

HOW TO: INTERDEPARTMENTAL SERVICE REQUEST

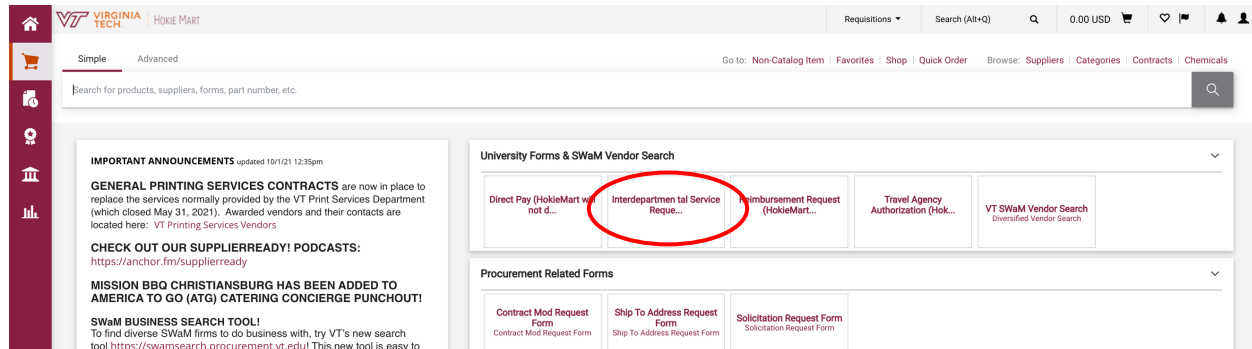
UPDATED OCTOBER 2021



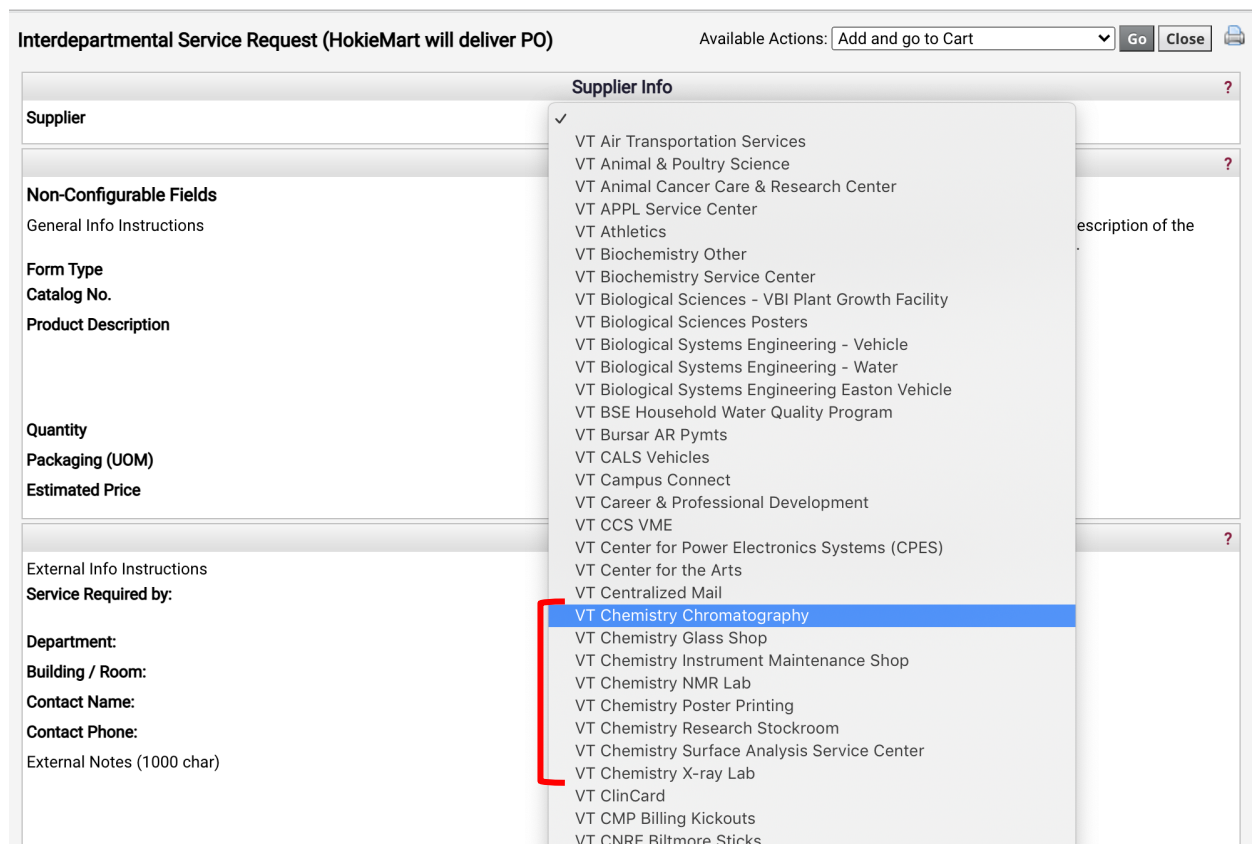
COLLEGE OF SCIENCE
CHEMISTRY
VIRGINIA TECH.

