

Create a Requisition
Departments other than Chemistry/Biochemistry

Menu

X

Apps

Shortcuts

1. Click on 'Menu' at the top left

2. Click on the 'Add Apps' button at the bottom



Expenses Hub



Learning



Time



Absence



Benefits and Pay



Talent and Performance



Career Hub



Jobs Hub



Performance

Add Apps

Edit

3. Type 'Requisitions' in the search bar. Click on the plus sign to add Requisitions to your menu.

Back to Menu

X

Add Apps

Personalize your menu with useful Apps.

requis

X



My Requisitions

+



Par Requisition Status

+



Requisitions

+

Go back to the Home page, click on 'Menu' and then in the drop down click on 'Requisitions.'

Menu



Apps

Shortcuts

Your Saved Order



Requisitions



Expenses Hub



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Add Apps

Edit

This is where you will set up your default ordering worktags such as cost center, account used to pay for the item, and location. Save the 'Requisition Details' for future requests.

**each department has different requirements for what worktags must be included

ATTENTION REQUIRED

Requisition Details

Requesting for

Company

Brigham Young University

Currency

USD (\$)

Deliver-To

105C NICB

Ship-To

Brigham Young University...

Worktags

Cost Center: CC10189 [CMS] Chemistry an...

Class: 24009 Central Stockroom

3 more worktags [view all worktags](#)

Start Requisition

Edit Details

'Currency'
Enter US dollars

'Requisition Type'
Select 'Goods/Services'

'Deliver-To'
Enter the room and building
where the item will be
stored

'Ship-To'
Enter 701 E University
PKWY

'Cost Center'
Type in the department you
are in

'Additional Worktags'
These are unique to each
department and individual

The screenshot shows a requisition form with several fields highlighted by red boxes:

- Currency *** (highlighted): USD
- Requisition Type ***: (highlighted)
- Deliver-To ***: BYU > Nicholes Building > 105C NICB
- Ship-To ***: Brigham Young University, 701 E University PKWY, Provo, UT 84602, United States of America
- Cost Center**: Cost Center: CC10189 [CMS] Chemistry and Biochemistry
- Activity**: (highlighted)
- Gift**: (highlighted)
- Grant**: (highlighted)
- Project**: (highlighted)
- Additional Worktags**:
 - Class: 24009 Central Stockroom
 - Fund: FD01 Appropriated
 - Location: BYU > Nicholes Building
 - Program: PG1000 Instruction & Academic Depts

At the bottom of the form are three buttons: **Save Changes** (highlighted with a red box), **Cancel**, and **Reset to Default**.

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

Search in 'Additional Worktags' to find 'Funds', 'Grants', 'Experiential Learning & Research', or 'Programs.'

Click on the 'Save Changes' button at the bottom.

Cost Center

Activity

Gift

Grant

Project

Additional Worktags

Cost Center: CC10189 [CMS] Chemistry and Biochemistry

My Worktags

*Fund

*Program

Assignee

Class

Experiential Learning & Research

Location

Project Task

Search

Class: 24009 Central Stockroom

Fund: FD01 Appropriated

Location: BYU > Nicholes Building

Program: PG1000 Instruction & Academic Depts

Ship-To*

Cost Center

Activity

Gift

Grant

Project

Additional Worktags

Search

Brigham Young University, 701 E University

Experiential Learning & Research

Experiential Learning & Research: SE000 Not applicable

Experiential Learning & Research: SE001 Experiential Learning

Experiential Learning & Research: SE002 Research - Basic

Experiential Learning & Research: SE003 Research - Applied

Experiential Learning & Research: SE004 Research - Development

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

Class: 24009 Central Stockroom

Fund: FD01 Appropriated

Location: BYU > Nicholes Building

Program: PG1000 Instruction & Academic Depts

Most of the time
'Request Non-catalog
Items' will be used.

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

Fill out this form and 'Add to Cart' each time that you would like to order an item.

In 'Description', include the name of the item and the quantity.

'Spend Category'
Will most likely be
-Hazardous Chemicals
-Scientific Services
-Scientific Equipment-
Maintenance
-Scientific and Engineering
Supplies
-Scientific and Engineering
Equipment

'Unit of Measure'
Type "each"

What do you need to order?

Description*

What type of order is it?

Spend Category*

Is this a goods item or a service?

Goods
 Service

What is the quantity and cost?

Quantity*

1

Unit of Measure*

Price

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*

Search

- SC6114: Hazardous Chemicals

NOTE: Selecting 'Hazardous Chemicals' in the 'Spend Category' routes the requisition to Chem Stores for ordering.

When you the supplier is **known**, type the name of the supplier.

When the supplier is **unknown**, you are able to create a new supplier/vendor. See the 'Create a New Vendor' tutorial.

Unit of Measure*

× Each

Price

76

Subtotal \$76.00 USD

Other details to add

Supplier*

× UNKNOWN

Supplier Contract

Supplier Item Identifier

179124

Memo

<https://www.sigmaaldrich.com/US/en/product/sigald/179124>

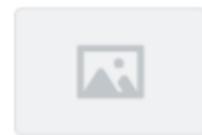
To be able to place an order without the vendor, "unknown" can be typed in to the 'Supplier' field and the supplier should be noted later in the 'Internal Memo' field.

At the bottom of the screen, click on 'Add to Cart.' The fields will clear and you can add additional items.

Additionally, it can be helpful to include the URL for the item.

My Cart [View Cart](#)

X

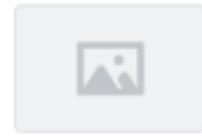


acetone, 500mL



Quantity: 1

\$76.00



Acetone, 500 mL



Quantity: 1

\$76.00

Checkout

Total: 152.00 USD

Once you have added all the items that you want to order, click on the 'Checkout' button.

This is where you will enter the supplier in the 'Internal Memo' field.

Additionally, please include the name and email of the research student.

Shipping Address

Deliver-To * BYU > Nicholes Building > 105C NICB

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

Requisition Information

Request Date * 01/16/2025 

Currency *  

Credit Card 

Requisition Type * Goods/Services 

Sourcing Buyer 

Submitted by Mary Fisher

Freight Amount 0.00

Other Charges 0.00

Memo to Suppliers

Internal Memo * 

Submit **Save for Later** **Continue Shopping**

Below the 'Internal Memo' field, there is a table that includes all the information in your order.

Use the scroll bar to edit any information submitted in prior steps.

A quote can be attached below this table where the 'Attachments'

Click 'Submit' to complete your purchase.

Internal Memo *

Goods

2 items

Order	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
Brigham Young University					acetone, 500mL	SC6114: Hazardous Chemicals	Quantity * 1	Unit Cost 76.00
Brigham Young University					Acetone, 500 mL	SC6114: Hazardous Chemicals	Quantity * 1	Unit Cost 76.00

Submit (Save for Later) (Continue Shopping) (...)

Services

0 items

Order	Company	Description	*Spend Category	Extended Amount	Date
No Data					

Attachments

Drop files here
or
Select files

Tax

Update Tax Total Tax Amount 0.00

Submit (Save for Later) (Continue Shopping) (...)