

Glenn College Procurement and Travel Discussion

2018

Agenda

- ▶ Purchasing: eRequest
 - ▶ Glenn College Process
 - ▶ Internal Order
 - ▶ Standard Purchasing Request
 - ▶ eStores
 - ▶ Pcard Preferred
 - ▶ Reimbursement to Employee
- ▶ Traveling: eTravel
 - ▶ Glenn College Process

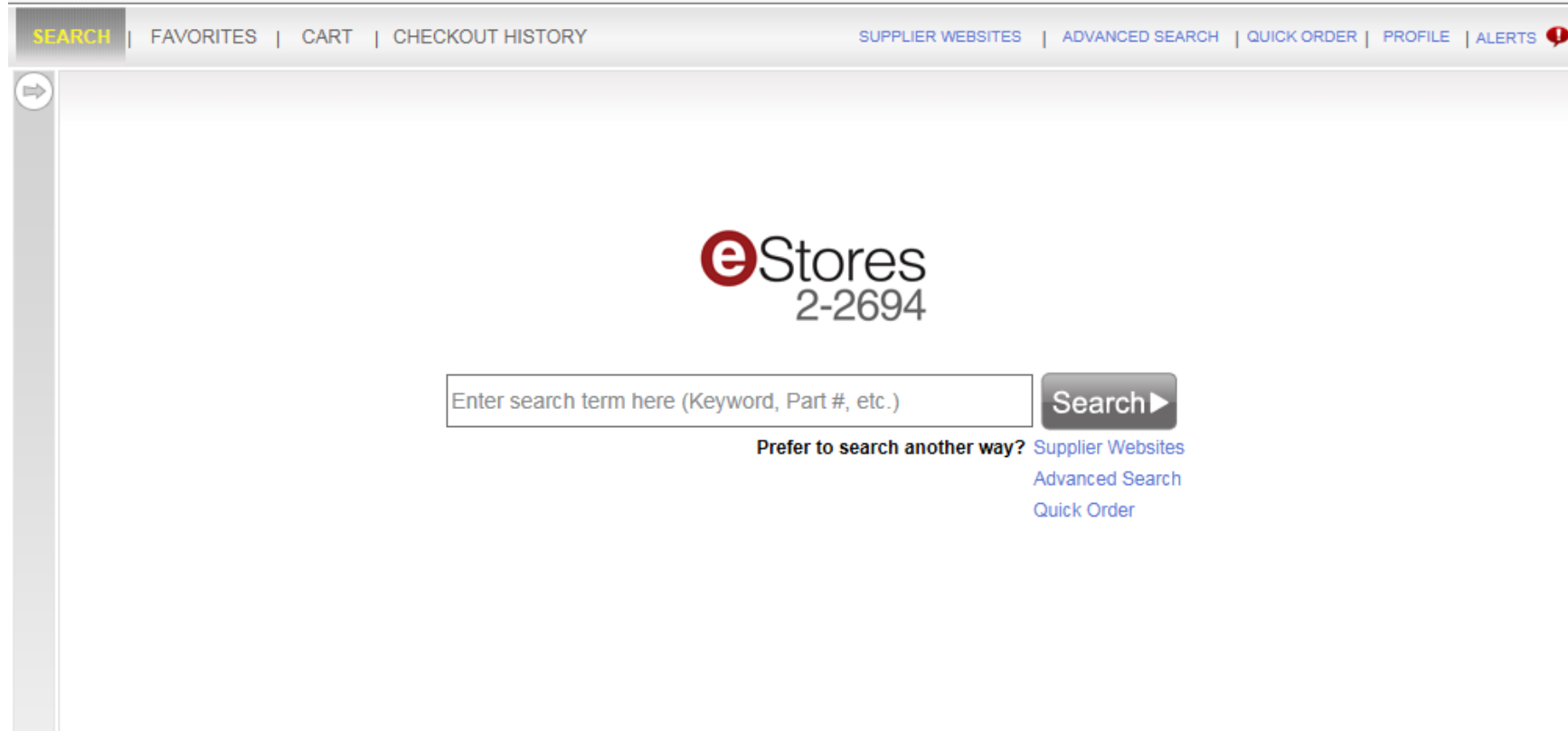
Purchasing Process at the Glenn College

1. Identify a purchase need
2. Obtain estimated costs/quotes
3. Obtain supervisor approval via email
4. Come speak with Jenna for guidance if necessary
5. Enter an eRequest
6. Upload itemized receipt to eRequest within 24 hours
7. Respond to Service Center requests for additional information
8. Review budget reports to confirm that purchase expenses are accurate







Purchasing and Payment Options

- ▶ Buy Something
 - ▶ Internal Order
 - ▶ eStores Order
 - ▶ PCard Preferred
 - ▶ Standard Purchasing Request
- ▶ Pay Someone
 - ▶ Reimbursement
- ▶ Not sure which to choose? Use the [Decision Tree Tool](#) to help you decide.
- ▶ Not sure if eStores offers what you're looking for? Use the [Find a Supplier](#) page.

eStores: Clicking on eStores will take you here



eStores: Click on “Supplier Websites” for listing


| | |
|---|--|
|  | <p>SCHOOL SPECIALTY</p> <p>School Specialty has a broad selection of educational products including Sax Fine Art Education (Art), Childcraft/abcSchool Supply (Early Childhood), Sportime (Physical Education), and Abilitations/Integrations/Speech Bin (Special Needs).</p> |
|  | <p>SHUMSKY PROMOTIONAL</p> <p>Shumsky is a WBENC-Certified Women's Business Enterprise with over 60 years of experience in the promotional industry.</p> |
|  | <p>SIGMA-ALDRICH (COLUMBUS)</p> <p>Over 187,000 products including chemicals, solvents, reagents and other supplies.</p> |
