

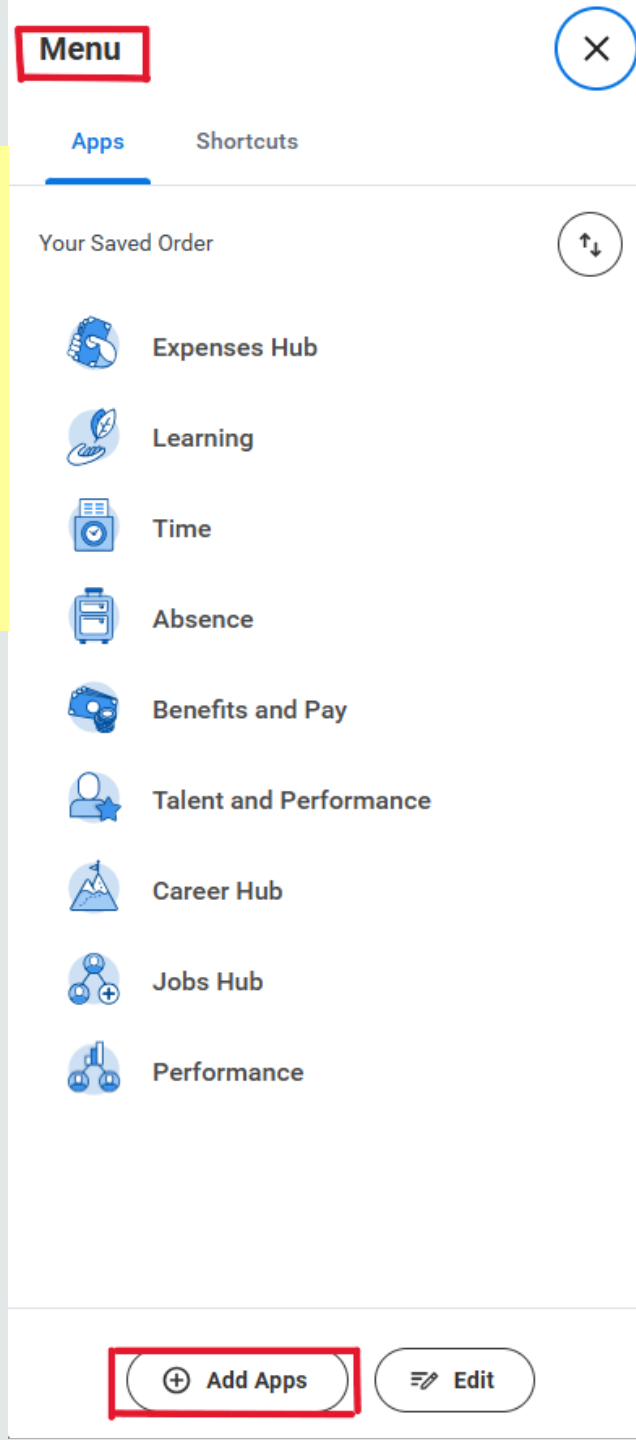


# Create a Requisition

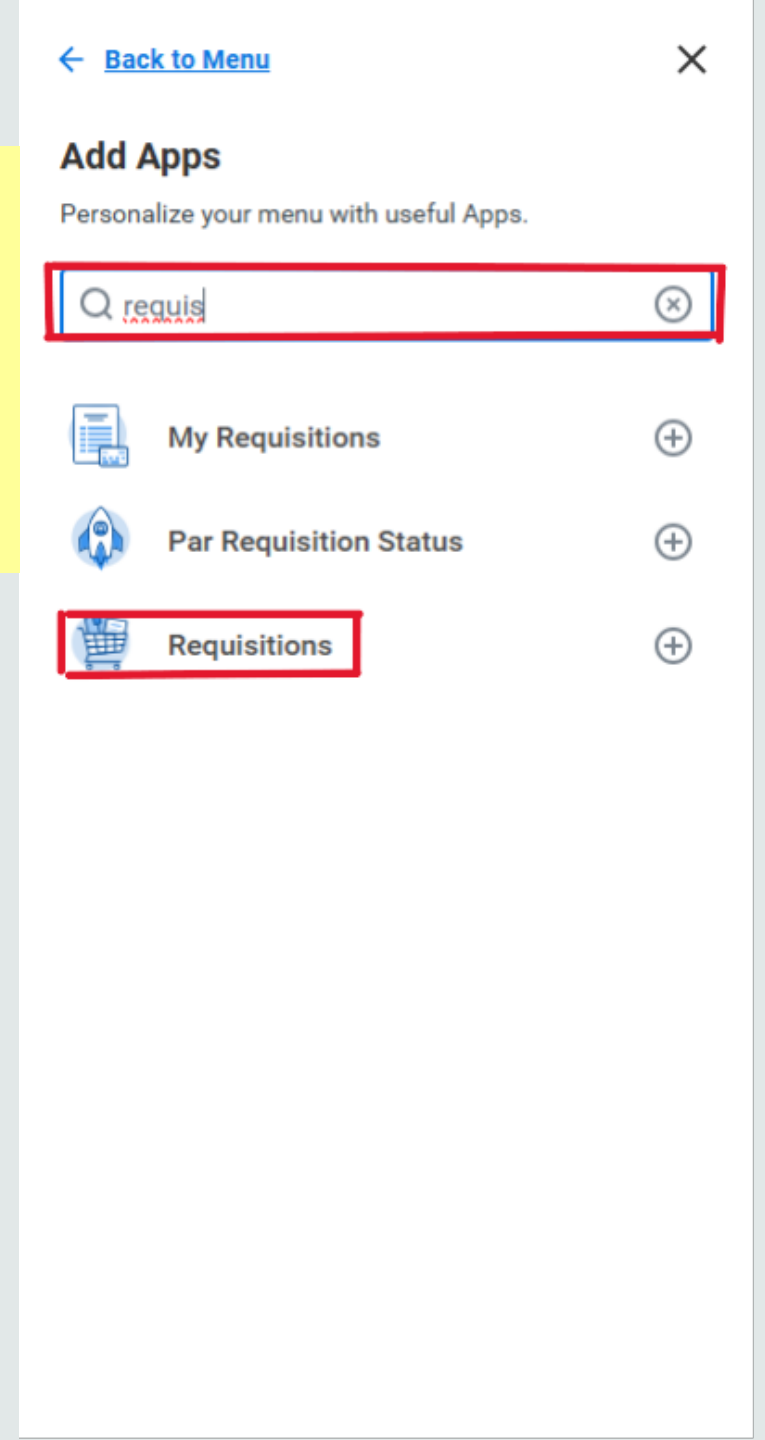
## Departments other than