

# How to Make an ISR

VT Chemistry Glass Shop  
VT Chemistry Instrument Maintenance Shop  
VT Chemistry Mass Spec Lab  
VT Chemistry NMR Lab  
VT Chemistry Research Stockroom  
VT Chemistry Surface Analysis Lab  
VT Chemistry X-ray Lab

These instructions were prepared by Sanghamitra Sen, Paul Deck, and Herve Marand in November 2010. Questions should be directed to Prof. Marand. Last modified by Donald Neel, April 2012.

# Log On to HokieMart

The screenshot shows a Mozilla Firefox browser window titled "Virginia Tech Central Authentication Service - Mozilla Firefox". The address bar displays the URL: <https://auth.vt.edu/login?service=https://solutions.sciquest.com/apps/Router/ExternalAuth/Net>. The browser's toolbar includes standard navigation buttons and a search bar with "Google" as the search engine. The page content features the Virginia Tech logo and the text "Central Authentication Service". Below this, there are links for "What is my username?", "Forgot your password?", and "Other questions?". A link for "Switch to high security PDC login" is also present. The main login area is titled "Username Login" and contains the instruction "Enter your username and password." It includes input fields for "Username:" and "Password:", a checkbox for "Warn before logging into other sites.", and "Login" and "Clear" buttons. To the right, there is a "Terms of Use" section with links for "Acceptable Use Policy" and "Privacy Policy", and an "About CAS" section explaining that CAS is a single sign-on service and providing a link to the "VT CAS Wiki". A "Security Notice" at the bottom states: "For security reasons, please **close** your web browser when you have finished accessing services that require authentication." The footer of the page reads "© 2008 Virginia Polytechnic Institute and State University".

Virginia Tech Central Authentication Service

What is my username?    Forgot your password?    Other questions?

[Switch to high security PDC login](#)

Username Login

Enter your username and password.

**Username:**

**Password:**

Warn before logging into other sites.

**Terms of Use**

- [Acceptable Use Policy](#)
- [Privacy Policy](#)

**About CAS**

CAS is a [single sign-on](#) service that provides access to many secure Virginia Tech Web sites and external sites that use [Shibboleth](#).

The [VT CAS Wiki](#) provides policy and technical information for integrating VT applications with CAS.

**Security Notice**

For security reasons, please **close** your web browser when you have finished accessing services that require authentication.

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# Select "Forms" from Menu Bar

Home/Shop - Mozilla Firefox

File Edit View History Bookmarks Tools Help

sciquest.com https://solutions.sciquest.com/apps/Router/Home?tmstmp=1289312039201&tmstmp=1

Home/Shop

Paul Deck profile | logout

Select Draft Cart or Add Item to Cart

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >> | AAA

shop | settlement

Shop Everything Go advanced search

Go to: favorites | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

The HokieMart will be down from 6am on Saturday (11/13/10) until 3pm on Sunday (11/14/10) due to a Banner upgrade. We apologize for any inconvenience.

Airgas customers. We have been notified of a pending price increase for Helium gas. The price increase will be 14% for all products effective for orders received on or after November 15th.

**Action Items**

- My Orders
- Requisitions
  - Recently Completed (1)
- Purchase Orders
  - Recently Completed (1)
- + View Approvals

**Hosted Catalog Suppliers**

 Contract Supplier	 Contract Supplier	 Contract Supplier	 Price Agreement	 Price Agreement	 Price Agreement
 Contract Supplier	 Price Agreement	 Contract Supplier	 Price Agreement		
 Price Agreement	 Price Agreement				

**University Forms** browse all

Direct Pay (HokieMart will not deliver PO)	Interdepartmental Printing Request (HokieMart will...)	Interdepartmental Service Request (HokieMart will ...)
Reimbursement Request	Travel Agency Authorization	

Done

# Select “Organization Forms”

The screenshot shows a Mozilla Firefox browser window displaying the 'Forms' page on sciquest.com. The browser's address bar shows the URL: <https://solutions.sciquest.com/apps/Router/FavoritesFormsBrowse?tmstmp=1289312039>. The page header includes the 'HOKIE MART' logo, a user profile for 'Paul Deck' with a 'logout' link, and a 'Select Draft Cart or' button. A search bar is present with the text 'Search for Catalog No. (SKU)'. The navigation menu includes 'home/shop', 'favorites', 'forms' (which is highlighted), 'carts', 'approvals', 'history', and 'settlement'. The main content area is titled 'Non-Catalog Item' and contains a list of folders: 'Personal' (with a sub-item 'No personal folder available...') and 'Shared' (with a sub-item 'Organization Forms'). A blue callout box on the right side of the page contains the text: 'Get started by selecting a folder on the left to browse forms. This section provides easy access to the purchase or request forms used by your organization.' The browser's status bar at the bottom shows 'Done'.

