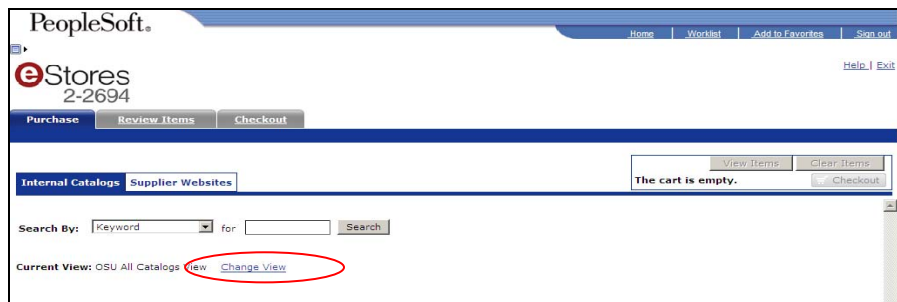


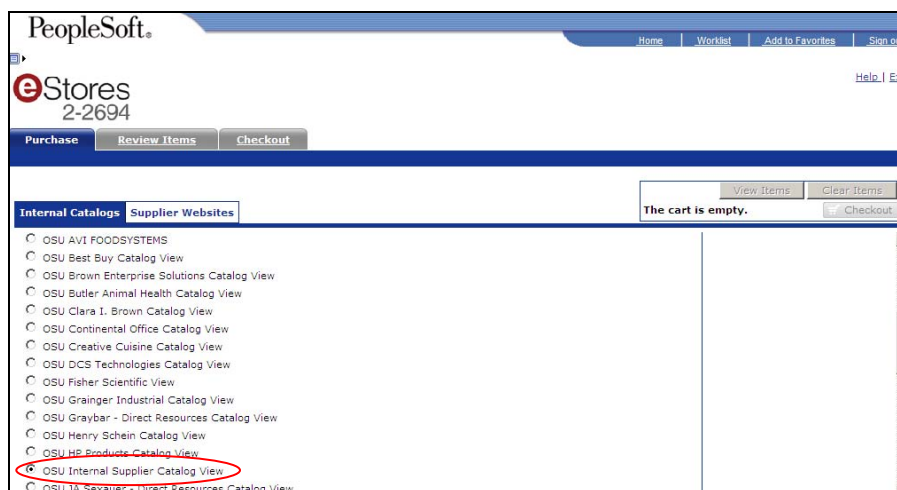
Internal Suppliers in eStores

This guide shows how to use the eStores internal supplier catalogs from the “OSU Internal Supplier Catalog View” on the hosted catalog search page.

1. **Login to the OSU Financials System and access the eStores Catalog.**
 - a. From the [Purchase] tab and the [Internal Catalogs] tab, select the **Change View** link.



2. **Select OSU Internal Supplier Catalog View and click [OK].**



3. **Use the keyword indicated in the chart below to view one internal catalog at a time:**

Internal Supplier:	Keyword:	Available items/services:
Department of Theatre	Type “Theatre”	Rental of auditorium space at the Drake Union and tickets to OSU Theatre productions. For additional information contact Rachel Barnes at (614) 292-7258 at the Department of Theatre.
Longaberger Alumni House	Type “Alumni”	Longaberger Alumni House conference room reservations, equipment rental and catering services. Full, half page advertising in Alumni publications. For additional reservation information contact Sally Hopper at (614) 292-0989.
OIT/UNITS	Type “UNITS”	Variety of telecommunications supplies including telephone cords, caller ID boxes, batteries and Polycom sound stations. For additional information contact units@osu.edu and 8HELP (8-4357).
UniPrint	Type “Uniprint”	Custom printing projects, business cards and envelopes, letterhead and microscope repair. For additional information contact customer service at (614) 292-2000 or uniprintcustserv@osu.edu.
University Catering	Type “Univ Catering”	Catering and floral services for special events. Flowers may be ordered separate from an event as well. For menu and pricing information, visit http://universitycatering.osu.edu or contact an Event Planner at 688-3562. To place an order for a custom floral arrangement, email or call Floral Designer Rae Neal at neal.190@osu.edu, or (614) 247-8466 between 7-10 days in advance.
OSU Stores	Type item description or number	There is no need to enter the name “Stores” before the item description or number. OSU Stores offers Cylinder gases, janitorial supplies, scientific supplies, recycled paper and some office products. To search the catalog, enter description or number.