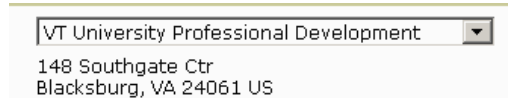


Quick Guide – University Professional Development (04-01-09) HokieMart Will Deliver PO

Use the Interdepartmental Service Request form to order services from University Professional Development (UPD).

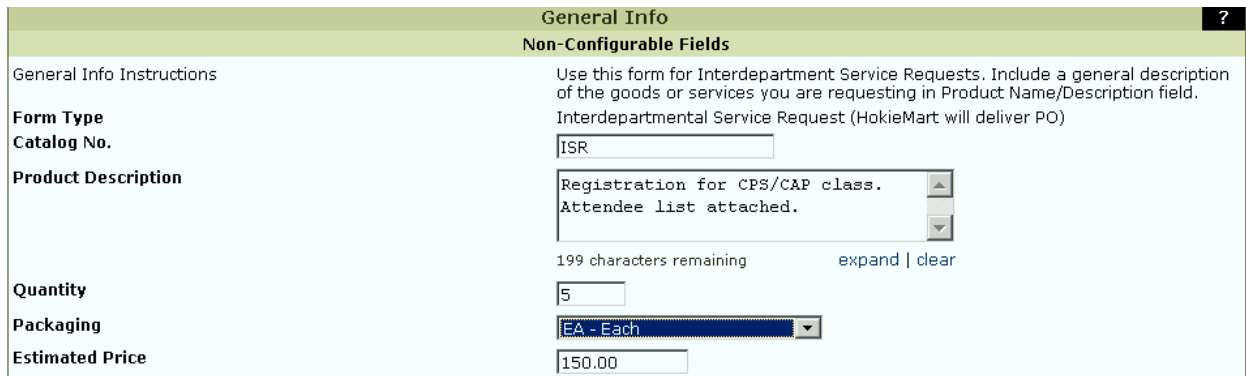
From the Main Screen of HokieMart under the Forms tab
<Click **Interdepartmental Service Request**.

From the Supplier drop-down menu, choose **VT University Professional Development**.



VT University Professional Development
148 Southgate Ctr
Blacksburg, VA 24061 US

Complete the **General Info** portion of the form. The “Product Description” can provide the detail specifications or an attachment can be referenced.



General Info	
Non-Configurable Fields	
General Info Instructions	Use this form for Interdepartment Service Requests. Include a general description of the goods or services you are requesting in Product Name/Description field.
Form Type	Interdepartmental Service Request (HokieMart will deliver PO)
Catalog No.	<input type="text" value="ISR"/>
Product Description	<input type="text" value="Registration for CPS/CAP class. Attendee list attached."/> 199 characters remaining expand clear
Quantity	<input type="text" value="5"/>
Packaging	<input type="text" value="EA - Each"/>
Estimated Price	<input type="text" value="150.00"/>

Complete the **External Info** portion of the form (as shown above). Attach any documents that need to be sent with the ISR to UPD. These External Attachments may be added by saving them to the desktop and attaching in the same manner as an email attachment.
Close the attachment box.

From the Available Actions drop-down menu,
<Select **Add and go to Cart**.

<Click **Go**. User will now be in the **Cart – Draft Requisition**. User may edit the cart at this time (see Requestor Guide).

Process the PR as usual. The PR and PO follow-up should be performed to ensure that the PR becomes a PO and is sent to the vendor (see Quick Guide – Follow-up on PRs and POs).

Click Review in the upper right-hand flow chart.



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

Review the Supplier/Line Item Details.

In the highlighted box, an account code is requested (unless auto default).

Under the Funding level,

<Click **edit**

Enter the funding code and account code.

<Click **recalculate/validate**.

<Click **Save**.

When Draft Requisition is complete,

<Click **Submit PR** in the upper right-hand flow chart



After the approvals workflow has been completed and the PR has become a PO (P8XXXXXX), the PO will be electronically delivered to University Leadership Development.

Contact the HokieMart Help Desk at hokiemart@vt.edu or the HokieMart Help Line at 231-2020 if you need assistance with this form.