|  | <p>SMILE PROMOTIONS</p> <p>A promotional product distributor and proud member of the Advertising Specialty Institute. We are able to supply your company with every possible promotional product from over 3,000 suppliers. With so many ad specialties available there is a huge opportunity for professionals like you to boost ROI and leave a lasting impression with your customers.</p> |
|  | <p>STAPLES OFFICE SUPPLY (COLUMBUS)</p> <p>Staples Office products at discounted pricing per the NJPA contract.</p> |
|  | <p>THE BRANDING SOCIETY</p> <p>The Branding Society is a promotional product agency that helps bring your brand to life. Our experienced team will work with you to help your ideas grow from concept to final product. We want to make sure that the individual personality of your brand shows through in your promotional products and apparel.</p> |

eStores: Select vendor and search for item(s)

SHOP Account Number: 1822387DET Messages 1 Help My Account







STAPLES
Business Advantage

\$0.00
Review Cart (0)





SEARCH 


RECENTLY PURCHASED BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD






RECOMMENDED FOR YOU


| | | | | | |
|---|---|---|---|---|---|
| <p>REFERRED ITEM</p>  <p>5</p> | <p>REFERRED ITEM</p>  <p>5</p> | <p>REFERRED ITEM</p>  <p>5</p> | <p>REFERRED ITEM</p>  <p>5</p> | <p>REFERRED ITEM</p>  <p>5</p> | <p>REFERRED ITEM</p>  <p>5</p> |
|---|---|---|---|---|---|








eStores: Select item and add to cart

 SHOP Account Number: 1822387DET Messages  Help  My Account 







STAPLES
Business Advantage  \$0.00
Review Cart (0)

gel pen  RECENTLY PURCHASED BROWSE CATEGORIES  QUICK ORDER  YOUR LISTS  YOUR DASHBOARD 

"Gel Pen" (1,122 items found)
Related Searches: [sonix gel pens](#), [black gel pens](#), [blue gel pens](#)
SHOW ONLY: RECENTLY PURCHASED 

