

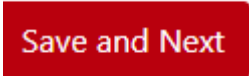
# How to Order a Poster on eRAMP

To arrange for poster printing at DHLRI, please use eRAMP (eramp.osumc.edu) to submit your poster. Instructions are below.

1. Create a +New Order

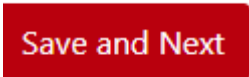


- a.
2. Select "Poster Printing"- "DHLRI – Poster Printing"
3. Select "Save and Next"



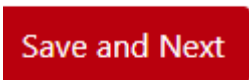
- a.
4. Search for your Primary Investigator

- a.
5. Select "Save and Next"



- a.
6. You can select your name as the Collaborator but that is optional

- a.
7. Select "Save and Next"



- a.
8. On the left side, select "3 Day Turn-Around"—This will narrow it down to 3 Day price options

▶ 3 Day Turn-Around

- a.
9. You can choose to either submit by Sq-Ft (a) OR by Poster Size (b)

3 Day Turn-around Poster  
Printing

\$4.00/Sq-Ft

Qty

a.

OR

3x4 Feet (48in x 36in) Poster -  
3 Day Turn-Around

\$48.00/Each

Qty

3x5 Feet (56in x 36in) Poster -  
3 Day Turn-Around

\$60.00/Each

Qty

b.

10. Select "Save and Next"

**Save and Next**

a.  
11. Select "Add Account"

**Add Account**

a.  
12. Add Account information

Add Account

|  |   |                              |                              |
|--|---|------------------------------|------------------------------|
| Cost Center*<br>Search Cost Centers<br>A valid cost center is required | Fund*<br>Search Funds<br>A valid fund is required | Grant<br>Search Grants       | Project<br>Search Projects   |
| Program<br>Search Programs   | Assignee<br>Search Assignees                      | Gift<br>Search Gifts         | Function<br>Search Functions |
| Activity/Event<br>Search Activities/Events                             | Area<br>Search Area                               | Location<br>Search Locations |                              |

a.  
13. Select "Add"

**Add**

a.  
14. Please put in the "Business Purpose

**Business Purpose (254 Characters Limit)**

a. Poster Printing for DHLRI 2019 Research Day  
15. Select "Save"

**Save**

a.  
16. Attach your poster in the "Notes/Attachments (Optional)" Section

Notes / Attachments (Optional)

There are no notes to display.

a.  
17. Select "Complete Quote"

**Complete Quote**

a.  
18. Select "Accept" on Buffer Page

**Complete Quote**

Buffer Amount:

\$0.00

Back to Order

Accept

- a.
19. Select "Accept Quote" on the Left Side of the page

Accept Quote

- a.
20. Select "Accept" on Quote Acceptance terms

**Quote Acceptance terms**

Back to Order

Accept

- a.
21. A Requisition in WorkDay will automatically generate. The RQ# will be on the top left side of the screen. **NOTE: once you submit through eRamp, do not create another Requisition.**

DHLRI - Poster Printing  
Order #: 656900  
Status: Pending Workday  
RQ #: RQ-1000660002  
Order Total: \$64.00  
RQ Amount: \$80.00 *Buffer Amount Included*

- a.
22. The status will change to "Open" when your Requisition has been approved