

**Item Description:** Always begin with a noun for the item, followed by the Make, Model, Color, Size, Part Number, and any other details that describe exactly what you are ordering. Include number of titles or items in a set/kit. Be as specific as you can.

**Price:** Enter the price per unit without tax or shipping.

**Quantity:** Enter the number of units you want of the item. Example: If the item comes packaged in pairs, and you want 4 items, then enter 2, for 2 pairs.

**Category:** Enter the correct Category for this item. If you aren't sure, look it up. Refer to the Job Aid entitled "How to Find Categories for Special Request Items".

### Special Requests ?

Enter information about the non-catalog item you would like to order.

#### Item Details

\*Item Description

\*Price

\*Quantity

\*Category

\*Currency

\*Unit of Measure

Due Date

#### Supplier

\*Supplier ID

Supplier Name

[Suggest New Supplier](#)

#### Additional Information

Send to Supplier     Show as Receipt     Show as Voucher

#### Request New Item

Request New Item    An email notification will be sent to a buyer regarding this new item request

**Unit of Measure:** Choose appropriate unit. Most common one is EA for Each (individually packaged items).

**Due Date:** For Goods, the date you want delivery. For Services, enter the date the service will be completed by.

**Vendor:** Choose the vendor you want, or else suggest a new vendor. Without a vendor stated here, our Buyers won't know who to order from.

**Additional Information:** Always enter your Name, Phone Number, and Site where you work. Then, enter details about the order that justifies the purchase, and, when necessary, provide any notes you want the Buyer to see. DO NOT include description or Part Number here.