

Accounting Reconciliation Chart for Suppliers in the eStores MarketPlace

Supplier	A REQ is Turned Into....	Billing Document	Unique Catalog Attributes	Reconciliation Tools Available to Ordering Departments*
<ul style="list-style-type: none"> • HP/Compaq • Dell • Lenovo 	PO	Invoice	PC and Laptop standard configurations, limited accessories for those configurations	Requisition, invoice, packing slip, 91 Report
<ul style="list-style-type: none"> • Clara Brown • Continental • King Business • OM Workspace 	PO	Invoice	Modular items not included. Item must be on the OSU 05 contract to be eligible for inclusion in their catalog.	Requisition, invoice, packing slip, 91 Report
University Catering (Internal Supplier)	Material Stock Request (MSR) (same as a Stores order)	Inventory Billing Report; html version of the simplified flex version of 91	One generic stock number is used to order all items from them. The quantity ordered is the same as the dollar amount of the order.	Requisition, Inventory Billing Report, 91 Report
UniPrint (Internal Supplier)	An order in the UniPrint proprietary system.	IDB/GL	Uses three generic stock numbers to order items from them. The quantity ordered is the same as the dollar amount of the order.	Requisition, 91 Report, UniPrint Packing Slip, UniPrint Website for Invoice Copies
Office Max	PO	EDI Invoice	eStores is the buyer on the PO; No invoice image; use PeopleSoft Invoice Inquiry Page - Detail Lines Icon to Print Invoice Details	Requisition, packing slip, 91 Report
Stores	Material Stock Request (MSR) (same as prior to the Marketplace)	Inventory Billing Report; html version of the simplified flex version of 91	Fisher and Office Max items are no longer billed through Stores.	Requisition, packing slip, Inventory Billing Report, 91 Report
<ul style="list-style-type: none"> • EMM Blacks • Superior Industrial 	PO	Invoice	MBE partners of Grainger. Catalogs are a duplicate of the Grainger catalog with items available at the same price as through Grainger.	Requisition, invoice, packing slip, 91 Report
Grainger	PO	Invoice		Requisition, invoice, packing slip, 91 Report
<ul style="list-style-type: none"> • ProTeam Staffing • Solutions Staffing 	PO	Invoice		Requisition, invoice, packing slip, 91 Report
HP Products	PO	Invoice		Requisition, invoice, packing slip, 91 Report

* Documentation must be retained at the Department / College / VP level, according to the University's record retention schedule.