eRequest for Secured Media Library tile purchase

1. Log in to the eRequest purchasing web site at https://erequest.osu.edu/.

2. Click New.

3. Select Internal Vendor under the Buy Something section.

4. Enter odee in the Internal Vendor field. A list of matching vendors will appear. Select ODEE-Media Services from the list.

5. Enter the title of the video to be purchased in the Description field. Enter the quoted amount under Estimated Amount. If you need to add additional titles, click Add Another Item.
6. Enter N/A in the Ship To field. Enter the course(s) the title is being purchased for in the Business Purpose ... field.

7. Click the Add button in the Attachments section. A browse dialog box will appear. Navigate to and select the quote Media Services emailed you.

8. Click Enter Chartfields under Funding Source.

9. Enter the chart fields for the budget that will be funding this purchase. 61237 is the Account for Film Purchases.

10. Once finished, click Continue at the bottom of the page.

11. You will be taken to another page where you can review all of the information you had entered. Click Submit for Approval at the bottom of the page if all of the information is correct.

Once the approver for the specified budget has approved the purchase, Media Services will be notified of the funds transfer. Media Services will order, process, and add the title(s) to the Secured Media Library and email you once they are available online. After the addition process is complete the transfer of funds will be processed.