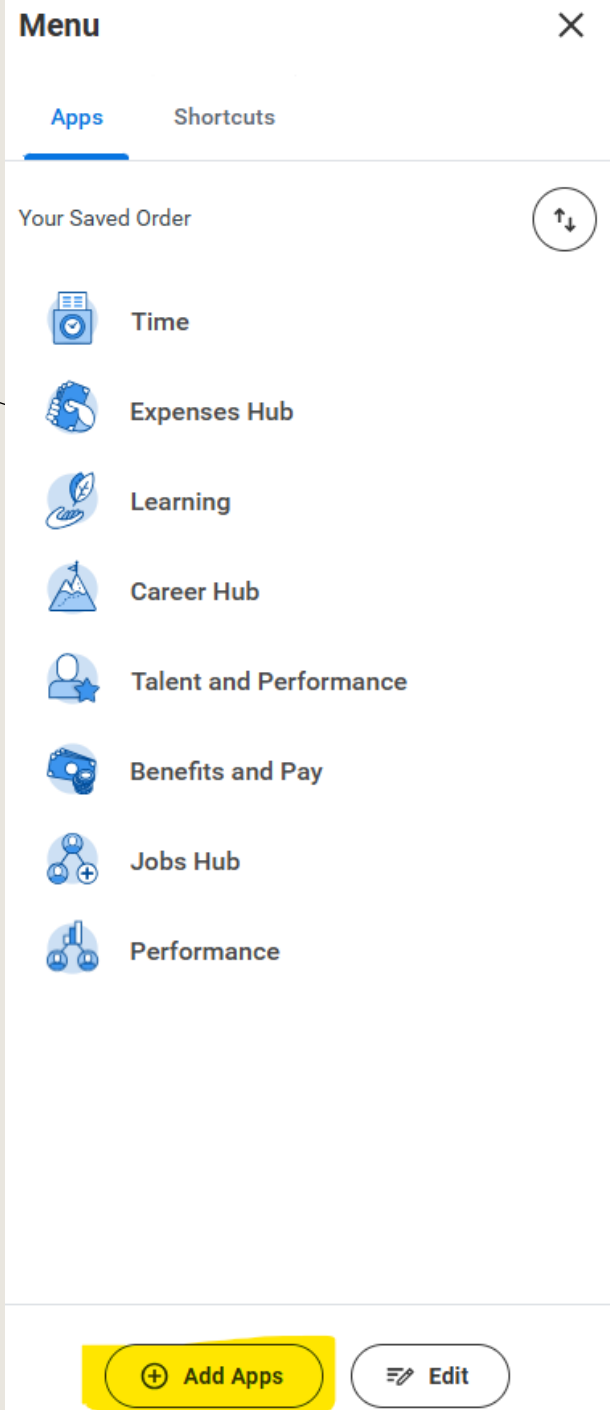


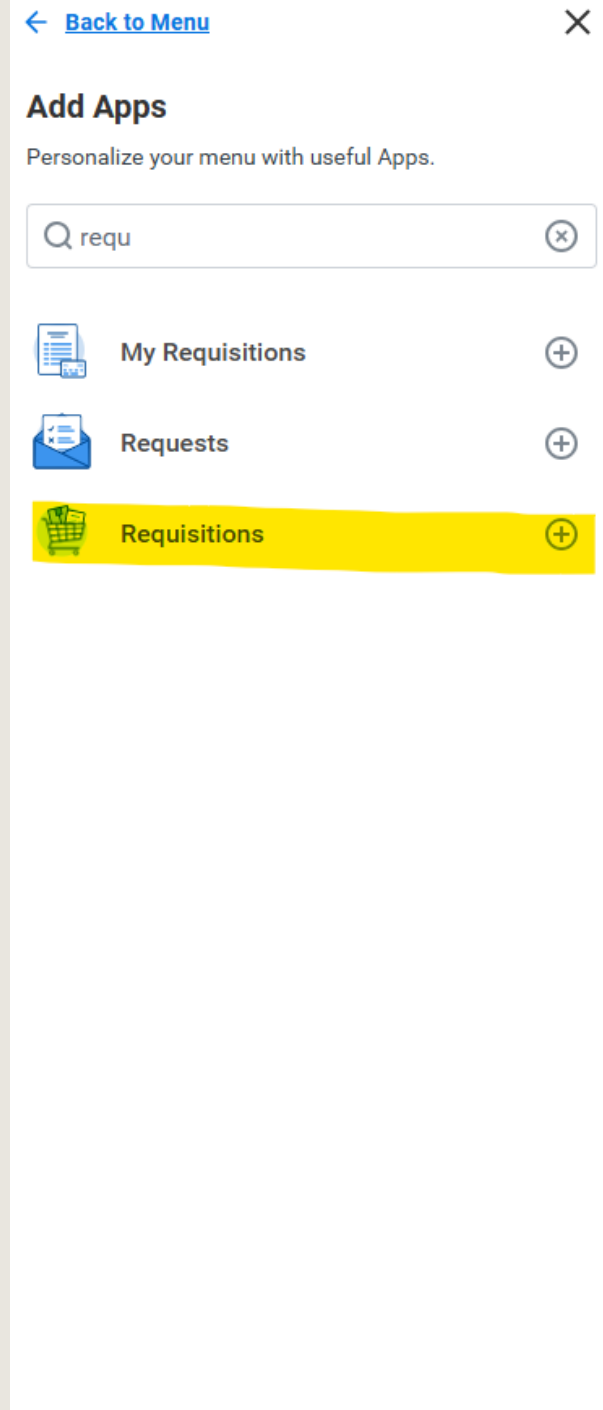
Abstract geometric lines and polygons in the top-left corner of the page.

CREATING A REQUISITION

-Click menu in the top left
-Click “add apps” button



-Add Requisitions to reference quickly on your menu in the future





-Click
Requisitions


Menu ×


Apps Shortcuts


Your Saved Order ↑↓


 **Requisitions**


 Time


 Expenses Hub


 Learning

 Career Hub

 Talent and Performance

 Benefits and Pay

 Jobs Hub

 Performance

+ Add Apps ≡ Edit

-Click “edit
Details”

ATTENTION REQUIRED

Requisition Details

Requesting for

Company

Brigham Young University

Currency

USD (\$)

Ship-To

Brigham Young University...

Worktags

Cost Center: CC10189 Chemistry and Biochemis...

Activity: AC01517 Chem Experiential Learning

4 more worktags [view all worktags](#)

Start Requisition

Edit Details

-Click "edit Details"
-These details are your default settings, you can edit/change in future steps.

-1 of Activity, Gift, Grant, or Project must be chosen

-You must have these 5 fields in the "additional worktags" field

Edit Requisition Details

Requesting for*

Company* Brigham Young University

Currency* USD

Requisition Type* Goods/Services

Deliver-To* BYU > Benson Building > E221 BNSN

Ship-To* Brigham Young University, 701 E University PKWY, Provo, UT 84602, United States of America

Cost Center Cost Center: CC10189 Chemistry and Biochemistry

Activity

Gift