 PRINT AS PDF  PRINT
 NEW! Select the view that is best for you. 
VIEW RESULTS BY:  
SORT BY: BEST MATCH 


Save more with Staples Brand Products

| | | | | | |
|---|--|---|--|--|--|
|  <p>PREFERRED ITEM Staples® Sonix Gel Retractable Pens, Medium Point,...</p> <p>★★★★★</p> <p>\$3.12 DZ/12</p> |  <p>PREFERRED ITEM Staples Aura™ Retractable Gel Pens, 0.7mm, Black, ...</p> <p>★★★★★</p> <p>\$12.79 DZ/12</p> |  <p>PREFERRED ITEM Staples® Sonix Gel Retractable Pens, Medium Point,...</p> <p>★★★★★</p> <p>\$2.62 DZ/12</p> |  <p>PREFERRED ITEM Staples Retractable Gel Pen, Medium Point 0.7mm, A...</p> <p>★★★★★</p> <p>\$18.99 PK/36</p> |  <p>PREFERRED ITEM Staples Aura™ Retractable Gel Pens, 0.7mm, Blue, 1...</p> <p>★★★★★</p> <p>\$12.79 DZ/12</p> |  <p>PREFERRED ITEM Staples® Gel Pens, Assorted Point Sizes and Ink Co...</p> <p>★★★★★</p> <p>\$20.19 PK/36</p> |
|---|--|---|--|--|--|


Items 1 to 25 of 1,122


eStores: Review cart and submit order

STAPLES
Business Advantage



 

RECENTLY PURCHASED BROWSE CATEGORIES ▾ QUICK ORDER ▾ YOUR LISTS ▾ YOUR DASHBOARD ▾

 \$3.19

My Cart  Print as PDF

Items for Delivery

| | | | | |
|---|--|--------------|--|---------------|
|  | Staples® Sonix Gel Retractable Pens, Medium Point, 0.7 mm, Assorted Ink / Barrels, 12/Pk Staples Item # 634984 MFR Item # 13123CC Customer Item # 634984  PREFERRED ITEM | \$3.19 PK/12 | <input type="text" value="1"/> Remove | \$3.19 |
|---|--|--------------|--|---------------|

Clear Cart Update Cart

| | |
|--------------|---------------|
| Subtotal | \$3.19 |
| TOTAL | \$3.19 |

SUBMIT ORDER

- This will automatically populate your eRequest. Complete any further information necessary and then submit the eRequest.

Glenn College Pcard Process

1. Identify a purchase need
2. Obtain necessary quote or cost estimate
3. Obtain supervisor approval
4. Submit an eRequest (non-travel related) or have an approved eTravel with T number (travel related)
5. Sign out the PCard from Jenna
6. Make the purchase
7. Return the Pcard within 1 hour of purchase
8. Upload itemized receipt and proof of purchase to eRequest or eTravel within 24 hours of purchase
9. Receive purchased item or service
10. Enter a comment in the eRequest to confirm that you have received your purchased items or service
11. Click “Save Changes” whenever you add an attachment or enter a comment

Glenn College Travel Process

1. Identify a travel need.
2. Obtain estimated costs/quotes.
3. Obtain supervisor approval via email.
4. Make an appointment with Jenna to determine necessary processes or procedures to follow that are specific to your travel (i.e. cost comparisons)
5. Enter an eTravel request at etravel.osu.edu
6. Receive an email with your approved travel number (T#).
7. Make any travel-related purchases.
 1. Use the University's travel agency, Concur, to book airfare.
8. Travel, saving all of your receipts and other travel documentation.
9. Upon your return, *send reimbursement documentation to Jenna within 90 days.*
 1. Receipts, Flight Itinerary, Conference Agenda or Calendar screenshot, etc.
10. Respond to Service Center requests for additional information.
11. Review budget reports to confirm that travel expenses are accurate.