# “Interdepartmental Service Request”

The screenshot shows a Mozilla Firefox browser window displaying the HokieMart 'Forms' page. The URL is <https://solutions.sciquest.com/apps/Router/FavoritesFormsBrowse?tmstmp=1289312039>. The page features a navigation menu with options like 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', and 'settlement'. A search bar is present with the text 'Search for Catalog No. (SKU)'. The main content area is titled 'Organization Forms' and shows a list of products. The left sidebar contains a tree view with 'Personal' and 'Shared' categories, where 'Organization Forms' is selected under 'Shared'. The product list includes:

Product Name	Price	Unit	Action
Direct Pay (HokieMart will not deliver PO)	0.00 USD	EA	View Form
Interdepartmental Printing Request (HokieMart will deliver PO) from VT Digital Print Center I	0.00 USD	EA	View Form
Interdepartmental Service Request (HokieMart will deliver PO)	0.00 USD	1/EA	View Form
Reimbursement Request (HokieMart will not deliver PO)	0.00 USD	EA	View Form

# Choose Service from "Supplier"

Interdepartmental Service Request (HokieMart will deliver PO)

Available Actions: Add and go to Cart

Go

Close



Supplier Info	
<b>Supplier</b>	<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none"><li>VT Bursar AR Payments</li><li>VT CALS Vehicles</li><li>VT Center for Power Electronics Systems (CPES)</li><li>VT Center for Survey Research</li><li>VT Centralized Mail</li><li style="background-color: #e0e0e0;">VT Chemistry Glass Shop</li><li>VT Chemistry Instrument Maintenance Shop</li><li>VT Chemistry Mass Spec Lab</li><li>VT Chemistry NMR Lab</li><li>VT Chemistry Research Stockroom</li><li>VT Chemistry Surface Analysis Lab</li><li>VT Chemistry X-ray Lab</li><li>VT College of Natural Resources Growth Chambers</li><li>VT Community Design Assistance Center</li><li>VT Conservation Management Institute Vehicle</li><li>VT Controller's Office CPEAAA</li><li>VT CPE Conference Costs</li><li>VT CPE Registrations</li><li>VT CPES Packaging Lab</li><li>VT Cranwell Center</li></ul></div>
<b>Non-Configurable Fields</b>	
General Info Instructions	
<b>Form Type</b>	
<b>Catalog No.</b>	
<b>Product Description</b>	
<b>Quantity</b>	
<b>Packaging (UOM)</b>	
<b>Estimated Price</b>	
<b>External Info</b>	
External Info Instructions	Include additional instructions under External Notes below.
<b>Service Required by:</b>	<input type="text"/> mm/dd/yyyy
<b>Department:</b>	<input type="text"/>
<b>Building / Room:</b>	<input type="text"/>
<b>Contact Name:</b>	<input type="text"/>
<b>Contact Phone:</b>	<input type="text"/>
External Notes (1000 char)	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p>1000 characters remaining <span style="float: right;">expand   clear</span></p>
External Attachments	<a href="#">add attachment...</a>

Total

0.00



# Add Details to “Product Description”

Interdepartmental Service Request (HokieMart will deliver PO) - Mozilla Firefox

sciqest.com https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=258195&tmstmp=1289312301924

1006 Hahn Hall  
Blacksburg, VA 24061 US  
Supplier Phone +1 (540) 231-6111

### 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.**

**Product Description**   
147 characters remaining [expand](#) | [clear](#)

**Quantity**

**Packaging**

**Estimated Price**

### External Info

External Info Instructions Include additional instructions under External Notes below.

