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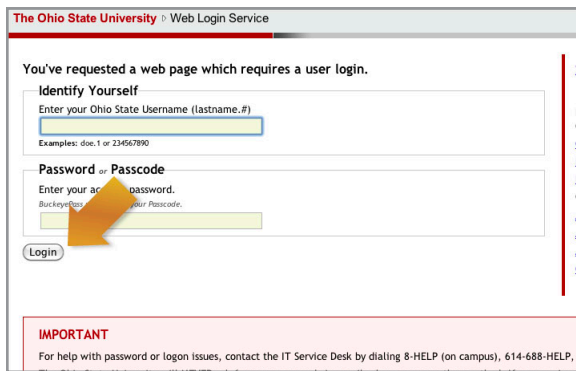
Ordering office supplies through eStores has changed.

Guy Brown Express, a State Certified Minority Business (MBE), is the new partner of OfficeMax. Please follow the step-by-step instruction below when ordering office supplies.

Step 1:

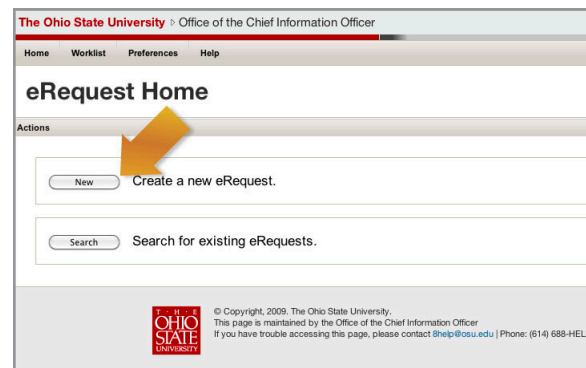
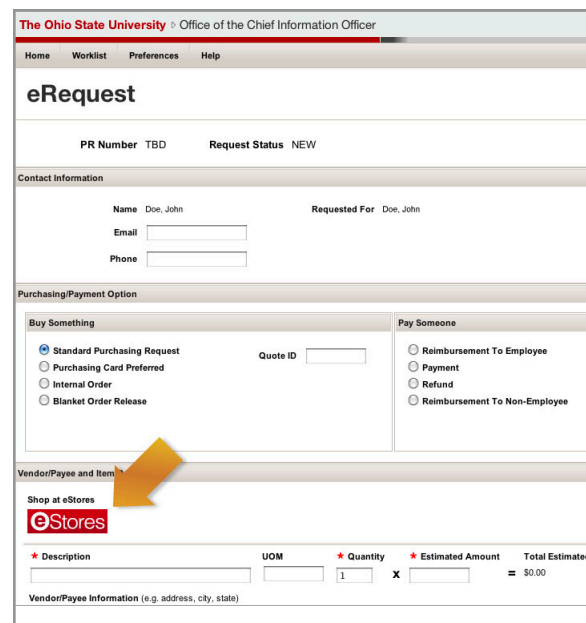
2 ways to login to eStores

1. Financial Systems
Requisitioners or Delegated Buyers
2. eRequest
Anyone OSU staff member with a name.# login can search the catalogs



Step 2:

Click the "New" button. Then click on the "eStores" button in the Vendor/Payee section—whether you are browsing eStores or ready to place your order.

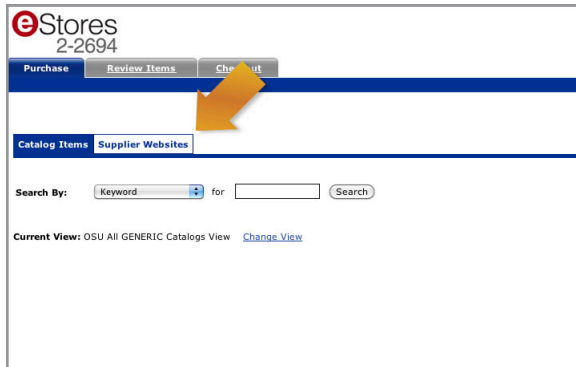



Questions?

Phone: (614) 292-2694
Email: stores@osu.edu

Step 3:

Click on the "Supplier Websites" tab. You can no longer find office supplies under the "Catalog Items" tab.



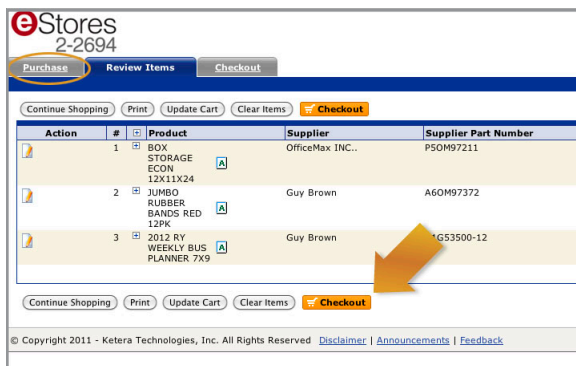
Step 4:

Select either "Guy Brown" (MBE) or "OfficMax Inc" to begin shopping for office supplies.



Step 5:

Select your items from one vendor and select "Checkout" when finished. (You may proceed to browse and select items from other vendors. Begin by selecting the "Purchase" tab at the top of your shopping cart page, and end your visit to each vendor's website by clicking "Checkout.") Once you have all your selected items in the eStores shopping cart, click the orange "Checkout" button on the eStores shopping cart page. This action will return you to the eRequest page. Fill out all relevant fields and submit to your department for further processing.



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