On-Line Ordering @ SCS

https://reaction.scs.illinois.edu/
Update a User

Update User Information

NetID: madavis2
Subsidy Description: Inside Subsidized
First Name: MICHELLE DAVIS
Mailing Address: SCHOOL OF CHEMICAL SCIENCES
UNIVERSITY OF ILLINOIS
366 NOYES LAB, BOX D-3
605 S. MATHEWS

City, State Zip+4: URBANA, IL 61801-3002
Default Delivery Address: 366 NOYES LAB
Office/Lab Phone Number: 217-300-3376
Cell Phone Number: [Optional]
Email Address: madavis2@illinois.edu

Important! Put actual room here
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 crops 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.
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

- **Name of Purchaser:**
- **Room and Building to ship items to:**
- **Purchased Request Category:**
- **Inventory/ Fabrication Number:**
- **Requested Shipping Method:**
- **Vendor:**
- **Group Category:**
- **Comments about this purchase request:**
- **Check if you need to upload a file (quote, etc.) Must be in PDF format**

Continue to the next step
YOUR PURCHASE REQUEST NUMBER IS: [black]

NetID of Purchaser: madavie2
Room and Building to ship items to: 306 Noyes lab
Requested Shipping Method: Ground
Purchase Request Category: All Other
Vendor’s Name: om
Comments about this purchase request:

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Edit Above Information       Upload a PDF
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<table>
<thead>
<tr>
<th>VENDOR ITEM NUMBER</th>
<th>ITEM DESCRIPTION</th>
<th>QUANTITY ORDERED</th>
<th>UNITS</th>
<th>UNIT COST</th>
<th>TOTAL ITEM COST</th>
<th>NOTES ABOUT THIS ITEM</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Add This Item

Proceed to Payment

SELECT PAYMENT METHOD FOR THIS PURCHASE REQUEST, PURCHASE REQUEST NUMBER = 140021

- 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 sci-procres@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