Quote Processing

1. User receives email
2. Begin process to create request in e-Quotes / e-Register
3. Selects Dupler Office and enter site
4. Go to “Quotes waiting Acceptance” to view all quotes
5. Select quote.
6. Review quote
7. Accept or Reject Quote
   - Reject quote and add comments
   - Email sent to Dupler Office Quote Originator
   - System email sent to Quote Originator
   - Quote submitted to e-Quotes / e-Register
8. Accept Quote
9. Procurement Systems takes over
10. Submitted order returned to Dupler Office site
11. Regular Order Process takes over

Create Quote
- Add products, fees, and attachments
- Enter email address and comments. Publish Quote
- Email created and send to the user
1. **START!** LOGIN TO eREQUEST

![Image of eRequest Home screen]

- Click on the **New** button to **Create a new eRequest**.
- Use the **Search** button to **Search for existing eRequests**.

**URL**: [https://erequest.osu.edu/finreq/home.jsf?cid=48311](https://erequest.osu.edu/finreq/home.jsf?cid=48311)
e-STORES – HOW TO PROCESS A PO

2. PURCHASE CATALOG ITEMS
   Search for items

3. SUPPLIER WEBSITES
   Find Dupler Office
4. PUNCHOUT TO DUPLER OFFICE! Find Quotes under “My Account”
5. FIND QUOTES AWAITING ACCEPTANCE! Access and download quote electronically!
6. SELECT AND ACCEPT QUOTE!
### e-STORES – HOW TO PROCESS A PO

#### 7. REVIEW ITEMS AND CHECKOUT!

![Image of eStores interface]

<table>
<thead>
<tr>
<th>Action</th>
<th>#</th>
<th>Product Description</th>
<th>Supplier</th>
<th>Supplier Part Number</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Ter DNA Trackable Acoustic Tile 7.5H x 20W $1(1) =GRD 1 FAB, APN=FAB: Appoint, 911=CLR: Artichoke</td>
<td>Workspace Ohio LLC DBA Dupler Office</td>
<td>Alias 1</td>
<td></td>
<td>EA</td>
<td>$26</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Acuity Work, LthrBk, AdjArm, Graph/Graph w/Dusk Mesh __P71=Standard Black Base, 2=Standard Cylinder, H=Black Dual-Wheel Hard Caster, $1(1) =GRD L1 Leather Uph., WTH=Leather: Allsteel Leather, D2=CLR: Atlantic, S=Standard Poly Armpads</td>
<td>Workspace Ohio LLC DBA Dupler Office</td>
<td>AWLGGDNO</td>
<td></td>
<td>EA</td>
<td>$1,495</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Ess Lat 36W 28H 2-12&quot; Drws Bev Pull = $(SELECT)='Select' Clr Optsp, PR3=CLR: Gunmetal Metallic, STD=Standard Random key</td>
<td>Workspace Ohio LLC DBA Dupler Office</td>
<td>ELF836NB</td>
<td></td>
<td>EA</td>
<td>$41</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Pass-Thru Harness</td>
<td>Workspace Ohio LLC DBA Dupler Office</td>
<td>871124</td>
<td></td>
<td>EA</td>
<td>$52</td>
</tr>
</tbody>
</table>
8. ORDER SUMMARY!

**Contact Information**
- **Name:** Johnson, Monica Louise
- **Email:** johnson.79@osu.edu
- **Phone:** 614/292-7446

**Purchasing/Payment Option**
- **Standard Purchasing Request**
- **Internal Order**

**Vendor/Payee and Item Details**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>UOM</th>
<th>Quantity</th>
<th>Estimated Amount</th>
<th>Total Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>alias 1</td>
<td>Ess Lat 30W 27-1/4H 2-12&quot; Drws Arch Pull ~ $(SELECT) EA = Select Ctr Opt., PPR2=CLR: Platinum Metallic, E4=PULL: Black, STD=Standard Random key.</td>
<td>x</td>
<td>4</td>
<td>$359.08</td>
<td>$1,436.32</td>
</tr>
</tbody>
</table>

**Vendor/Payee Information**
- DUPLEROFFICE
YOUR GUIDES IN THE PROCESS.

Passionate. Knowledgeable. Smart. Relationship-driven. Achievement-based. That’s our people in a nutshell. We’re excited to get to know your people and work together toward your goal of success – whatever that is.

DEDICATED EMAIL – SINGLE POINT OF CONTACT

OSU@DUPLEROFFICE.COM

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COLUMBUS, OH 43215
OFFICE: 614.227.5640
FACIMILE: 614.227.5646

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