The eStores Team introduced an exciting new multi-supplier quote site in March 2014. The eStores “My Quote” website hosts quotations from multiple contracted suppliers. Each supplier has their own portal within the site through which they submit quotations for their services and goods under contract. Quotes can be imported directly into eRequest or the PeopleSoft Financial system.

**How does “My Quote” Work?**

A participating supplier enters a quotation into My Quote after finalizing specifications and service requirements with the OSU customer.

The Purchasing department buyers and eStores team review all quotations for compliance with our contract pricing and terms. Quotes that are written correctly are approved and sent on for processing by the department customer listed on the quotation.

The OSU customer receives an email indicating that their quote is ready for pick up in eStores. Example below:

**Subject:** Quote Nbr VWR4566 from VWR is ready for approval in eStores.

Select the eStores My Quote icon in the Supplier Websites section of eStores to pick up your quote. The My Quote site is located in the “Supplier Websites” section in eStores.
How do I find my quote in eStores?

Login to eRequest: https://erequest.osu.edu

1. Click on New to initiate a new transaction:

2. Click on the eStores button to enter the eStores system:

3. Click on the “Supplier Websites” link on the right margin:

4. Select eStores My Quote from the list of supplier website icons:
Search by Quote Number or email address

After clicking on the icon, simply enter the quotation number in the search box and click “Search” to find their quote.

(Clicking the sample image will show screen detail.)

Or search by the email address of the OSU customer:
View Full Quote Display

The quotation displays in its template form, showing the product/service description, quantity, unit of measure, list price and discounted price, extended amount per line and manufacturer information if that applies. The user can approve the order, which initiates the checkout process. Quotes cannot be rejected by end users. The Stores Service center will request changes to quotations if needed, but department customers will need to contact suppliers directly for any desired changes.

The quote template includes an attachment link at the bottom. Suppliers may use this to attach a hard copy of their original quote or any other document they wish to share with the reviewer and customer.
Which suppliers are included in My Quote?

Only contracted suppliers are invited to post quotations in My Quote. The Purchasing Team reviews all quotations before they are released to the department contacts to ensure that products, services and pricing are in compliance with OSU contracts.

List of current supplier in My Quote are as follows:

- Accelerated Moving & Storage – campus and long distance moves
- Accent Draperies – window coverings
- Andrews Moving – campus and long distance moves
- B&B Microscope – Lab Equipment
- Continental Office Environments – floor covering
- Corrigan Moving – campus and long distance moves
- Fisher Scientific – equipment (large equipment only)
- Fortner Upholstery – furniture upholstery services
- Herlihy Moving – campus moves
- Mayflower Moving – long distance moves
- Microfridge (Intirion Corp) – Appliance
- Nikon – Lab Equipment
- O’Neill Tents – rental of tents and outdoor furniture
- Ohio Valley – AV/TV
- Precision Industrial – floor covering
- Radiant Technology – AV/TV
- Remi Group – equipment maintenance plans
- RSFI Office Furniture – furniture
- Shimadzu – lab equipment
- SoundCom – AV/TV
- Spectra Contract Flooring – flooring
- Standard Textile – decorative products-window treatments, bedding, shower curtains
- Steris Corporation – sterilizers and related supplies
- Sunbelt – equipment rental, excluding generators
- Supergames – rental of inflatable and entertainment games
- Thomas Door – locksmith (restricted access)
- University Sleep Products – dormitory mattresses
- VWR INTL – lab equipment
Can existing eStores suppliers post quotations in My Quote?

 Suppliers who currently have separate catalogs in eStores will not be included in My Quote unless they offer a product or service in the quote site that is not available in their initial catalog. The site is intended for new suppliers whose products and services do not fit well within traditional catalog formats.

How long will quotes stay in the system?

Quotes that are not approved by the customer within 60 days of issue will automatically drop out of the system.

Does the quote number import directly into the comments section of my eRequest or the requisition panel?

Quotes imported from My Quote work the same as any other quote from a supplier website in eStores. No information is automatically imported into the comment field. If users want the quote number to display in the comments, they should include it in the business purpose section of their eRequest or in the header comments of the requisition.

Are all quotes from these suppliers in the My Quote site?

Suppliers to My Quote have been notified to post all quotations to the site regardless of amount as long as the quote is in compliance with the OSU contract. Central Purchasing will not process manual requisitions to My Quote suppliers if a quote for that purchase is available in My Quote.

Which suppliers are included in the My Quote system? How many more will be added?

Current active suppliers in My Quote may be found at http://osustores.osu.edu/estores/

There is no limit to the number of suppliers the system can host but eStores will only invite contracted suppliers to participate.

Additional suppliers will be added on an ongoing basis.

Contact the eStores Service Center at 2-2694 or stores@osu.edu with additional questions.