

HOW TO:  
INTERDEPARTMENTAL  
SERVICE  
REQUEST

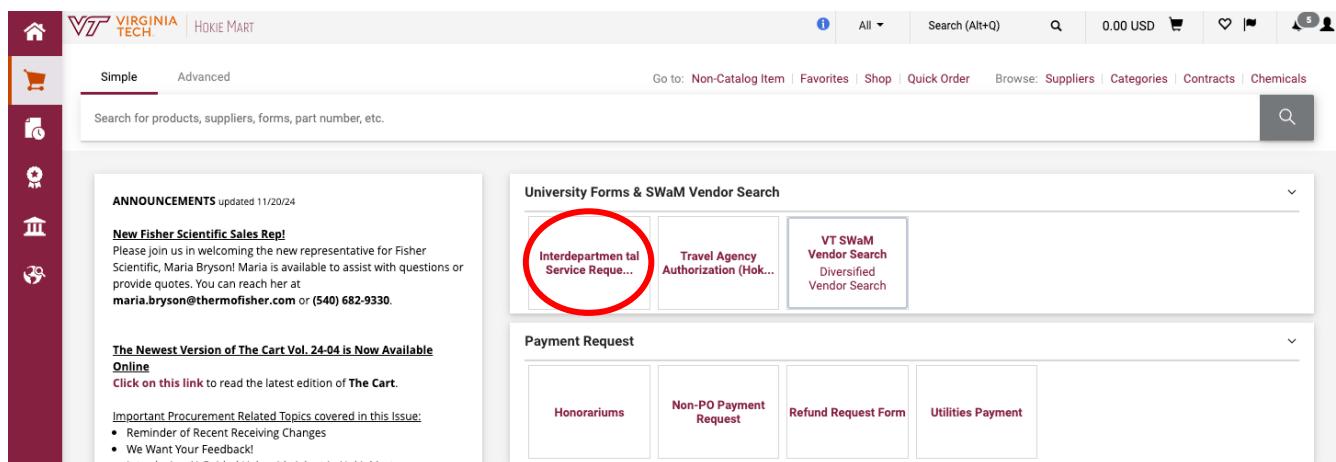
UPDATED NOVEMBER 2024



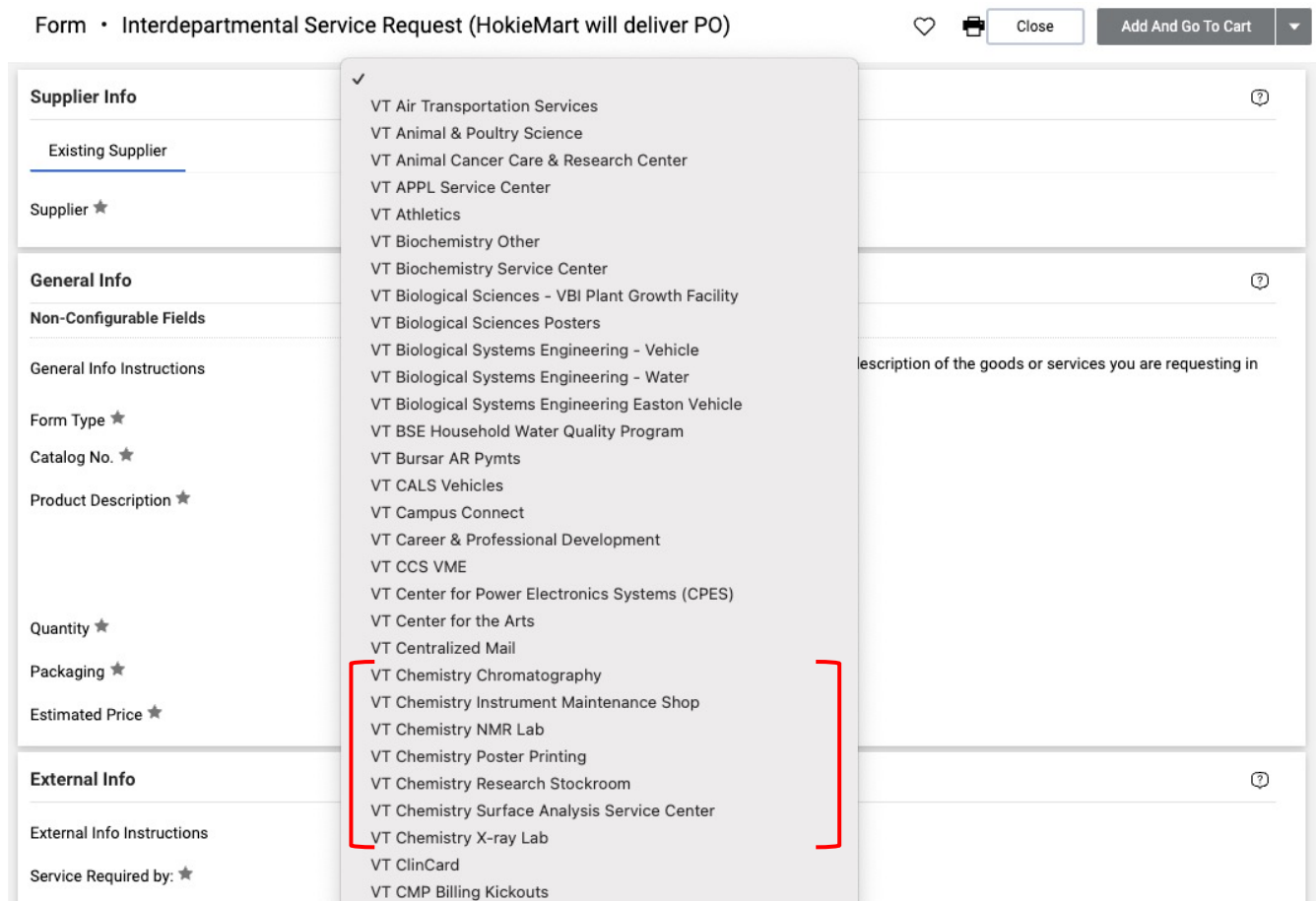
COLLEGE OF SCIENCE  
**CHEMISTRY**  
VIRGINIA TECH.