Chemistry/Biochemistry

1. Click on 'Menu' at the top left

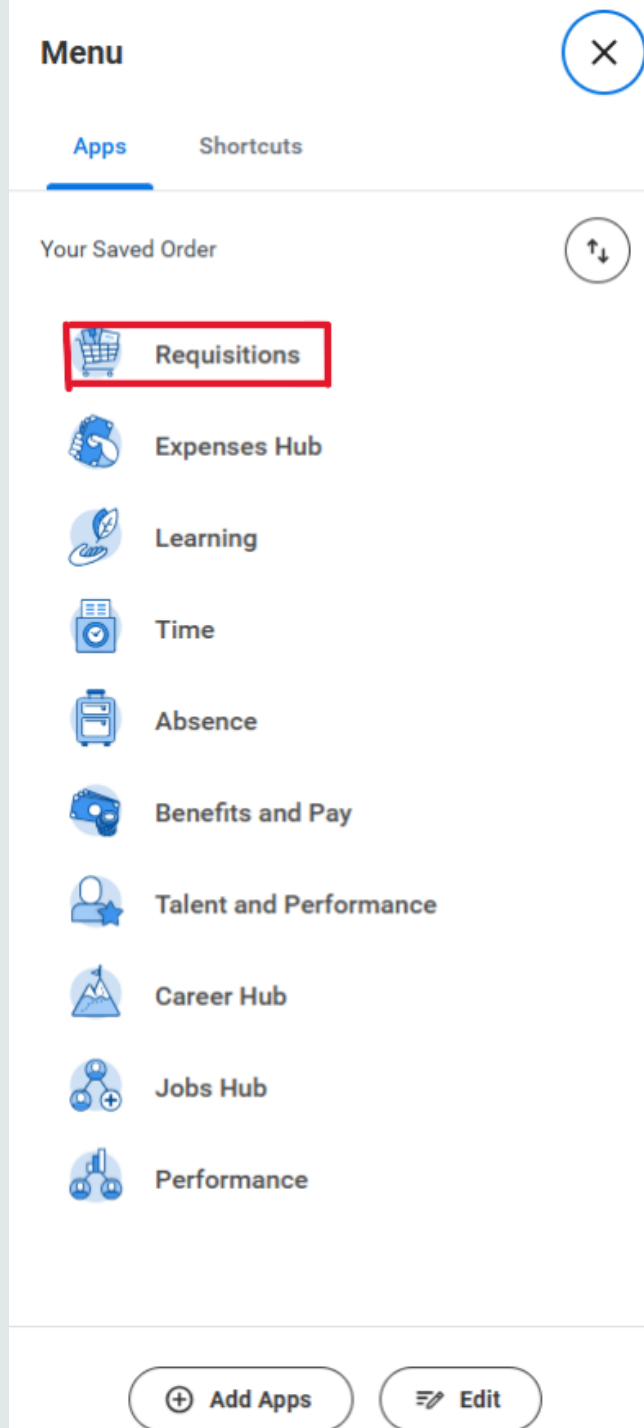
2. Click on the 'Add Apps' button at the bottom



