

Bookstore Purchases

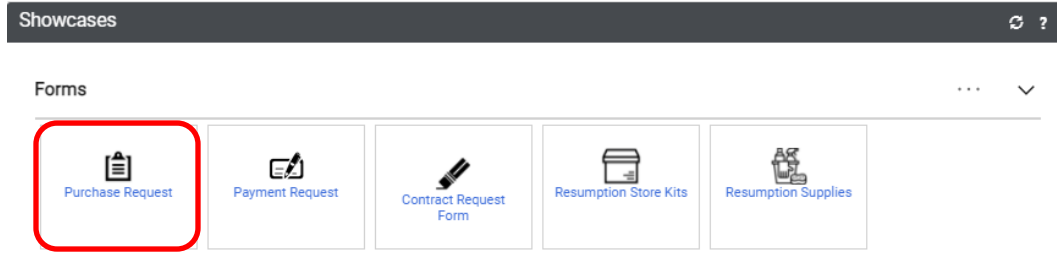
How Do I Shop with the OSU Bookstore?

Orders for the OSU Bookstore are processed through the Purchase Request form.

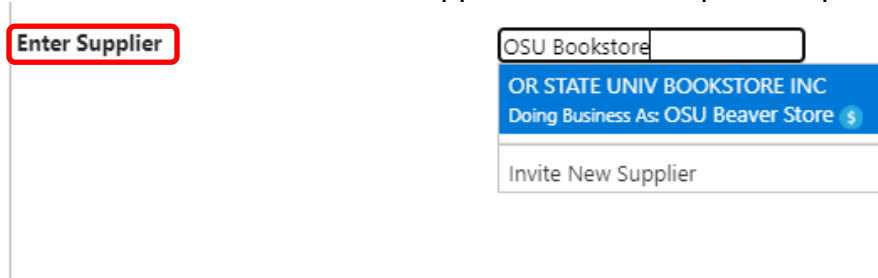
Prior to beginning a purchase request order, ensure your active cart is empty. Purchase request orders cannot be mixed with other order types (punchout, hosted catalog, payment request, etc.)

Creating a Bookstore Purchase

1. Under the Forms section in the Shopping Showcase, select the **Purchase Request** form icon.



2. The purchase request form will open. In the **Enter Supplier** field, type in **OSU Bookstore** and select the correct supplier from the dropdown options.



3. By default, all orders will be emailed directly to the Bookstore. The Bookstore will then email the shopper when the order is ready for pickup.

Check the box below to customize PO distribution.

PO's will be emailed or faxed to the PO distribution information listed below.

If no information listed below, CHECK THE BOX to add email address...

Email (HTML Attachment)

dustin.laster@osubeaverstore.com

Bookstore Purchases

- If you would prefer to take your order to the store and shop in person, you will need to replace the Bookstore's email address with your own. To do this, select the box for **Check the box below to customize PO distribution** and select how you would like to receive the PO.

Check the box below to customize PO distribution.

PO's will be emailed or faxed to the PO distribution information listed below.

If no information listed below, CHECK THE BOX to add email address.

Fax	<input type="checkbox"/>	---
Email (HTML Body)	<input type="checkbox"/>	
Email (HTML Attachment)	<input checked="" type="checkbox"/>	lane.byrnese@oregonstate.edu

- Under Purchase Details add the **Product Description**, **Quantity** and **Price**. If you have questions on the price or availability of an item, please call the bookstore prior to submitting the form. Make sure to answer any of the questions that are in bold text.

Purchase Details ?

Product Description Benny Bobble Head
33 characters remaining [expand](#) | [clear](#)

Quantity 2

Unit Price 15.75

Catalog No.

Check to create an amount based Purchase Order

If this purchase is not currently charged to federal funds, will it be in the future? Yes No

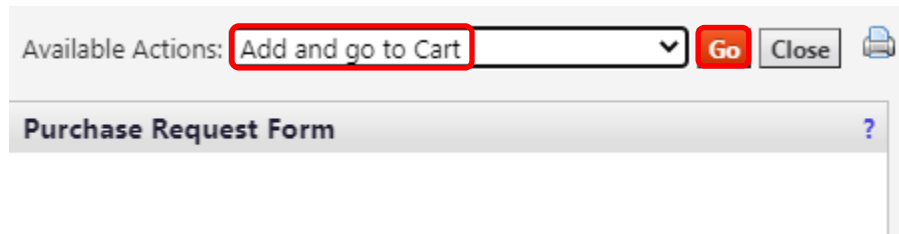
- If you need to add more than one item, under **Available Actions**, select the **Add to Cart and Return** option and select **Go**. This will add the current item to your cart and leave the form open to add additional items.

Available Actions: **Add to Cart and Return**

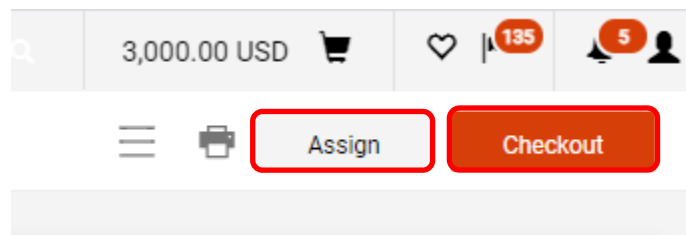
Purchase Request Form ?

Bookstore Purchases

- When adding your final line item change the **Available Actions** option to **Add and go to Cart** and select **Go**.



- After selecting **Go**, you will be directed to the **Shopping Cart** page. Review your line item(s) to make sure they are correct. From there, in the upper right hand corner, select the **Assign** button to assign your cart to a Requestor, or **Checkout** to complete the checkout process.



- ❖ For a step-by-step walkthrough of the checkout process, please see the Checkout Process tip sheet.