On-Line Ordering @ SCS

https://reaction.scs.uiuc.edu/
# UPDATE A USER

## UPDATE USER INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NetID</td>
<td>madavie2</td>
</tr>
<tr>
<td>Subsidy Description</td>
<td>Inside Subsidized</td>
</tr>
<tr>
<td>First Name</td>
<td>MICHELLE</td>
</tr>
<tr>
<td>Last Name</td>
<td>DAVIS</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>SCHOOL OF CHEMICAL SCIENCES</td>
</tr>
<tr>
<td></td>
<td>UNIVERSITY OF ILLINOIS</td>
</tr>
<tr>
<td></td>
<td>366 NOYES LAB, BOX D-3</td>
</tr>
<tr>
<td></td>
<td>505 S. MATHEWS</td>
</tr>
<tr>
<td>City, State Zip+4:</td>
<td>URBANA, IL 61801-3602</td>
</tr>
<tr>
<td>Default Delivery Address</td>
<td>366 NOYES LAB</td>
</tr>
<tr>
<td>Office/Lab Phone Number</td>
<td>217-300-3376</td>
</tr>
<tr>
<td>Cell Phone Number</td>
<td>[Optional]</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:madavie2@illinois.edu">madavie2@illinois.edu</a></td>
</tr>
</tbody>
</table>

*Important! Put actual room here*
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 field)

NetID of Purchaser
Room and Building to ship items to
Purchase Request Category
Inventory / Fabrication Number
Requested Shipping Method

Vendor
Group Category

Comments about this purchase request

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.

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

Continue to the next step
**CREATE A PURCHASE REQUEST**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NetID of Purchaser</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>Room and Building to</td>
<td>165 NOYES LAB</td>
</tr>
<tr>
<td>ship items to</td>
<td></td>
</tr>
<tr>
<td>Purchase Request</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>[Dropdown: Unselected]</td>
</tr>
<tr>
<td>Inventory / Fabrication Number</td>
<td>[Dropdown: Unselected]</td>
</tr>
<tr>
<td>Requested Shipping Method</td>
<td>[Dropdown: All Other]</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Group Category</td>
<td>[Dropdown: Unselected]</td>
</tr>
<tr>
<td>Comments about this purchase request</td>
<td>[Input Field]</td>
</tr>
</tbody>
</table>

- **Indicate required fields:**
  - [ ] 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:** [Input Field] [Browse...]
- **Comments:** [Input Field]

- **Submit**

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

- **Select a file to upload:** [Input Field] [Browse...]
- **Comments:** [Input Field]

- **Submit**
YOUR PURCHASE REQUEST NUMBER IS: [Redacted]

NetID of Purchaser: madavi2
Room and Building to ship items to: 358 NOYES LAB
Requested Shipping Method: GROUND
Purchase Request Category: All Other
Vendor's Name: [Redacted]
Comments about this purchase request: [Redacted]

Vendor Item Number: 
Item Description: 
Quantity Ordered: EACH
Unit Cost: 
Total Item Cost: 

Add This Item

Proceed to payment

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

Select Payment Type
Provide 19+ digit CFOPA
OR
6 digit CFOPA ALIAS (banner index code)

PAYMENT

PAY WITH ONE CFOPA, TOTAL COST $1.00

<table>
<thead>
<tr>
<th>CHART</th>
<th>FUND</th>
<th>ORGANIZATION</th>
<th>PROGRAM</th>
<th>ACTIVITY</th>
</tr>
</thead>
</table>

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 scif-procurement@illinois.edu

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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: [ ] [Search]

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