Step 1: Log into HokieMart (hokiemart.vt.edu) using your PID and password.

Step 2: Select “Interdepartmental Service Request”



Step 3: Select the Service Center from “Supplier” dropdown



Step 4: Fill out the rest of the form

- (1) Product Description: Add details of service
- (2) Estimated Price: Enter Maximum Cost Allocated
- (3) External Info

Interdepartmental Service Request (HokieMart will deliver PO) Available Actions: Add and go to Cart Go Close

Supplier Info	
Supplier	<input type="text"/>

General Info	
Non-Configurable Fields	
General Info Instructions	
Form Type	Use this form for Interdepartment Service Requests. Include a general description of the goods or services you are requesting in Product Name/Description field.
Catalog No.	Interdepartmental Service Request (HokieMart will deliver PO)
Product Description	<div>ISR</div> <div>254 characters remaining expand clear</div>
Quantity	<div>1</div>
Packaging (UOM)	<div>EA - Each</div>
Estimated Price	<div>0.00</div>

External Info	
External Info Instructions	
Service Required by:	<div><input type="text"/></div> <div>mm/dd/yyyy</div>
Department:	<div><input type="text"/></div>
Building / Room:	<div><input type="text"/></div>
Contact Name:	<div><input type="text"/></div>
Contact Phone:	<div><input type="text"/></div>
External Notes (1000 char)	<div></div> <div>1000 characters remaining expand clear</div>
External Attachments	<div>Add Attachments</div>

Total 0.00

Step 5: Select (4) “Add and go to Cart” (default option) and click “Go”

Step 6: Review Cart and click “Proceed to Checkout”

The screenshot shows the 'Shopping Cart' page in the HokieMart system. The top navigation bar includes 'Requisitions', 'Search (Alt+Q)', '2.00 USD', and a shopping cart icon. The main header shows 'Shopping Cart' and a 'Proceed To Checkout' button, which is circled in red. The cart contains one item: 'VT Chemistry Research Stockroom' for 2.00 USD. The 'Details' sidebar on the right shows the 'Estimate (2.00 USD)' with a subtotal and total of 2.00 USD. The main form area includes fields for Cart Name, Internal Note, Note to all Suppliers, Priority, Send to Supplier?, Notify AP-Prepayment, and Prepared for.

Step 7: Edit General, Shipping, and Funding Information, verify all the information is correct and click “Submit PR” to submit the purchase requisition.

The screenshot shows the 'Requisition' form in the HokieMart system. The top navigation bar includes 'Requisition', 'Search (Alt+Q)', '2.00 USD', and a shopping cart icon. The main header shows 'Requisition' and a 'Submit PR' button, which is circled in red. The form is divided into several sections: General, Shipping, Billing, Funding, and Internal Notes and Attachments. The 'Funding' section is circled in red and contains a table with columns: Chart, Fund, OrgWF1, Account, UGType, Location, and Activity. The 'Billing' section shows 'Accounts Payable' information. The 'Shipping' section shows 'Ship To' and 'Delivery Options' information. The 'Internal Notes and Attachments' section shows 'Internal Note' and 'Internal Attachments' information. The right sidebar shows the 'Draft' status and a 'What's next for my order?' section with a workflow diagram.

Step 8: Once submitted, write down the requisition number.