

eStores University Catering Hosted Catalog: Floral Order

Purchase a Floral Order with University Catering eStores Catalog

The following steps will guide a Requisitioner to place a floral order via University Catering's eStores catalog. Note: Requisitioners should receive a price quote in advance from University Catering.

1. Requisition Form Panel

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

The screenshot shows the Requisition Form Panel with the following details:

- Unit: UNIV, Req ID: NEXT, 'Req Date: 03/07/2008, Origin: ONL
- Requester: Purchasing,Central
- Status: Open, Budget Status: Not Chkd, Accounting Date: 03/07/2008, Currency: USD, Dollar
- Work Order ID: [Empty]
- eStores** box with "Click to Order Online!" button (highlighted with a red circle)
- Table with columns: Sel, Line, Item ID, Description, Req Qty, UOM, Category, Price, Ship To, Status
- Total Amt: 0.00 USD, Total Base Amt: 0.00 USD
- Navigation links: Header Defaults, Header Comments, Item Search, Item Detail, Line Defaults, Line Details, Copy From, Line Comments, Sourcing Controls, ...More...
- Buttons: Save, Notify, Refresh, Add, Update/Dis

2. Initial Search Page

- a. Select **Internal Catalog** and click **[OK]**.

The screenshot shows the Initial Search Page with the following details:

- Navigation tabs: Purchase, Review Items, Checkout
- Internal Catalogs tab selected (highlighted with a red circle)
- Supplier Websites tab
- Message: The cart is empty.
- List of catalog views with radio buttons:

Catalog View	Selected
OSU Creative Cuisine Catalog View	<input type="radio"/>
OSU Fisher Scientific View	<input type="radio"/>
OSU GovConnection Catalog View	<input type="radio"/>
OSU Grainger Industrial Catalog View	<input type="radio"/>
OSU Graybar - Direct Resources Catalog View	<input type="radio"/>
OSU Hewlett Packard Catalog View	<input type="radio"/>
OSU HP Products Catalog View	<input type="radio"/>
OSU Internal Supplier Catalog View	<input checked="" type="radio"/>
OSU JA Sexauer - Direct Resources Catalog View	<input type="radio"/>
OSU Key 4 Cleaning Supplies Catalog View	<input type="radio"/>
OSU King Business Interiors Catalog View	<input type="radio"/>
OSU Lenovo Catalog View	<input type="radio"/>
OSU MFS Events Catalog View	<input type="radio"/>
OSU OfficeMax Catalog View	<input type="radio"/>
OSU OM Workspace Catalog View	<input type="radio"/>

- b. Review the Initial Search Page listing to see all of the hosted catalogs available in eStores

More Information

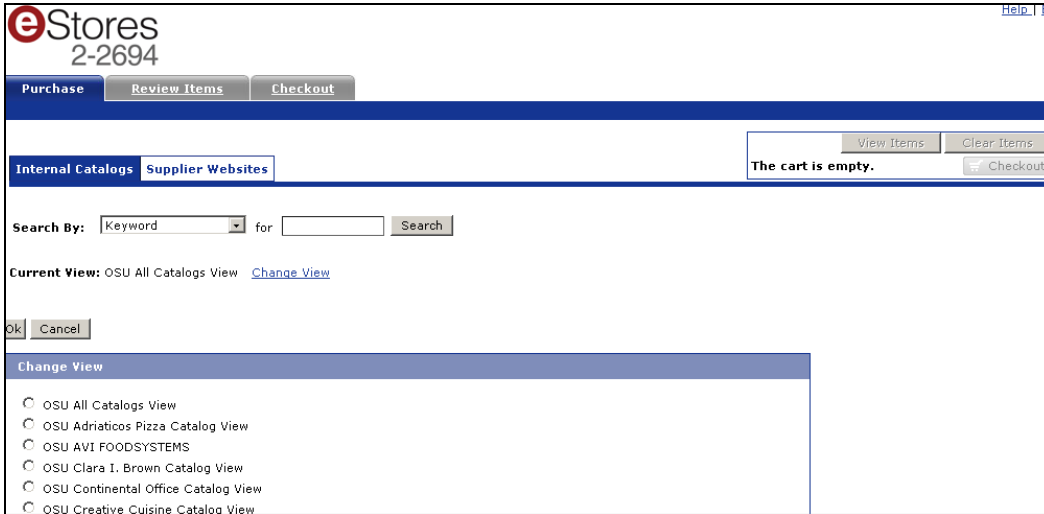
More catalogs are available than shown on the image above. University Catering and all other internal suppliers to eStores are accessible at the OSU Internal Supplier Catalog View.

