

Quick Guide -Interdepartmental Service Request (HokieMart Will Deliver PO)

From the Main Screen of HokieMart:

- Click “Interdepartmental Service Request.”

From the drop-down menu

- Choose the desired VT supplier.

Supplier Info	
Supplier	VT Air Transportation Services
Non-Configurable Fields	VT Air Transportation Services
General Info Instructions	VT Antenna Lab
Form Type	VT Athletics
Catalog No.	VT Biochemistry Other
	VT Biochemistry Service Center
	VT Biological Sciences - VBI Plant Growth Facility
	VT Biological Sciences Posters
	VT Biological Systems Engineering - Vehicle
	VT Biological Systems Engineering - Water

- Complete the ”General Info.”
- Complete the **External Info** portion of the form. If this portion is not completed, the following error messages will appear and user cannot progress to the cart.

External Info	
External Info Instructions	Include additional instructions under External Notes below.
Service Required by:	<input type="text"/> mm/dd/yyyy ⊗ Value required
Department:	<input type="text"/> ⊗ Value required
Building / Room:	<input type="text"/> ⊗ Value required
Contact Name:	<input type="text"/> ⊗ Value required
Contact Phone:	<input type="text"/> ⊗ Value required

External Info	
External Info Instructions	Include additional instructions under External Notes below.
Service Required by:	11/12/2008 mm/dd/yyyy
Department:	Purchasing
Building / Room:	270 Southgate Cntr
Contact Name:	Sherry Crunkilton
Contact Phone:	231-3988
External Notes (1000 char)	Centralized Mailing: Send the brochures using bulk mail rate. Please notify the department when all brochures have been mailed. 871 characters remaining expand clear
External Attachments	add attachment...

- Click “add attachment.”

Browse and attach any document(s) that need to be sent with the ISR. These attachments must be done as **External Attachments**.

- Close the attachment box. The attachment name will appear in the box.

The attachment(s) must be done as EXTERNAL ATTACHMENT(S). Total attachment(s) cannot exceed 5MB and must have a file extension (i.e., Guide.doc., Supplies, pdf.).

From the Available Actions drop-down menu,

- Click “Add and go to Cart.”
- Click “Go.”

User will now be in the **Cart – Draft Requisition.**



- Complete the PR using instructions: –
 - Edit the Cart
 - Review the Cart
 - Submit the PR
- Follow the instructions for Requisition and Purchase Order Follow-up.