**Service Required by**

Done

# Enter Maximum Cost Allocated in “Estimated Price”

Interdepartmental Service Request (HokieMart will deliver PO) - Mozilla Firefox  
scquest.com https://solutions.scquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=258195&tmstmp=1289312301924

Repairs and custom construction  
Paul Deck Research Group (CHEM)  
Month of December 2010  
147 characters remaining expand | clear

**Quantity**

**Packaging**

**Estimated Price**

**External Info** ?

External Info Instructions Include additional instructions under External Notes below.

**Service Required by:**   
mm/dd/yyyy

**Department:**

**Building / Room:**

**Contact Name:**

**Contact Phone:**

External Notes (1000 char)

Done



# Enter External Info

Interdepartmental Service Request (HokieMart will deliver PO) - Mozilla Firefox  
sciquest.com https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=258195&tmstmp=1289312301924


147 characters remaining [expand](#) | [clear](#)

<b>Quantity</b>	<input type="text" value="1"/>
<b>Packaging</b>	<input type="text" value="EA - Each"/>
<b>Estimated Price</b>	<input type="text" value="200.00"/>

---

### External Info ?

External Info Instructions      Include additional instructions under External Notes below.

**Service Required by:**         
mm/dd/yyyy

**Department:**     

**Building / Room:**     

**Contact Name:**     

**Contact Phone:**     

External Notes (1000 char)

Done

# Add and Go to Cart

Interdepartmental Service Request (HokieMart will deliver PO) - Mozilla Firefox  
scquest.com https://solutions.scquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=258195&tmstmp=1289312301924

**mental  
uest  
will**

Available Actions (Click **here** for details):

**Supplier Info** ?

**Address**  
Order Address 1: (preferred)  
1006 Hahn Hall  
Blacksburg, VA 24061 US  
+1 (540) 231-6111

**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.  
Interdepartmental Service Request (HokieMart will  
deliver PO)

**Description**  
Chemistry Glass Shop  
Repairs and custom construction  
Paul Deck Research Group (CHEM)  
Month of December 2010  
147 characters remaining [expand](#) | [clear](#)

Done

# Check Over Cart and "Proceed"

Cart - Draft Requisition - Mozilla Firefox

File Edit View History Bookmarks Tools Help

sciqwest.com https://solutions.sciquest.com/apps/Router/ReqConfigurableCart?ReqId=19114245&ReqI

C6F5 Scholar VT HokieSpa LIB Amazon HM ISI FACES DEPART ARIS WEAVE WEBMAIL RSS Feeds ACS Pubs Appts

Cart - Draft Requisition

HOKIE MART Paul Deck profile | logout 2010-11-09 pdeck 01 | 1 item(s), 200.00 USD

Cart - Draft Requisition Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >> AA

active cart | draft carts | favorites | my requisitions

Continue Shopping

1 Item(s) for a total of 200.00 USD

Proceed to Checkout

Add Non-Catalog Item Save

Cart Name 2010-11-09 pdeck 01 Internal Note add note... Note to all Suppliers add note...

Priority Normal Send to Supplier? HokieMart Will Deliver

Leave date blank unless next fiscal year order (then enter 07/01/2011) mm/dd/yyyy Select from profile values... Select from all values...

Notify AP-Prepayment  Prepared for Paul Deck Select a different user...

Supplier / Line Item Details

Show line details For selected line items Add To Favorites Go

VT Chemistry Glass Shop more info... Contract no value

Order Address 1 1006 Hahn Hall, Blacksburg, VA 24061 US PO Number To Be Assigned

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Chemistry Glass Shop Repairs and custom construction Paul Deck Research Group (CHEM) Month of December 2010 more info...	ISR	EA	200.00	1 EA	200.00 USD
<b>Supplier subtotal</b>					<b>200.00 USD</b>

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

<b>Subtotal</b>	<b>200.00</b>
<b>Total</b>	<b>200.00 USD</b>

Save

Done

# Edit Budget Info – General

Summary - Draft Requisition - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=19114245&NavLevel1=Nav\_Orders&t

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Summary - Draft Requisition

Summary - Draft Requisition Search for Catalog No. (SKU) Go

home/shop favorites forms carts approvals history settlement more >> AAA

active cart draft carts favorites my requisitions

General
  Shipping
  Billing
  Funding
  Internal Notes and Attachments
  External Notes and Attachments
  Final Review

