



CREATING TERM REQUISITIONS FOR eSTORES ITEMS

These are some common identifying features of a Term request:

1. The purchase spans a contracted period of time, such as a year-long service agreement.
2. The request is in the future, e.g., the next fiscal year.
3. There are a lot of details and/or header comments to go along with the request, like contact information, special delivery instructions and delivery schedules.

Requests for these vendors (especially near the start of a new fiscal year) are potentially Term requests:

Purchasing Category	Vendor
Beverage	Aramark Refreshment Services – Office coffee and hot beverage service
	DS Services – Office water service, distilled water
Mat Services and Carpet Cleaning	Martin Carpet Cleaning
Linen Rental & Laundering Services	Ameripride Linen & Apparel Services
	Central Ohio Medical Textiles (COMTEX)
	Economy Linen & Towel Service
	Impressed Dry Cleaning

Term requisitions differ from standard requisitions in a number of ways:

1. Accounting and Due Dates should be modified to indicate the term of service, usually the next fiscal year.
2. Header Comments should include the Standard Comment for Term requests and include all contact, delivery and other pertinent information.
3. Unit of Measure (UOM) should be YR for year.
4. Both the Ship To and Location fields should be the delivery location of the service.

The **Requisition Distribution Method** should be used to dispatch all eRequests for Term requisitions.

Additional Resources and Information

Procurement ASSIST:

[Entering a Term Requisition in PeopleSoft](#)

[Entering a Standard Requisition in PeopleSoft](#)

eRequest ASSIST:

[Updates: 1/7/2012 eRequest Changes Summary](#)

[Job Aids & Tools:](#)

Creating Term Purchase Orders: DS Services

Processing an eRequest – Service Center/Delegated Buyer

Contracted Suppliers:

[OSU Purchasing Contract Book](#)

[Alphabetical Supplier Listing](#)

[eStores Supplier List by Category](#)

Support Contacts

[eStores](#) for questions about eStores vendors.

Email eRequest@osu.edu for questions about eRequest.

[DS Services](#) for service and billing issues.