Step 1: Log into HokieMart (https://www.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

Step 5: Select (4) “Add and go to Cart” (default option) and click “Go”
Step 6: Review Cart and click “Proceed to Checkout”
Step 7: Edit General, Shipping, and Funding Information
Step 8: After all sections are complete, go to “Final Review”.

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: Internal Notes and Attachments. Go straight to the step Final Review.
Step 9: Verify all the information is correct and click “Submit PR” to submit the purchase request.

Step 10: Once submitted, write down the requisition number.