

# On-Line Ordering @ SCS

<https://reaction.scs.illinois.edu/>

ILLINOIS LOGIN



**You must log in to continue.**

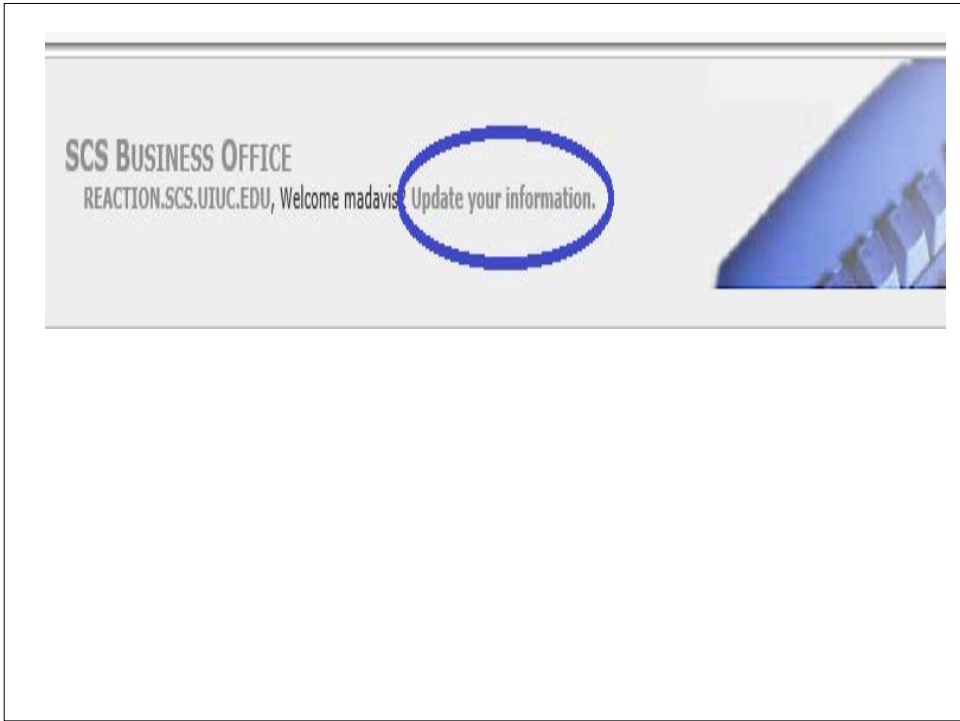
Enter your NetID:

Enter your Active Directory (AD) password:

Login

Forgot your Active Directory password?

To change or reset your Active Directory password, go to the [Password Manager](#).



**UPDATE A USER**

---

**UPDATE USER INFORMATION**

NetID:

Subsidy Description:  ▼

First Name:

Mailing Address:

City, State Zip+4:

Default Delivery Address:  ← **Important! Put actual room here**

Office/Lab Phone Number:


Cell Phone Number:  (Optional)

Email Address:

Created By: asapp  
 Created On: 9/13/05  
 Modified By: madavis2  
 Modified On: 3/12/14

Update

Close Window



**SCS BUSINESS OFFICE**  
 REACTION.SCS.UIUC.EDU, Welcome madavis2 Update your information.

|                         |                |           |
|-------------------------|----------------|-----------|
| + ADMINISTRATIVE        | ADMINISTRATIVE | CORE      |
| + CORE                  | SHOPS          | RECEIVING |
| + USER                  | PHYSICAL PLANT | INVOICES  |
| + FACILITIES            |                |           |
| + <b>PROCUREMENT</b>    |                |           |
| + ORGANIC STOREROOM     |                |           |
| + SHOPS                 |                |           |
| + RECEIVING             |                |           |
| + UPS SHIPPING          |                |           |
| + MILEAGE TRACKING      |                |           |
| + MAILROOM COPY SERVICE |                |           |
| + GASES                 |                |           |
| + PHYSICAL PLANT        |                |           |

**WELCOME TO SCS REACTION SYSTEM**

**PLEASE SELECT A MODULE FROM THE MENU OR LINKS BELOW**

- **ADMINISTRATIVE** - This link is for administrative tasks.
- **CORE** - This link is for cfopa management.
- **USER** - This link is for setting up user and group permissions.
- **FACILITIES** - This link is for uploading service facilities billing information
- **PROCUREMENT** - This link is for submitting online purchase requests.

