CFAES

ORDER AND PAY FOR PUBLICATIONS
SUPPLIER NAME FOR EXTENSION PUBLISHING: COMM MEDIA DISTRIBUTION OSUE PUBLICATIONS

SET UP AN ACCOUNT:

To set up an account: go to **extensionpubs.osu.edu**. REGISTER in upper right corner. BEFORE placing first order, call 800-678-6114 or email extension-pubs@osu.edu to ensure your name has been added as contact for the county office or department account. This will set the office account to be tax exempt and discounted (CFAES 36%).

PLACE ORDER:

- Once Extension Publishing confirms the account is set up, log into the store, search for titles, and add them to the cart. Large orders can be placed using the bulk order form linked from the bottom right of every page.
- Proceed to checkout.
- Confirm shipping and billing addresses. Add comments for Ext Pubs staff as needed.
- Choose PAY ON ACCOUNT, under the Credit Card payment option. **[Do NOT pay with PCard.]**
- Once orders ship, an invoice will be emailed. Save the invoice to attach in Workday request. Do not pay by check or PCard.

PAY WITH NON-CATALOG REQUISITION: **Will need the invoice(s) saved as a PDF and know total order amount to start the requisition.**

1. Log into Workday and navigate to **Requisitions** from the Menu in the top left
2. In right-side side panel, "Requisition Details", confirm that Worktags are correct
3. Click **Edit Details** to Change 'Requisition Type' to **Non-Catalog Request** and change Worktags if needed
4. **Save Changes**
5. Scroll down to Ordering Methods, click **"REQUEST NON-CATALOG ITEMS"**
6. Item Description: Example: Books for 4-H members, etc.
7. Spend Category: **SC10659 (Publications Printed)**
8. This is a GOODS item
9. Quantity = 1, Unit Measure = Bundle, Unit Cost = **Order Total (if more than one invoice, add totals together for this amount)**
10. Click **Other Details to Add**: in Supplier type in Comm and choose **Comm Media Distribution OSUE Publications**
11. Memo: Order # or SI-000000 (Pubs Sales Invoice number) along with Business Purpose. This shows up in the Goods line for reporting purposes

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12. Click **ADD to CART** button and then at top right, click on **CART** – (from here can ADD lines for more invoices – OR in the Checkout section)
13. **CHECKOUT**
14. ***IMPORTANT** to put Invoice Number(s) SI-000000 or Order numbers of order In the **"Memo to Supplier"** field
15. Expand on the Business Purpose in **"Internal Memo"** field
    ▪ Be sure to fill in all MEMO fields: Memo to supplier should include sales invoice number(s/order numbers) and **Internal Memo is the Business Purpose field**. The original memo shows in the GOODS line
16. Add lines if more than one Invoice. One Invoice per line. Be sure all lines add up to order total
17. Scroll across line(s) to confirm Worktags are correct, can split funding sources if needed
18. Attach invoice(s)
19. **Submit**

When approved, the PO (Purchase Order) is routed to Extension Publishing. When payment is applied, a receipt is emailed to the primary contact on store account.

OPTION TO PRINT THE PO:

View Requisition, scroll to the left in the GOODS line and click the PO number. In next screen View Goods Order Line, click PO number again, scroll down to Printing Runs, click link for pdf to print.

PUT INVOICE NUMBERS IN 'MEMO TO SUPPLIERS' FIELD:

▪ Putting the Sales Invoice number(s) or Order #s in the "Memo to Supplier" field aids in processing payment.
▪ Multiple publication orders for payment can be added to the same requisition in Workday: ADD a separate line per invoice and list the Sales Invoice or Order numbers for each order in the **MEMO to Suppliers**.
▪ Be sure to put in a thorough Business Purpose, not just "ordering publications", remember to justify the WHY.

➢ **Purchase Order # will be routed to Extension PUBS for payment to be applied**
➢ **Paying with a Workday Requisition is required (OSU to OSU)**
➢ **PCard or check payments are not permitted**

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