- c. Select **OSU Internal Supplier Catalog View**.

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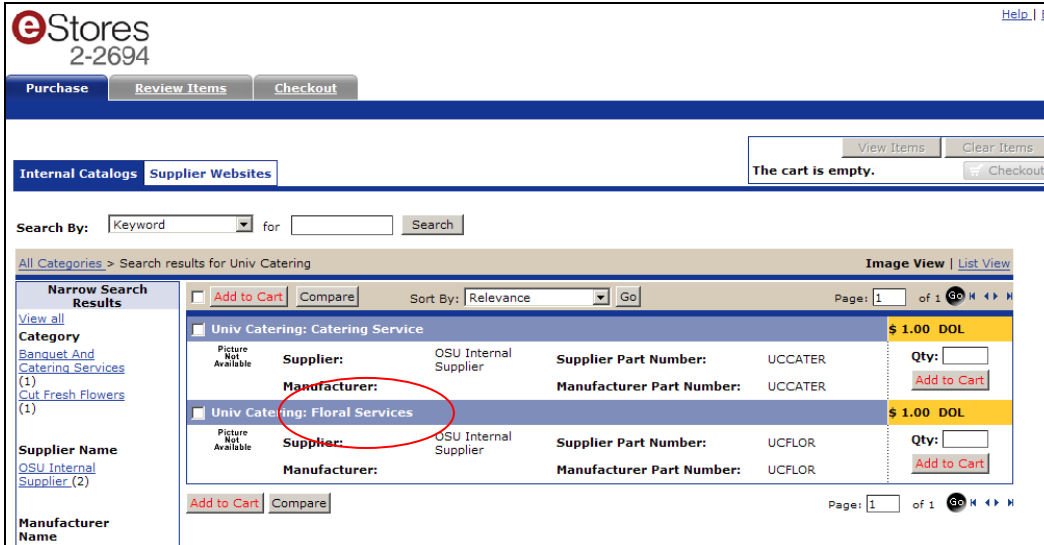
3. Access the University Catering Catalog

- a. Type "Univ Catering" in the keyword search box.
- b. Click **[Search]**.



More Information

The catalog consists of two lines, one for *Catering Services* and one for *Floral Services*.



4. Example of Placing a Floral Catering Services Order

A Requisitioner is paying \$100.00 for a floral arrangement.

- 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.

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The screenshot shows the eStores search results for 'Univ Catering: Floral Services'. The item is priced at \$1.00 DOL with a quantity of 100. The 'Add to Cart' button is circled in red. The supplier is listed as 'OSU Internal Supplier' with part number 'UCFLOR'.

c. Click **[Add to Cart]**.

The screenshot shows the eStores checkout page. The cart contains one item: 'Univ Catering: Floral Services' from 'OSU Internal Supplier' with a quantity of 100 and a total price of \$100.00. The 'Confirm Checkout' button is highlighted in orange.

#	Product	Supplier	Supplier Part Number	Qty	Unit	Unit Price	Total
1	Univ Catering: Floral Services	OSU Internal Supplier	UCFLOR	100	DOL	\$1.00	\$100.00

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

The screenshot shows the PeopleSoft Requisition Form. The requisition is for 'Univ Catering: Floral Services' with a quantity of 100.0000 DOL. The total amount is 100.00 USD. The 'Schedule' tab is active, and the 'Add' button is highlighted.

Line	Item ID	Description	Req Qty	UOM	Category	Price	Ship To	Status
1	UCFLOR	Univ Catering: Floral Services	100.0000	DOL	XFLOR	1.00000	381	Active

5. 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 fill the order per the quote terms.