|                                    |                   |        |
|------------------------------------|-------------------|--------|
| +ADMINISTRATIVE                    | PURCHASE REQUESTS | ORDERS |
| +CORE                              | LOOK UPS          |        |
| + USER                             |                   |        |
| +FACILITIES                        |                   |        |
| - PROCUREMENT                      |                   |        |
| - CREATE PURCHASE REQUEST          |                   |        |
| - BROWSE STOREROOM INVENTORY ITEMS |                   |        |
| - CREATE SPECIALTY GAS REQUEST     |                   |        |

## PROCUREMENT TASKS

---

PLEASE SELECT AN ITEM FROM THE MENU OR LINKS BELOW

- CREATE PURCHASE REQUEST
- BROWSE STOREROOM INVENTORY ITEMS
- CREATE SPECIALTY GAS REQUEST
- CATEGORIES

CREATE A PURCHASE REQUEST To Create a Purchase Request

(\* INDICATES REQUIRED FIELDS)

NetID of Purchaser  \*

Room and Building to ship items to  \*

Purchase Request Category  \*

Inventory / Fabrication Number  (Required if you selected " Equip-works with existing " or "Fabricated Equipment")

Requested Shipping Method  \*

Check this box if you authorize an expedited delivery method to meet your need by date. When checking this box, please indicate in the comments below a preferred need by date.

Vendor  \* One Vendor (indicate name, not FEIN) per purchase request

Group Category

Comments about this purchase request

Check if you need to upload a file (quote, etc.) **Must be in PDF format**

CREATE A PURCHASE REQUEST

(\* INDICATES REQUIRED FIELDS)

NetID of Purchaser  \*

Room and Building to ship items to  \*

Purchase Request Category  \*

Inventory / Fabrication Number  Required if you selected " Equip-works with existing " or "Fabricated

Requested Shipping Method  \*

Vendor  Priorize an expedited delivery method to meet your need by date. When date in the comments below a preferred need by date.

Group Category

Comments about this purchase request

Check if you need to upload a file (quote, etc.) **Must be in PDF format**

**ALL UPLOADED FILES MUST BE IN PDF FORMAT**

Select a file to upload:

Comments:

**YOUR PURCHASE REQUEST NUMBER IS :** [REDACTED]

NetID of Purchaser                    madavis2  
Room and Building to ship items to    366 NOYES LAB  
Requested Shipping Method            GROUND  
Purchase Request Category            All Other  
Vendor's Name                            om  
Comments about this purchase request

[Edit Above Information](#)    [Upload a PDF](#)

| VENDOR ITEM NUMBER   | ITEM DESCRIPTION     | QUANTITY ORDERED     | UNITS | UNIT COST            | TOTAL ITEM COST      | NOTES ABOUT THIS ITEM |
|----------------------|----------------------|----------------------|-------|----------------------|----------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | EACH  | <input type="text"/> | <input type="text"/> | <input type="text"/>  |

**SELECT PAYMENT METHOD FOR THIS PURCHASE REQUEST, PURCHASE REQUEST NUMBER = 148021**

- Pay With One CFOPA
- Split the Cost of Each Item among CFOPAS
- Pay For Each Item in Full with a different CFOPA

Provide 19+ digit CFOPA  
**OR**  
6 digit CFOPA ALIAS (banner index code)

**PAYMENT**

PAY WITH ONE CFOPA, TOTAL COST \$1.00

| CHART                | FUND                 | ORGANIZATION         | PROGRAM              | ACTIVITY             |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**OR**  
CFOPA ALIAS

IF THIS ORDER IS **BELOW** YOUR SPENDING THRESHOLD, THE ORDER WILL BE **LOCKED** AND SUBSEQUENT CHANGES CAN BE MADE BY NOTIFYING [SCS-PROCREIMB@SCS.ILLINOIS.EDU](mailto:SCS-PROCREIMB@SCS.ILLINOIS.EDU)

---

**YOU HAVE SUCCESSFULLY COMPLETED THE PURCHASE REQUEST. THE PURCHASE REQUEST NUMBER IS 148021**

[View Submitted Purchase Request](#)

**OR**

CHOOSE AN ITEM AT THE LEFT TO CONTINUE.

Search for your requests:

[From left menu tree]

## PROCUREMENT - FIND PURCHASE REQUESTS

Purchase Request Number:

[Show my non-completed purchase requests](#)

[Show all my purchase requests](#)

[Show all purchase requests for my group](#)

[Search purchase requests for my group](#)

For additional questions or  
assistance, please contact the  
SCS Business Office

@

[scs-procreimb@scs.illinois.edu](mailto:scs-procreimb@scs.illinois.edu)