**All done! The required information has been completed and this request is ready to be submitted.**

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

**⚠ You need to be aware of the following issue(s), but it will not prevent you from submitting your request.**

- Warning: Verify delivery method in "Send to Supplier?" field

Requisition Approvals Comments Attachments History

Summary Shipping Billing Funding Supplier Info

Hide header Hide value descriptions

General	Shipping	Billing
Cart Name 2010-11-09 pdeck 01 <input type="button" value="edit"/> Priority Normal Leave date blank unless next fiscal year order (then enter 07/01/2011) Prepared by Paul Deck Prepared for Paul Deck Work Order Number N/A N/A	<b>Ship To</b> <input type="button" value="edit"/> Contact Name Paul Deck Phone +1 (540) 231-3493 Email pdeck@vt.edu Chemistry 24 Hahn Hall Blacksburg, VA 24061 United States  <b>Delivery Options</b> <input type="button" value="edit"/> Ship Via Best Carrier-Best Way Send to HokieMart Will	<b>Bill To</b> <input type="button" value="edit"/> Accounts Payable 201 Southgate Center Mail Code 0312 Blacksburg, VA 24061 United States  View/edit by line item...

Done



# General Information

Summary - Draft Requisition - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=19114245&NavLevel1=Nav\_Orders&f

C6F5 Scholar VT HokieSpa LIB Amazon HM ISI FACES DEPART ARIS WEAVE WEBMAIL RSS Feeds ACS Pubs Appts

Summary - Draft Requisition

Summary - Draft Requisition Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

active cart | draft carts | favorites | my requisitions

General Shipping Billing Funding Internal Notes and Attachments External Notes and Attachments Final Review Submit PR

Return to shopping cart Continue Shopping

All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page. You need to be aware of the following issue(s), but it will not prevent you from submitting your request.

General

Cart Name 2010-11-09 pdeck 01

Priority Normal

Leave date blank unless next fiscal year order (then enter 07/01/2011)

Prepared by Paul Deck

Prepared for Paul Deck

Work Order Number N/A

Save Cancel

Supplier Info

Shipping

Ship To Contact Name Paul Deck Phone +1 (540) 231-3493 Email pdeck@vt.edu Chemistry 24 Hahn Hall Blacksburg, VA 24061 United States

Billing

Bill To Accounts Payable 201 Southgate Center Mail Code 0312 Blacksburg, VA 24061 United States

Delivery Options

Ship Via Best Carrier-Best Way

Done

# Shipping Information

The screenshot shows a web browser window titled "Summary - Draft Requisition - Mozilla Firefox". The address bar shows the URL: <https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=19114245&NavLevel1=>. The browser's toolbar includes "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help". The page content shows a "Summary - Draft Requisition" page with tabs for "Comments", "Attachments", and "History". A modal form titled "Ship To" is open, containing the following fields:

Ship To	
Shipping address	select from profile values from org addresses
<b>Contact Name</b>	Paul Deck
Phone	+1 (540) 231-3493
Email	pdeck@vt.edu
<b>Address Line 1</b>	Chemistry
<b>Address Line 2</b>	24 Hahn Hall
<b>City</b>	Blacksburg
<b>State</b>	VA
<b>Zip Code</b>	24061
<b>Country</b>	United States
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The background page shows a "Ship To" section with an "edit" button and the following information:

**Ship To**  
Contact Name Paul  
Phone +1 (540) 231-3493  
Email pdeck@vt.edu  
Chemistry  
24 Hahn Hall  
Blacksburg, VA 24061  
United States

**Delivery Options**  
Ship Via  
Send to Supplier?

Enter your name,  
phone number  
email address.

Some users such as  
faculty members  
may have a "profile"  
that can be selected  
from the drop-down  
menu at the top, that  
will fill in all of the  
values.

Then save.



