

# eStores: Hyatt Regency Columbus Hosted Catalog

## Purchase from Hyatt Regency Columbus eStores Catalog

The following steps will guide a Requisitioner to place reservation order via eStores. The Hyatt Regency Columbus catalog is setup in a "service item" format where the unit "1.00" is the setting for **both** the price and the unit of measure. Note: Requisitioners should call in advance for any discounted room rates.

### 1. Requisition Form Panel

- a. Click the **eStores Box** imbedded in the **Requisition Form Panel**.

### 2. Initial Search Page

- a. Select **Internal Catalog** and click **[OK]**.
- b. Review the Initial Search Page listing to see all of the hosted catalogs available in eStores.

#### *More Information*

More catalogs are available than shown on the image above. Hyatt Regency Columbus and all other internal suppliers to eStores are accessible at the OSU Internal Supplier Catalog View.

- c. Select **OSU Internal Supplier Catalog View**.
- d. Access the Hyatt Regency Columbus Catalog.

### 3. Placing a Reservation Services: Example

A Requisitioner is placing a reservation for a Meeting Room with Food and Beverage Service at a cost of \$100.

- a. Type the quantity equal to the quoted price of the floral arrangement. 1.00 is the setting for both the price and the unit of measure.
- b. Input "100" in the quantity **[Qty]** field which will multiply by the unit of \$1.00 for a total of \$100.00 when the requisition is saved.

The screenshot displays the eStores interface with a search results table. The table lists items from Hyatt Regency Columbus. The item 'Meeting Room with Food & Beverage' is selected, and its price is \$1.00 DOL. The quantity field is set to 100. The total price is \$100.00. The interface includes navigation buttons like 'Purchase', 'Review Items', and 'Checkout', and a 'The cart is empty' message.

Manufacturer Name	Supplier	Manufacturer	Supplier Part Number	Manufacturer Part Number	Qty	Price
Hyatt Regency Columbus (4)	Hyatt Regency Columbus	Hyatt Regency Columbus	124	123		\$ 1.00 DOL
Federal Classification LRG (4)	Hyatt Regency Columbus	Hyatt Regency Columbus	126	125	100	\$ 100.00
State Classification --- (4)	Hyatt Regency Columbus	Hyatt Regency Columbus	127	126		\$ 1.00 DOL
Green Alternatives Yes (4)	Hyatt Regency Columbus	Hyatt Regency Columbus	127	126		\$ 1.00 DOL

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- c. Click **[Add to Cart]**.
- d. Click **[Checkout]** and **[Confirm Checkout]** to return to the *PeopleSoft Requisition Form* panel.

The screenshot shows the eStores requisition form interface. At the top, there are tabs for 'Form' and 'Schedule'. The form includes fields for Unit (UNIV), Req ID (NEXT), \*Req Date (05/14/2009), and Origin (ONL). The \*Requester is set to 'Purchasing,Central'. The Status is 'Open', Budget Status is 'Not Chk'd', Accounting Date is '05/14/2009', and \*Currency is 'USD'. A 'Click to Order Online!' button is visible. Below this is a table with one line item:

Line	Description	Req Qty	UOM	Category	Price	Ship To	Status
1	Meeting Room with Food & Beverage	100.000	DOL	ACCOM	1.00000	381	Active

Summary information shows Total Amt: 100.00 USD and Total Base Amt: 100.00 USD. Navigation links include Header Defaults, Header Comments, Item Search, Item Detail, Line Defaults, and Line Details. Action buttons at the bottom include Save, Notify, Refresh, and Add.

## 4. Completing the Order

- a. Add header comments.

**! Comments should always include the name and phone number of a department contact person.**

### *More Information*

Once the requisition is saved it will workflow to the Departmental Approver. Upon approval the internal supplier will honor the reservation per the quote terms.