

# Retrieving and Importing Vendor Prepared eStores Quotations

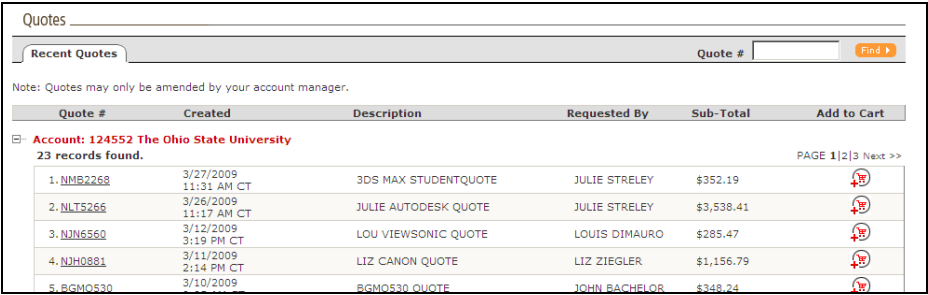
The following guide provides an overview to retrieving and importing vendor prepared quotations for punch-out catalogs offered by CDW, Software House International and Loth Inc.

## CDW

1. Login to the OSU Financials System and access the eStores Catalog.
  - a. Select the [Supplier Websites] tab.
  - b. Select **CDW Corporation** from the list.



2. Selecting a Quote
  - a. Scroll to the bottom of the page and select [Quote to Order] link.



- b. Search for your quotation (refer to above screen print) by:
  - Searching for quotes under your assigned number.
  - Selecting from the list of posted quotations.

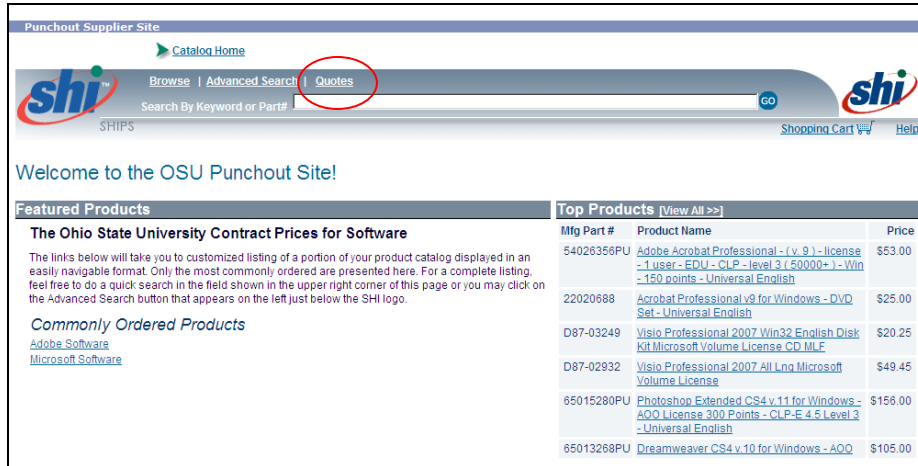
*More Information*  
*Supplier contact information:*

Rob Feinholz  
866-339-5195  
robfei@cdwg.com

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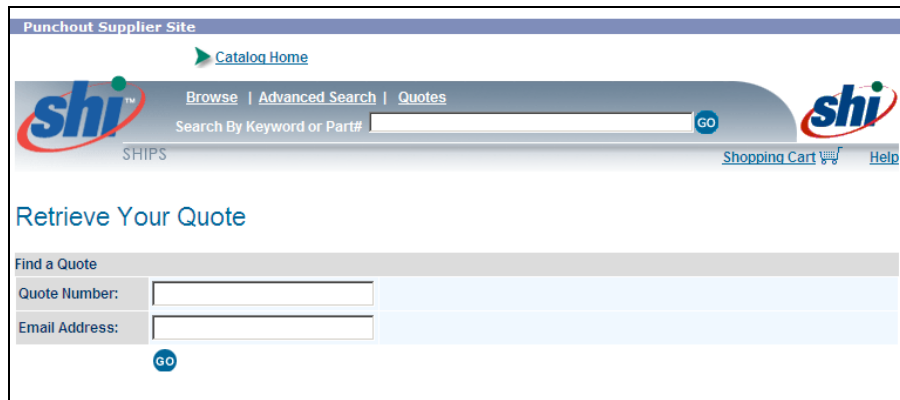
## Software House International (SHI)

1. Login to the OSU Financials System and access the eStores Catalog.
  - a. Select the [Supplier Websites] tab.
  - b. Select **Software House International (SHI)** from the list.



## 2. Selecting a Quote

- a. Select the “Quotes” link near the upper left-hand side of the “SHI OSU Punchout Site” (refer to above screen print).
- b. Search for your quotation by:
  - Quotation number.
  - Customer email address



### More Information

- The customer is the individual for which SHI prepared the quote.
- If your quote is not shown, send a request to: [osu@shi.com](mailto:osu@shi.com)

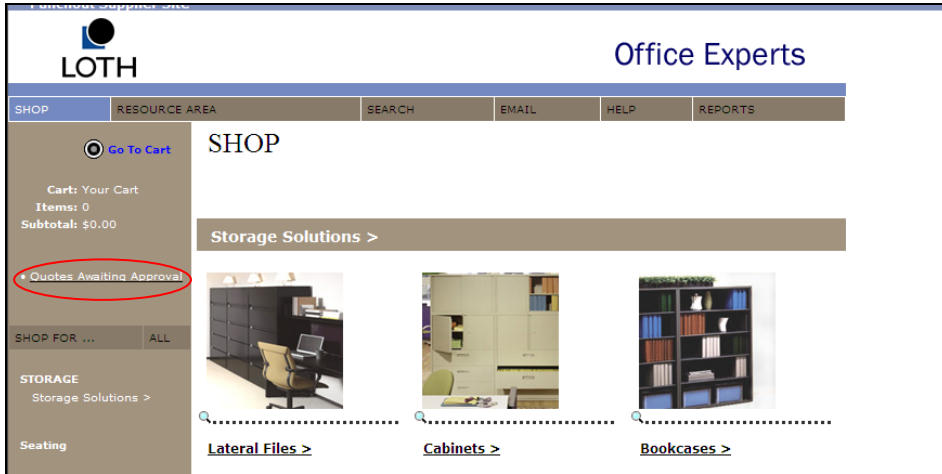
### Supplier contact information:

Stephanie Kedziora  
908-541-1974  
[kedziora@shi.com](mailto:kedziora@shi.com)

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## Loth Inc.

1. Login to the OSU Financials System and access the eStores Catalog.
  - a. Select the [Supplier Websites] tab.
  - b. Select **Loth, Inc.** from the list.



2. Selecting a Quote
  - a. Select [Quote Awaiting Approval] link from the left-side of the page.



- b. Search for your quotation (refer to above screen print) using the [Search By] box and typing:
  - the customer's email address.
  - the assigned quote number.
- c. Follow the resulting prompts to import the quote back into the OSU Financial System's Requisition Panels.

### More Information

#### Supplier contact information:

Kristi Doyle  
614- 487-4114  
kdoyle@loth.com