Grant Grant: GR00918 Van Ry-Jain Foundation-Galectin-1: A potential protei

Project

Additional Worktags

- Class: 24576 Pam Van Ry
- Experiential Learning & Research: SE006 Both Research Applied & Experiential Learning
- Fund: FD05 Sponsored Awards
- Location: BYU > General Campus
- Program: PG3000 Sponsored Research

Save Changes Cancel Reset to Default

Notes:

-Search deliver to field by building and room #

-Search by professor's last name in the activity, gift, grant, or project

-Add class by searching professor's last name

-Search "experiential" and add the applicable item to the right

Search Results (72)

- ☐ Experiential Learning & Research: SE001 Experiential Learning
- ☐ Experiential Learning & Research: SE005 Both Research Basic & Experiential Learning
- ☐ Experiential Learning & Research: SE006 Both Research Applied & Experiential Learning
- ☐ Experiential Learning & Research: SE007 Both Research Development & Experiential Learning
- ☐ Experiential Learning & Research: SE000 Not applicable

**Review and take note of the instructions at the top of the requisitions screen

**Your requisitions will accumulate here where you can check the status

Instructions

If goods will weigh 75 lbs or more shipped on a pallet, items should be shipped to 2350 N. Freedom Blvd
BYU Policy requires multiple quotes. Click [here](#) to view the policy.
If your Supplier is not available or unknown, leave the supplier field BLANK. Click [here](#) to create a Supplier Request.

