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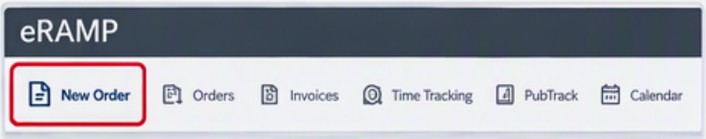
Placing Orders in eRAMP

A step-by-step guide to requesting products, services, or instrument time from OSUCCC Shared Resources.

eRAMP makes it easy to request services from OSUCCC Shared Resources. Follow the steps below to place an order.

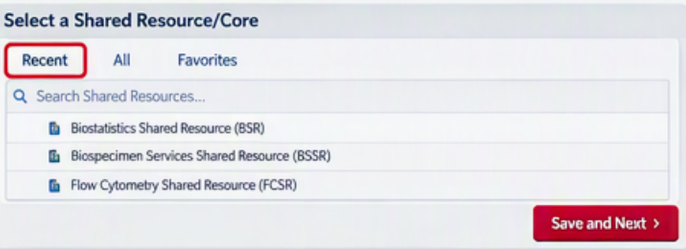
1 Start a New Order

From the main eRAMP page, click the **New Order** button in the top left corner.



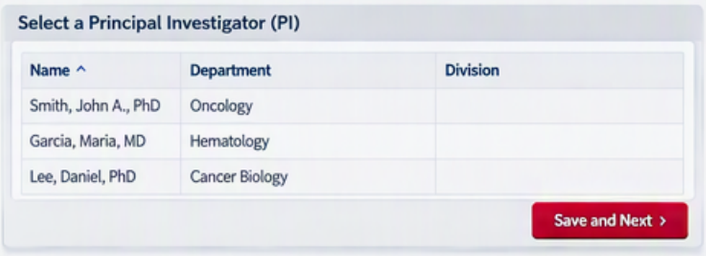
2 Select a Shared Resource/Core

Choose the appropriate Shared Resource/Core and click Save and Next. If you have used eRAMP before, you can select a core from the **Recent** list.



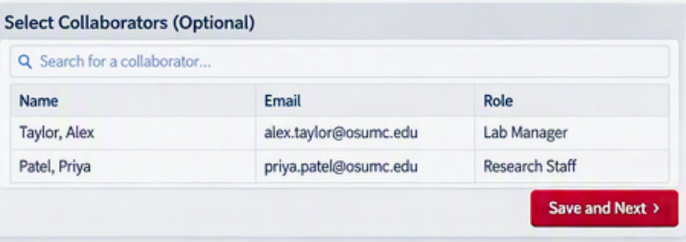
3 Select a PI

Choose a PI and click **Save and Next**. (Name column headers can be filtered.)



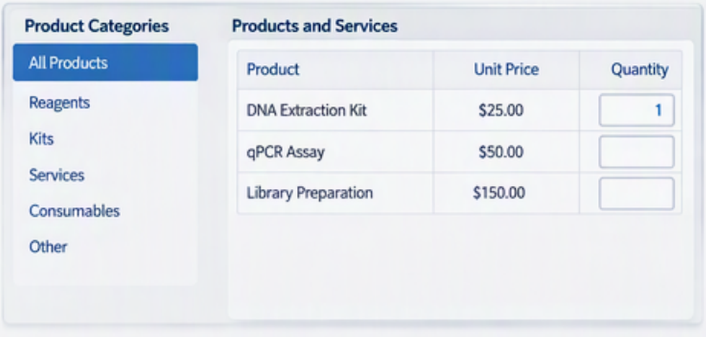
4 Add Collaborators (optional)

Choose a collaborator (optional) and click **Save and Next**. Collaborators will have full access to the order and will receive notifications related to the order.



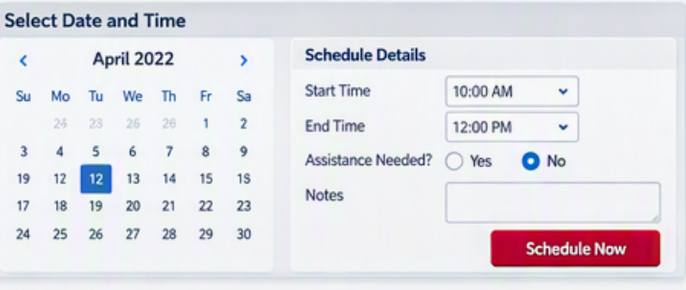
5 Add Products/Services

If ordering products/services, enter the quantity on the relevant product lines. Look in the appropriate product category on the left or select All Products to find what you need.



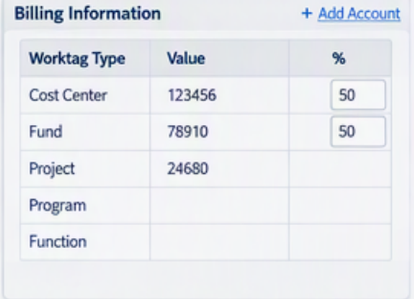
6 Schedule Instrument Time

If scheduling time on a resource, select the **Schedule** option. Click the **Schedule** button next to the machine to access the calendar. Select the appropriate day and click **Schedule Now**. Enter start and end times, indicate if assistance is needed and add any relevant notes. Click **Save** when finished. If you do not have permissions to schedule time, contact the eRAMP Admins at erampadmins@osumc.edu.



7 Billing

Enter the relevant billing information. Click Add Account and enter the correct Worktags (internal users). OR enter a PO number (external users).

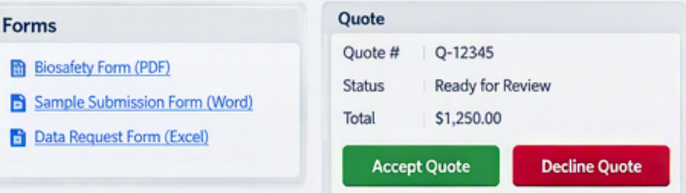


Key Notes:

- Billing may be split between multiple Worktag combinations (must total 100%).
- If going through the quote process, billing can be added after the quote is completed.
- Cost Center and Fund are always required.
- Some situations require specific Worktag values (e.g., Function FN10S for certain Grant tags).
- If an eRAMP requisition is denied in Workday, create a new order with correct information OR contact erampadmins@osumc.edu to have the denied order reset.

8 Forms and Order Submission

If the Shared Resource/Core requires forms, they can be found under the **Forms** section (HTML, Word, Excel, or PDF). When ready, submit the order or **request a quote** using the bottom navigation bar. If a quote is requested, you will receive an email when it is complete. Navigate to the order to accept or decline the quote. Enter billing information before accepting. Accepting the quote will submit the order.



Questions? Contact the eRAMP Admins erampadmins@osumc.edu

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