

## Instructions for completing order on Requests

To access the form you will need to be logged in with your UTEID and password.

*Note: There are Help(?) next to each required section to assist with completing the form.*

Please attach any quotes for your order in the **Attachments** section.

**Description**, please place course number.

**Request Notes**, please list any need by dates or important information you want to relay to me.

**Requester Information** will automatically fill out your EID. Fill in the Requester Email and Requester Phone, Department Name, Building and Room for delivery. If you use the **Autofill button**, it will use your directory information to complete this section. Please correct your building and room if needed for delivery location for your order. Choose a location where someone will be available to accept the delivery so deliveries are not returned to the vendor.

**Item Information**, add catalog/part number, description, quantity, unit of measure, unit cost. Leave Work Order number and Inventory Unit Code blank since we don't use them. Click **Add Item** for each line item needed.

**Account Information**, add account number for your course. If you don't know what it is, please email me and I'll provide it to you.

**Vendor Information**, you can search for and add a vendor and a mail code. To choose a vendor click on the magnifying glass icon next to the Vendor UT EID section. I will change the mail code if needed so you don't have to worry if it's correct but the form will return with an error if it's blank. If you run into trouble with the vendor, just leave your vendor information section blank but include the vendor you need in *Describe what the items will be used for section* under **Item Information**.

You can **Save for Later** until you are ready to send the order to me. When you are ready click **Continue** button.

Next Page will bring you to the **Assign** section. Assign to Angela Kizzee (UT EID is kizzeeaj) and click assign button.