On-Line Ordering @ SCS

http://reaction.scs.uiuc.edu/
Welcome

Please select a module from the menu on the left.

SCB Business Office => Questions: sccdbenefits@uiuc.edu

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Update A User

Update User Information

NetID: cmajers

Subsidy Description: Inside Subsidized

First Name: CHRISTINE

Mailing Address:

SCHOOL OF CHEMICAL SCI
UNIVERSITY OF ILLINOIS
ROOM 340, NOYES LAB, UC
800 S. MATHERS
URBANA, IL 61801-3602

City, State Zip+4:

310 NOYES

Default Delivery Address:

Office/Lab Phone Number: 214-1249

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Important! put actual room here
PROCUREMENT MODULE, Welcome cmajers Update your information.

Procurement Tasks
More instructions will come...

- Create Purchase Request

NetID of Purchaser: cmajers
Date items needed by (MM/DD/YYYY): 
Room and Building to ship items to: 
Purchase Request Category: Unsolicited

Inventory Number: 
Requested Shipping Method: GROUND
Enter the vendor: 
Comments about this purchase request: 
Check if you need to upload a file (quote, etc.): 
Submit

SCS Business Office: 
Questions: socbizinfo@sdsu.edu
NetID of Purchaser: [Name]

Date items needed by (MM/DD/YYYY): [Date]

Room and Building to ship items to: [Room and Building]

Purchase Request Category: [Category]

Inventory Number: [Number]

Requested Shipping Method: [Method]

Enter the vendor: [Vendor]

Comments about this purchase request: [Comments]

Check if you need to upload a file (quote, etc.): [Check]

Submit

DOCUMENT MODULE, Welcome cmajers Update your information.

All uploaded files must be in PDF format

Select a file to upload: [Browse]

Comments: [Comments]

Submit

[Back to main menu]
Your Purchase Request Number is: 313

NetID of Purchaser: cmajers
Date items needed by: 12/12/06
Room and Building to ship items to: 340 NOYES
Requested Shipping Method: GROUND
Purchase Request Category: Supplies-Expendable

Vendor's Name
Comments about this purchase request

Add Above Information
Vendor Item Number: [blank]
Description: [blank]
Quantity Ordered: [blank]
Units: EACH
Unit Cost: [blank]
Notes about this item: [blank]

Add This Item To the Purchase Request

Go To Next Step without adding any more items

Welcome cmajers. Update your information.

Select Payment Method for this purchase request, purchase request number = 313
- Pay With One CFOPA
- Split the Cost of Each Item among CFOPAS
- Pay For Each Item in Full with a different CFOPA

Select Payment Type

SCS Business Office: Questions: labxcioffice@uic.edu
Provide 19+ digit CFOPA

OR

6 digit CFOPA ALIAS (banner index code)

Welcome cmajers Update your information.

Pay with one CFOPA, total cost $10.00
Chart Fund Organization Program Activity

OR
Cfopa Alias

Pay with this cfopa and submit this order

If this order is below your spending threshold, the order will be locked and subsequent changes can be made by notifying scbsnofc@scs.uiuc.edu

Welcome cmajers Update your information.

You have successfully completed the purchase request. The purchase request number is 313
Choose an item at the left to continue

SCS Business Office => Questions: scbsnofc@scs.uiuc.edu
Search for your requests:

[From left menu tree]

PROCUREMENT - FIND PURCHASE REQUESTS

Welcome cmajers Update your information.

Purchase Request Number: 

Search

Find my non-completed purchase requests
Show all my purchase requests
Show all purchase requests for my group

Welcome cmajers Update your information.

<table>
<thead>
<tr>
<th>Purchase Request Number</th>
<th>NetID</th>
<th>Need By Date</th>
<th>Date Submitted</th>
<th>Purchase Request Status</th>
<th>Delete this purchase request</th>
</tr>
</thead>
<tbody>
<tr>
<td>313</td>
<td>cmajers</td>
<td>10/1/05</td>
<td></td>
<td>Waiting for approval</td>
<td>Delete</td>
</tr>
</tbody>
</table>

SCB Business Office – Questions: accounts@scb.edu.au
Welcome cmajers Update your information.

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<th>Purchase Request Number</th>
<th>NetID</th>
<th>Need By Date</th>
<th>Date Submitted</th>
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</tr>
</thead>
<tbody>
<tr>
<td>313</td>
<td>cmajers</td>
<td>10/1/05</td>
<td>9/21/05</td>
<td>Ordered - P-card</td>
<td>Delete</td>
</tr>
</tbody>
</table>

SCS Business Office  
Questions: scsinfo@uiuc.edu

Christine Majers  
cmajers@uiuc.edu  
4-1749

Michelle Davis  
madavis2@uiuc.edu  
3-1235