# Billing Information

The screenshot shows a web browser window titled "Summary - Draft Requisition - Mozilla Firefox". The address bar shows the URL "https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=19114245&NavLevel1=". The browser's toolbar includes various icons and a search bar. The main content area displays a "Summary - Draft Requisition" page. A modal window titled "Bill To" is open, showing the following information:

Bill To	
Billing address	select from profile values from org addresses
<b>Address Details</b>	
<b>Contact Line 1</b>	Accounts Payable
<b>Address Line 1</b>	201 Southgate Center
<b>Address Line 2</b>	Mail Code 0312
<b>City</b>	Blacksburg
<b>State</b>	VA
<b>Zip Code</b>	24061
<b>Country</b>	United States

At the bottom of the modal window, there are "Save" and "Cancel" buttons. In the background, the "Billing" section of the requisition is visible, showing the same address information: "Accounts Payable", "201 Southgate Center", "Mail Code 0312", "Blacksburg, VA 24061", and "United States".

Make sure it says  
accounts payable.

This should come up  
automatically.

Save.

# Edit Funding Information

Summary - Draft Requisition - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=19114245&NavLevel=Nav\_Orders&t

C6F5 Scholar VT HokieSpa LIB Amazon HM ISI FACES DEPART ARIS WEAVE WEBMAIL RSS Feeds ACS Pubs Appts

Summary - Draft Requisition

Number	N/A	Send to Supplier?	HokieMart Will Deliver HokieMart will distribute the PO to supplier	
		Notify AP-Prepayment		
<a href="#">View/edit by line item...</a>				

Funding						<a href="#">edit</a>
Chart	Fund	OrgWF1	Account	Location	Activity	
U University Chart	455431 Highly flourinated diels-alder poly	004200 Chemistry	13411 Chemicals	104939 24 T Marshall Hahn Jr Hall	no value	

[View/edit by line item...](#)

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no note	Note to all Suppliers	no note
Internal attachments	add attachment...	Attachments for all suppliers	add attachment...

Supplier / Line Item Details	
Hide line details	For selected line items <a href="#">Add To Favorites</a> <a href="#">Go</a>
<b>VT Chemistry Glass Shop</b> <a href="#">more info...</a>	Contract no value
Order Address 1 1006 Hahn Hall, Blacksburg, VA 24061 US	PO Number To Be Assigned

[View/edit by line item...](#)

Done

# Funding Information

Summary - Draft Requisition - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=19114245&NavLevel1=Nav\_Orders&f

C6F5 Scholar VT HokieSpa LIB Amazon HM ISI FACES DEPART ARIS WEAVE WEBMAIL RSS Feeds ACS Pubs Apts

Summary - Draft Requisition

Notify AP-Prepayment x

View/edit by line item...

**Funding** ?

Chart	Fund	OrgWF1	Account	Location	Activity
U Select from profile values... Select from all values... Clear selected value...	455431 Select from profile values... Select from all values...	004200 Select from all values... Clear selected value...	13411 Select from profile values... Select from all values...	104939 Select from profile values... Select from all values...	Select from all values...

recalculate / validate

**Save** **Cancel**

add attachment... add attachment...

**Supplier / Line Item Details** ?

Hide line details For selected line items Add To Favorites **Go**

**VT Chemistry Glass Shop** more info...  
Order Address 1  
1006 Hahn Hall, Blacksburg, VA 24061 US

Contract no value  
PO Number To Be Assigned  
View/edit by line item...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Chemistry Glass Shop Repairs and custom construction Paul Deck Research Group (CHEM) Month of December 2010	ISR	EA	200.00	1 EA	200.00 USD

edit

Done

# Submit PR

## And Write down Requisition Number

Submitted - Requisition 19114245 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

sciquest.com https://solutions.sciquest.com/apps/Router/ReqSubmitConfirmation?ReqId=19114245&t

C6F5 Scholar VT HokieSpa LIB Amazon HM ISI FACES DEPART ARIS WEAVE WEBMAIL RSS Feeds ACS Pubs Appts

Submitted - Requisition 19114245

HOKIE MART Paul Deck profile | logout Select Draft Cart or Add Item to Cart

Submitted - Requisition 19114245 Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >> | AAA

active cart | draft carts | favorites | my requisitions | ?

### Requisition Information

**Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the Approvals Tab.**

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	19114245 <a href="#">view</a>
Requisition status	Pending
Cart name	2010-11-09 pdeck 01
Requisition date	11/9/2010
Requisition total	200.00 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

Done