



CENTRAL STORES REQUISITION - INSTRUCTIONS

These instructions are intended to assist in the completion of the online version of the Central Stores Requisition, though they may also be of help in completing the paper version as well. The Central Stores Online Requisition can be found at <http://vulcan.utdallas.edu/cscatalog/CSR.asp> or by following the link at the UTD E-forms website: <http://www.utdallas.edu/ir/tcs/eforms/>.

Begin by filling out the header information. This will include your department name, building name and room number, mail station, phone number, and the accounts to which you will charge supplies. Sub-account codes (subcodes) are not required; if you are not certain which subcode would be appropriate for your desired purchase, leave it blank.

Example of Header Information:

Acct No.	Subcode	Cost Sharing	%
123234		0.00	65
156489		0.00	35
		0.00	

Department

Deliver To: Building Room No. Mail Sta. Ext.

TIP: If you only order for one department and location, you can save yourself time on future visits by having your computer remember the header information for you and display it every time you load the page. (You can change these values anytime you like; this simply keeps you from needing to type the same information every time you order.)

To do this, scroll down to the bottom of the screen and put a check in the box labeled "Remember These Settings". Note: This will not work if you have cookies disabled in your web browser.

Remember These Settings (Uses Cookies. Does Not Save Items.)

You are now ready to fill in your supply information. The only fields you will be filling in are the catalog number and the quantity. If you do not currently know the catalog number(s) for the supplies you need, you can look them up in the Central Stores Online Catalog by going to <http://vulcan.utdallas.edu/cscatalog/> or by clicking the "catalog" button at the bottom of the form.

Enter each item's number in the **Catalog No. field**, then enter the quantity desired. When you have listed everything, scroll down to the bottom of the page, and click once on the **update** button. This will automatically calculate and display the item descriptions, units of measurement, dollar amounts, and requisition total. Make sure

you review the form to make sure the unit of measurement and dollar amount match what you anticipated, especially if what you need is sold by the box or case.

Example of Order Information: Note that the “update” button has not yet been pressed to populate the values in row 4, so the requisition total will be higher.

	Catalog Number	Unit Of Issue	Amount Ordered	Amount Issued	Description	Unit Cost	Ext. Cost
1	5525	BX	3		FILE FOLDERS, HANGING, LETTER	4.81	14.43
2	9670	RL	3		TAPE TRANSPARENT, 3/4"	0.75	2.25
3	4999	BX	5		DISKETTES, 3 1/2 DS/HD FORMATTED	4.02	20.10
4	4090		3				
...							
20							36.78

Update

Catalog

Process

Clear/Restart

TIP: To remove an item from the requisition without having to press **clear/restart** and start all over, simply delete the catalog number and quantity of the item you wish to remove, then press **update** again. The requisition will refresh itself with that line item deleted.

HOT TIP! You can still use the online requisition to place special orders. Just type “specord” in the catalog number field and press **update**. This will “unlock” the description field and allow you to type up to 250 characters describing what you need.

Once you have entered all the items and quantities, and verified that the units of measurement and dollar amount are approximately what you expected, scroll to the bottom of the page and fill in the contact names and email addresses for this order. All fields except “CC Email” are required, even if you intend to print out, sign, and deliver the requisition manually. Once you have filled in these fields, click **process** to finalize your order.

Example of contact name/email fields:

Requested By	<input type="text" value="Bigam, Todd"/>	Req By Email	<input type="text" value="toddb@utdallas.edu"/>
Approved By	<input type="text" value="Jerry Porter"/>	Approve By Email	<input type="text" value="jporter@utdallas.edu"/>
		CC Email	<input type="text" value="gmcdon@utdallas.edu"/>

IMPORTANT: The “CC Email” field should be completed if somebody other than your supervisor or account manager needs to know about the order (for instance, if you’re ordering something to be delivered to a lab). **If ordering liquid nitrogen**, please enter George McDonald’s email address in the “CC Email” field: gmcdon@utdallas.edu. This will insure he gets a copy of the requisition to fill your liquid nitrogen tank.

If a required field is blank or improperly completed, you will receive an error message at this point.

Example of Error message:

Department	<input type="text" value="sample"/>				
Deliver To:	Building <input type="text" value="sample"/>	Room No. <input type="text" value="sampi"/>	Mail Sta. <input type="text" value="sampi"/>	Ext. <input type="text" value="samp"/>	

Error

Request By Must Have At Least 6 Characters.
Approve By Must Have At Least 6 Characters.
Approve By Email Must Have At Least 13 Characters.

If everything has been entered correctly, then the computer will assign a date and requisition number to your order, a printable version of the requisition will appear on your screen, **and** copies will be emailed to all the addresses you provided at the bottom of the form.

To process the order electronically: The person listed in the “Approve By” field forwards their e-mailed copy of the requisition to the Central Stores office at centralstorecsr@utdallas.edu along with a note indicating permission to fill the order and charge the specified account. ***This process replaces the need for a physical signature.*** There is no need to print out and mail or fax a “hard copy”.

To process the order manually: The person completing the requisition prints out the resulting screen, obtains signatures as normal, then either mails the requisition to Central Stores at SB11 or faxes it to x2434.

TIP: Electronic processing allows you to place Central Stores orders even when your supervisor or account manager is not in the office. As long as s/he has access to email, s/he can approve orders!

Once Central Stores receives an approved copy of your order, they will fill it and deliver it as normal. It’s that easy!

Questions about the process should be directed to:
Jerry Porter, Stores Supervisor
phone x2427, fax x2434, mail SB11
jporter@utdallas.edu