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

Step 2: Select “Interdepartmental Service Request.”



Step 3: Select the desired 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

Form • Interdepartmental Service Request (HokieMart will deliver PO) Close Add And Go To Cart

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**Supplier Info**

Existing Supplier

Supplier ★

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**General Info**

Non-Configurable Fields

General Info Instructions: Use this form for Interdepartment Service Requests. Include a general description of the goods or services you are requesting in Product Name/Description field.

Form Type ★: Interdepartmental Service Request (HokieMart will deliver PO)

Catalog No. ★:

Product Description ★:   
254 characters remaining expand | clear

Quantity ★:

Packaging ★:

Estimated Price ★:

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**External Info**

External Info Instructions: Include additional instructions under External Notes below.

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”

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

Shopping Cart • Shopping Cart

Search for products, suppliers, forms, part number, etc.

Cart Name: example  
 Priority: Normal  
 Leave date blank unless next fiscal year order (then enter 07/01/2024)  
 Notify AP-Prepayment:   
 Prepared for: Kathryn Folles

Internal Note: 1000 characters remaining  
 Note to all Suppliers: 1000 characters remaining  
 Send to Supplier? HokieMart Will Deliver

1 Item

**VT Chemistry Poster Printing · 1 Item · 2.00 USD**

SUPPLIER DETAILS Order Address 1 : 480 Davidson Hall, 900 W Campus Dr, Blacksburg, Virginia 24061 United States

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 example	ISR	EA	2.00	Qty: 1 EA	2.00

Summary

Total (2.00 USD)

Subtotal 2.00  
 Total 2.00

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

Requisition • 194733450

Submit PR

Summary

General

Cart Name: example  
 Priority: Normal  
 Leave date blank unless next fiscal year order (then enter 07/01/2024)  
 Prepared by:  
 Prepared for:  
 Work Order Number: N/A  
 Service Now No.: no value

Shipping

Ship To:  
 Delivery Options  
 Ship Via: Best Carrier-Special, See Comments  
 Send to Supplier? HokieMart Will Deliver  
 Notify AP-Prepayment:

Billing

Bill To:  
 Accounts Payable  
 Email to: vtinvoices@vt.edu  
 Or Mail To:  
 North End Center Suite 3300  
 300 Turner Street NW  
 Mail Code 0312  
 Blacksburg, VA 24061  
 United States

Funding

Chart	Fund	OrgWF1	Account	UGType	Location	Activity
U				NA Not Applicable	no value	no value

Summary

Total (2.00 USD)

Subtotal 2.00  
 Total 2.00

What's next for my order?

Next Step: Org Approval 1

Approvers:

Workflow:

Draft Active  
 Budget Auth Future  
 Org Approval 1 Future

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