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



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



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

Currency*	× USD	:
Requisition Type*		:
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		:
Gift		:
Grant		:
Project		:
Additional Worktags	× Class: 24009 Central Stockroom × Fund: FD01 Appropriated × Location: BYU > Nicholes Building × Program: PG1000 Instruction & Academic Depts	:
<div>Save Changes Cancel Reset to Default</div>		

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	<div><div>×</div>Cost Center: CC10189 [CMS] Chemistry and Biochemistry</div>
	<div>My Worktags</div>
Activity	<div>*Fund</div>
	<div>*Program</div>
Gift	<div>Assignee</div>
	<div>Class</div>
Grant	<div>Experiential Learning &amp; Research</div>
Project	<div>Location</div>
	<div>Project Task</div>
Additional Worktags	<div>Search</div>
	<div>×</div> Class: 24009 Central Stockroom
	<div>×</div> Fund: FD01 Appropriated
	<div>×</div> Location: BYU > Nicholes Building
	<div>×</div> Program: PG1000 Instruction & Academic Depts

Ship-To*	<div><div>×</div>Brigham Young University, 701 E University</div>
	<div>← Experiential Learning &amp; Research</div>
	<div><input type="checkbox"/> Experiential Learning &amp; Research: SE000 Not applicable</div>
Cost Center	<div><input type="checkbox"/> Experiential Learning &amp; Research: SE001 Experiential Learning</div>
	<div><input type="checkbox"/> Experiential Learning &amp; Research: SE002 Research - Basic</div>
Activity	<div><input type="checkbox"/> Experiential Learning &amp; Research: SE003 Research - Applied</div>
	<div><input type="checkbox"/> Experiential Learning &amp; Research: SE004 Research - Development</div>
Gift	<div><input type="checkbox"/> Experiential Learning &amp; Research: SE005 Both Research Basic &amp; Experiential Learning</div>
	<div><input type="checkbox"/> Experiential Learning &amp; Research: SE006 Both Research Applied &amp; Experiential Learning</div>
Grant	<div><input type="checkbox"/> Experiential Learning &amp; Research: SE007 Both Research Development &amp; Experiential Learning</div>
Project	
Additional Worktags	<div>Search</div>
	<div>×</div> Class: 24009 Central Stockroom
	<div>×</div> Fund: FD01 Appropriated
	<div>×</div> Location: BYU > Nicholes Building
	<div>×</div> 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\*

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>

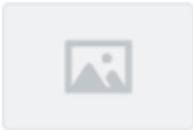
To be able to place an order without the vendor, “unknown” can be typed in to the 'Supplier' field and the supplier should be noted later in the 'Internal Memo' field.

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](#)




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

\* X USD

Credit Card

Requisition Type

\* X 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
<div><div>+</div><div>-</div></div>	<div>▼</div>	<div></div>	<div><div>×</div>Brigham Young University<div>...</div></div>	<div></div>		<div>acetone, 500mL</div>	<div><div>×</div>SC6114: Hazardous Chemicals<div>...</div></div>	<div>Quantity *</div> <div>1</div>	<div>Unit Cost</div> <div>76.00</div>
								<div>Unit of Measure *</div> <div><div>×</div>Each<div>...</div></div>	<div>No Charge</div> <div><input type="checkbox"/></div>
<div><div>+</div><div>-</div></div>	<div>▲</div>	<div></div>	<div><div>×</div>Brigham Young University<div>...</div></div>	<div></div>		<div>Acetone, 500 mL</div>	<div><div>×</div>SC6114: Hazardous Chemicals<div>...</div></div>	<div>Quantity *</div> <div>1</div>	<div>Unit Cost</div> <div>76.00</div>
								<div>Unit of Measure *</div> <div><div>×</div>Each<div>...</div></div>	<div>No Charge</div> <div><input type="checkbox"/></div>

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

...