:59 PM</td>
<td>Mason, Jerry, Dzhaborov, Angelina</td>
<td>Mercer, Angela Nicole, 10/18/2010 3:15 PM</td>
<td>06140</td>
<td>06140135AA</td>
<td>estores-ComConnec</td>
<td>$224.33</td>
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</table>
## Worklist

### Filter Worklist

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Request Number</td>
<td></td>
</tr>
<tr>
<td>Requested For</td>
<td></td>
</tr>
<tr>
<td>Requester Name</td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>Choose</td>
</tr>
<tr>
<td>Sort Field</td>
<td>Request Number</td>
</tr>
<tr>
<td>Sort Direction</td>
<td>Descending</td>
</tr>
<tr>
<td>Org(s)</td>
<td></td>
</tr>
<tr>
<td>Research Project(s)</td>
<td></td>
</tr>
<tr>
<td>Purchasing/Payment Option</td>
<td>Choose</td>
</tr>
<tr>
<td>Submitted Date From</td>
<td></td>
</tr>
<tr>
<td>Last Updated By</td>
<td></td>
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</table>

### Worklist: 1-2 of 2

<table>
<thead>
<tr>
<th>Request #</th>
<th>Priority</th>
<th>Purchasing/Payment Option</th>
<th>Submitted Date</th>
<th>Requested For / Requester Name</th>
<th>Last Updated By</th>
<th>Org</th>
<th>Project</th>
<th>Vendor/ Payee Information</th>
<th>Total Request Amount</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>40764</td>
<td>Routine</td>
<td>Blanket Order Release</td>
<td>10/21/2010 1:17 PM</td>
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<td>View Request</td>
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<tr>
<td>40649</td>
<td>Routine</td>
<td>Standard Purchasing Request</td>
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<td>06237</td>
<td>Renishaw</td>
<td>$680.00</td>
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<td>View Request</td>
</tr>
</tbody>
</table>

### Other Worklists

There are 369 Requests in your eTravel Worklist
eRequest ASSIST

Welcome to the eRequest ASSIST. In this ASSIST, you will find information on using eRequest and associated job aids and links.

The eRequest is a web-based form that enables an employee to submit a request for goods, services, or payments. If you do not have access to eRequest and you think you should, please follow the system access procedures.

Job Aids & Tools

Job Aids

- Preparing Internet Explorer 7 & 8 for eRequest
- Entering an eRequest
- Approving an eRequest
- Processing an eRequest - Service Center/Delegated Buyer
- Setting eRequest Preferences

Flow Charts

- Service Center as Purchasing Card Manager
- Service Center & Purchasing Card Manager
- Purchasing Card Manager as Requestor