

[extensionpubs.osu.edu](http://extensionpubs.osu.edu)

# How to Order and Pay for Publications

With the implementation of Workday, here are updated instructions for ordering and paying for publications for OSU clients.

## Step 1: Set up an Account

- If you do not have an account, click **Register** in the top right corner. Create an account as indicated.
- Before you place an order, call **1-800-678-6114** or email [extension-pubs@osu.edu](mailto:extension-pubs@osu.edu).
- This ensures you are added to the appropriate county office or department account. You will be set up to place tax exempt, discounted (CFAES 36%), pay-on-account orders.

## Step 2: Place Your Order

- Log into your account on [extensionpubs.osu.edu](http://extensionpubs.osu.edu).
- Search for your titles and add them to your cart. Large orders can be placed using the bulk order form linked from the bottom right of every page.
- Proceed to check out.
- Confirm your shipping and billing addresses. Add comments for Ext Pubs staff as needed.
- Payment method: Check **Pay on Account**, under the Credit Card payment option.

## Step 3: Pay for Your Order

- **Check** or **Internal payments** are accepted. Wait to receive your invoice by email from Extension Pubs. Invoices are emailed after orders ship.
- **Checks**
  1. Print out a copy of the sales invoice emailed to you. (If no printer is available, please reference the invoice number and date on the check or a piece of paper.)
  2. Issue check made out to OSU Extension Publishing. Reference the invoice number in the check memo if possible. Example: SI-000000.
  3. Mail check and invoice to:  
**OSU Extension Publishing  
Nationwide & Ohio Farm Bureau 4-H Center  
2201 Fred Taylor Drive  
Columbus, Ohio 43210**
  4. When Extension Publishing receives the check, a receipt is emailed to the primary contact on your store account.

### • Internal Payments (Non-catalog Order for Goods)

1. Download the invoice from the store to attach to your Workday request.
2. Log into Workday and choose **Request Travel or Purchase**.
3. On next screen, click **Request to procure goods and/or services**.
4. On Create Requisition screen choose **Non-Catalog Request** under Requisition Type. Fill in the appropriate FDM fields that you want for reporting for your unit.
5. Check that the Ship To address matches the Delivery address you provided at checkout on the store. Click OK.
6. On the Select an Option screen, choose **Request Non-Catalog Items**.
7. On the next screen choose **Request Goods**.
8. **Item Description:** (example) Publications.
9. **Spend category:** Publications-Printed SC10659
10. **Supplier:** Comm Media Distribution OSUE Publications
11. **Quantity:** 1
12. **Unit Cost:** Total of order
13. **Unit Measure:** Bundle
14. **Memo:** SI-000000 (Extension Pubs invoice number) and the Business Purpose. This shows up in the Goods Line for reporting purposes.
15. Go to Cart in top right corner and click Checkout.
16. **Memo to suppliers:** SI-000000 (Extension Pubs invoice number). This shows up on the PO to supplier.
17. **Internal Memo field:** Repeat Business Purpose.
18. Scroll down to **Attachments** and drop in your Invoice PDF so that it attaches.
19. Submit.
20. When approved, the Purchase Order (PO) is routed to Extension Publishing. When the payment is applied, a receipt is emailed to the primary contact on your store account.
21. **BONUS:** If you need a PDF of the PO: View Requisition and scroll across to the PO column on the Goods Line. Click on PO number and then on the next screen View Goods Order Line, click the PO again. On the next screen View Purchase Order, scroll down to Printing Runs.

### Contact Extension Publishing:

Email: [extension-pubs@osu.edu](mailto:extension-pubs@osu.edu) | Phone: 1-800-678-6114

A sample Goods Line from Workday is attached to this flyer for reference.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

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# Quick Reference for publication payment at Workday checkout.

Memo to Supplier: Invoice SI-0000000 (from email from Ext Pubs Store)

Internal Memo: Business purpose

## Goods Lines

1 item

Line	Image	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To	Ship-To Address	Ship-To Contact	Requested Delivery Date	Supplier	Item Identifiers
Q		<p>Item</p> <p>Item Description Publications for ...more</p> <p>Commodity Code</p> <p>Spend Category Publications - Printed (SC10659)</p>	<p>Requested</p> <p>1</p> <p>One order of multiple books</p> <p>Spend Category SC10059</p> <p>Use for print and PDF pubs</p>	<p>Bundle</p> <p>Bundle Unit of measure</p>	<p>158.70</p> <p>Total Invoice Amount</p>	158.70	<p>Columbus Campus &gt; 4-H Center (0191)</p>	<p>2650 Kenny Rd Columbus, OH 43210-1060 United States of America</p> <p>Same as delivery address submitted on Extension Pubs store</p>	Annie Steel		<p>Comm Media Distribution OSUE Publications</p> <p>Supplier name for Extension Publishing: Comm Media Distribution OSUE Publications</p>	

Item Tags	Fulfillment Source	Tax	Tax Recoverability	Memo	*Cost Center	*Balancing Unit	*Fund	Gift	Grant	Program	Project	*Additional Worktags	Splits	
<p>PO# will be routed to Extension Pubs for payment to be applied.</p> <p>The store's primary account holder for your office will receive an email from the Ext Pubs store when the payment is applied.</p>	Purchase Order	<p>Tax Applicability USA Nontaxable</p> <p>Tax Code</p>		<p>SI-000000. Restocking inventory for county distribution demand for PY21.</p> <p>Ext Pubs Sales Invoice Number SI-000000 and Business Purpose</p>	<p>Your county or department information in these columns as needed for reporting.</p> <p>Please attach your invoice below this table.</p>									

### Questions about payments:

Email Jesse Buxton (Buxton.26) for county offices or Extension Publishing Fiscal Associate Mark Marbaugh (Marbaugh.4) for store account information.