1. SEARCH CATALOG: This link is for Inventory use only. (if there's room, you can follow this with the existing text.)
2. REQUEST NON-CATALOG ITEM: Request goods or services that are not found in a punchout catalog. Cart will be saved until you checkout.
3. CONNECT TO SUPPLIER WEBSITE: Punchout catalogs like Staples, Dell, etc.

Requisitions (Past 6 Months)

Edit Filters

Open (70)Completed (10)

REQ00000287 *** Total Amount: \$31,107.00 10 items ▾	Approved Created on 11/08/2024	<div><div>Ordered</div><div>Receiving</div><div>Invoicing</div></div>
REQ00000277 *** Total Amount: \$249.34 1 item ▾	Approved Created on 11/04/2024	<div><div>Ordered</div><div>Receiving</div></div>
REQ00000276 *** Total Amount: \$111.64 1 item ▾	Approved Created on 11/04/2024	<div><div>Ordered</div><div>Receiving</div></div>
REQ00000270 *** Total Amount: \$342.40 4 items ▾	Approved Created on 11/01/2024	<div><div>Ordered</div><div>Receiving</div></div>
REQ00000266 *** Total Amount: \$721.38	Approved Created on 10/30/2024	<div><div>Ordered</div><div>Receiving</div></div>

Received

RCT00000129 for Y00000244
Status: Approved
Contact
Supplier: FISHER SCIENTIFIC

Most often you will “request non-catalog items”

Ordering Methods



[Search Catalog](#)

Cart Items will be saved until you check out...



[Request Non-Catalog Items](#)

Add a good or service that is not in the catalog



[Connect to Supplier Website](#)

Use Template for repeat orders...



[Add from Templates and Requisitions](#)

Select from Requisition templates and past Requisitions



[Select from My Procurement Favorites](#)

Select from my Favorite items



[Request Project-Based Services](#)

Provide project details to request a project related service

**These Spend Categories will be the most frequently used ones

Spend Category*

scientific



Search Results

(4)

- ☐ SC6453: Scientific Services
- ☐ SC6930: Scientific Equipment - Maintenance
- ☐ SC6126: Scientific and Engineering Supplies
- ☐ SC6929: Scientific and Engineering Equipment

Spend Category*

Haz Chem



× SC6114: Hazardous Chemicals

-Fill out this form each item that you would like to order

**If your supplier is not listed, view the training for "how to create a new supplier"

**You can use the memo to enter a URL

What do you need to order?

Description *

Test Acetone 500 mL

What type of order is it?

Spend Category *

× SC6114: Hazardous Chemicals

Is this a goods item or a service?

☒ Goods

☐ Service

What is the quantity and cost?

Quantity *

1

Unit of Measure *

× Each

Price

70.30

Subtotal \$70.30 USD

Other details to add

Supplier

× MilliporeSigma

Supplier Contract

Supplier Item Identifier

179124-500ML

Memo

-After you finish your item information, click "add to cart"

Add to Cart

Back to Requisitions Home

-Fill out the
"internal
Memo Field

Request Date 11/06/2024

Currency * x USD

Requisition Type * x Goods/Services

Submitted by

Freight Amount 0.00

Other Charges 0.00

Memo to Suppliers

Internal Memo * Supplies for our research on muscles

Goods

2 items

	Order	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
(+)(-)	▼		x Brigham Young University			Test Acetone 500 mL	x SC6114: Hazardous Chemicals	Quantity * 1 Unit of Measure * x Each	Unit Cost 70.30 No Charge <input type="checkbox"/>
(+)(-)	▲		x Brigham Young University			Axygen Pipet Tips	x SC6126: Scientific and Engineering Supplies	Quantity * 1 Unit of Measure * x Package	Unit Cost 145.35 No Charge <input type="checkbox"/>

**You can use
the scroll bar
to edit any
information
entered at
prior steps

-Click submit
to complete
your purchase

Submit Save for Later Continue Shopping