Columbus Hotel Reservations Through eStores

OVERNIGHT ACCOMMODATIONS:

1. Go to etravel.osu.edu
   a. Set up a T number

2. Visit https://busfin.osu.edu/buy-schedule-travel/purchasing/find-supplier
   a. List of the hotels that are in the contract 18-Hotel.
   b. Search for the hotel that you wish to stay. This is called the “contract book” site and you can see specifics on the contract.
   c. The contracted rate quote will display.
      i. This way you can make sure that you are getting the correct quoted rate.

3. Call the hotel to make reservations. Be sure to tell them that you want the OSU rate. When asked for a credit card, tell them that payments will be made through the OSU contract with the hotel. Purchase order will be used – direct bill to OSU.
   a. Make sure to communicate the OSU tax exemptions.
   b. Have the hotel email the confirmation of your reservation (this is your quote.)

4. Go into eRequest
   a. Select eStores and search for your hotel name.
   b. Find the hotel and in the QTY space type in the rounded up dollar amount from the confirmation from the hotel.
c. Click add to cart.

d. The dollar amount will appear in your cart.

e. Click on Express Checkout, this will take you back to eRequest.

5. Complete the eRequest like normal.

   a. Include the following information on the eRequest.
       i. T number
       ii. Confirmation number from the hotel