HOW TO: INTERDEPARTMENTAL SERVICE REQUEST

UPDATED NOVEMBER 2024



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

Step 2: Select "Interdepartmental Service Request."



Step 3: Select the desired Service Center from "Supplier" dropdown.

Form • Interdepartment	al Service Request (HokieMart will deliver PO)	Close Add And Go To Cart 👻
Supplier Info	✓ VT Air Transportation Services	Ø
Existing Supplier	VT Animal & Poultry Science VT Animal Cancer Care & Research Center	
Supplier 🚖	VT APPL Service Center VT Athletics VT Biochemistry Other	
General Info	VT Biochemistry Service Center VT Biological Sciences - VBI Plant Growth Facility	Ø
Non-Configurable Fields	VT Biological Sciences Posters	
General Info Instructions	VT Biological Systems Engineering - Vehicle VT Biological Systems Engineering - Water	escription of the goods or services you are requesting in
Form Type 苯	VT Biological Systems Engineering Easton Vehicle VT BSE Household Water Quality Program	
Catalog No. 🗯	VT Bursar AR Pymts	
Product Description	VT CALS Vehicles	
riodder beschption is	VT Campus Connect	
	VT Career & Professional Development	
	VT CCS VME	
	VT Center for Power Electronics Systems (CPES)	
Quantity 苯	VT Center for the Arts	
Deckoging *	VT Centralized Mail	
Estimated Price	VT Chemistry Chromatography	
	VI Chemistry Instrument Maintenance Shop	
	VT Chemistry NMR Lab	
External Info	VT Chemistry Poster Printing	0
	VT Chemistry Surface Analysis Service Center	
External Info Instructions	VT Chemistry X-ray Lab	
Service Required by: 🖈	VT ClinCard	

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

Supplier Info					0
Existing Supplier					
Supplier 🖈		~			4
General Info					٢
Non-Configurable Fields					
General Info Instructions	Use this form for Interdepartment Se in Product Name/Description field.	rvice Requests. In	nclude a general des	cription of the goods o	r services you are requesting
Form Type 🚖	Interdepartmental Service Request (H	lokieMart will deli	iver PO)		
Catalog No. 🗯	ISR				
Product Description *					
1 →		2			
	254 characters remaining ex	pand I clear			
Quantity 🚖					
Packaging 🚖	EA - Each	~			
Estimated Price * 2					
External Info					٢
External Info Instructions	Include additional instructions under	External Notes be	elow.		
Service Required by: 🗯					
	mm/dd/yyyy				
Department: 🚖					
Building / Room: 🚖					
Contact Name: 🗯					
Contact Phone: 🚖					
External Notes (1000 char)					
	1000 characters remaining	expand clear			
External Attachments	Add				

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

Shopping Cart + Shopping Cart Single Single <th>YIRGINIA Hoki</th> <th>ie Mart</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>All 🕶 S</th> <th>Search (Alt+Q) Q</th> <th>2.00 USD</th> <th></th>	YIRGINIA Hoki	ie Mart								All 🕶 S	Search (Alt+Q) Q	2.00 USD	
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Prepared for Kathryn Foiles I Item VT Chemistry Poster Printing · 1 Item · 2.00 USD VT Chemistry Poster Printing · 1 Item · 2.00 USD · SUPPULER DETALLS Order Address 1 : 480 Davidson Hall, 900 W Campus Dr, Blackaburg, Virginia 24061 United States · Contract · no value PO Number · To Be Assigned Item Catalog No. Size/Packaging Unit Price I example ISR EA 2.00 Qir, 1 EA 2.00	Notify AP- Prepayment												
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Step 6: Review Cart and click "Proceed to Checkout"

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

â	VIRGINIA HOKIE MART		All - Search (Alt+Q) Q 2.00 USD 😾 🎔 🏴 💶
1	Requisition • 194733450		💿 🖶 🖓 ··· Submit PR
ío	Summary Comments Attachments	History	
2	General 💉	Shipping 💉 Billing	
<u>ش</u>	Cart Name example	Ship To Bill To	Total (2.00 USD) ~
₿.	Priority Normal Leave date no value blank unless next fiscal year order (then enter 07/01/2024) Prepared by	Accounts Payable Email to: vtinvoices@vt. Or Mail To: North End Center Suite 300 Turner Street NW Mail Code 0312 Blacksburg, VA 24061 United States Delivery Options	edu Shipping, Handling, and Tax charges are calculated and charged by each supplier. The value shown here are for estimation purposes, budget checking, and workflow approvals. Subtotal 2.00 What's next for my order? Next Step
	Prepared for Work Order N/A Number N/A Service Now no value No.	Ship Via Best Carrier-Special, See Comments Send to HokieMart Will Deliver Supplier? HokieMart will distribute the PO to supplier Notify AP- Prepayment X	Approvers Workflow ···· Org Approval I
	Funding		► ··· ► Budget Auth ···· Future
	U U Chart Fund OrgW	Account UG type Location NA Not Applicable no value	no value Org Approval 1 Future

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