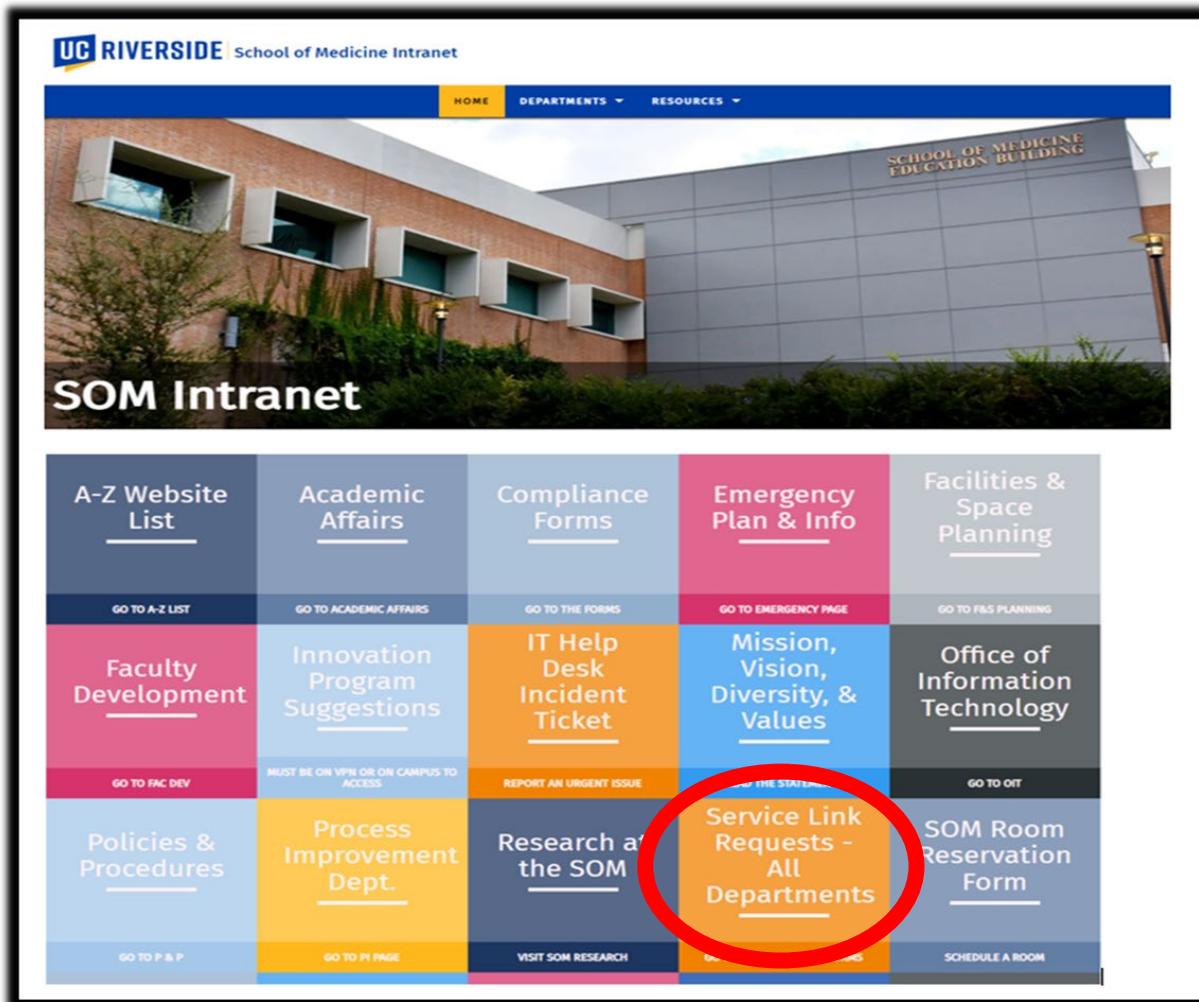


SOM Business Operations Procurement Commodity Request Form Process

Purpose: The purpose of this document is to outline the process for entering a Procurement Commodity request using the ServiceLink form. This process applies to but is not limited to requests such as supply orders, memberships/subscriptions or any tangible items, this form is not to be used for professional services. Professional Services are requested via the Procurement Service Request Form.

Entering a request

1. On the SOM Intranet Homepage <https://medschoolintranet.ucr.edu/> select “ServiceLink Requests- All Departments”



2. In the Categories list, select “Business Operations.” In the Service Catalog section select “Procurement Commodity Request.”

The screenshot shows the UC Riverside Service Catalog interface. On the left is a 'Categories' sidebar with the following items and counts: Human Resources (5), Business Operations (7), Facilities (2), Faculty Development (1), OIT Security (4), OIT Services (14), and Sponsored Research and Prog... (1). The 'Business Operations' category is highlighted with a red box. The main content area is titled 'Service Catalog' and has a sub-header 'Business Operations'. Below this, there are several service cards, each with a 'View Details' button. The 'Procurement Commodity Request' card is highlighted with a red box. Other visible cards include 'Entertainment Preapproval Form', 'Fund Transfer Requests / Fund Swap Requests', 'Generic Request for SOM Business Operations', 'Procurement Service Request', 'Reimbursement Request', and 'Travel Request Form'.

3. Complete the form.
 - a. The requestor details will auto populate.
 - b. Enter all missing information in text boxes and drop-down lists (i.e. date needed by, full description of business purpose, complete delivery address, any additional details, etc.).

Procurement Commodity Request

User Information

<p>Requestor </p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Hailey Vernon"/>	<p>Email</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="hailey.vernon@ucr.edu"/>
<p>Phone</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="(951) 827-7790"/>	<p>Department</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="SOM Finance & Administration"/>
<p>Role</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Procurement Analyst"/>	
<p>Today's Date</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="02/08/23"/>	<p>* Date needed by</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>

* Purpose of your order

* Delivery address

Do you have multiple vendors?

Do you have a quote, contract or agreement?

Description

* Total dollar amount requested

Is your order over 100,000?

* Name of FAO/Budget Owner

Does this order require two FAO approvals?

Does this require SRP approval?

- c. Enter the full FAU.
- d. If any request requires someone to be notified, instructions for adding names to the watchlist is detailed in the next section of this user guide.
- e. **State in the comment box if this request is for one PO or multiple PO's.**
- f. Add any applicable attachments for your request (i.e. quotes or FAU approvals).
- g. Once complete, select submit.

FAU Code

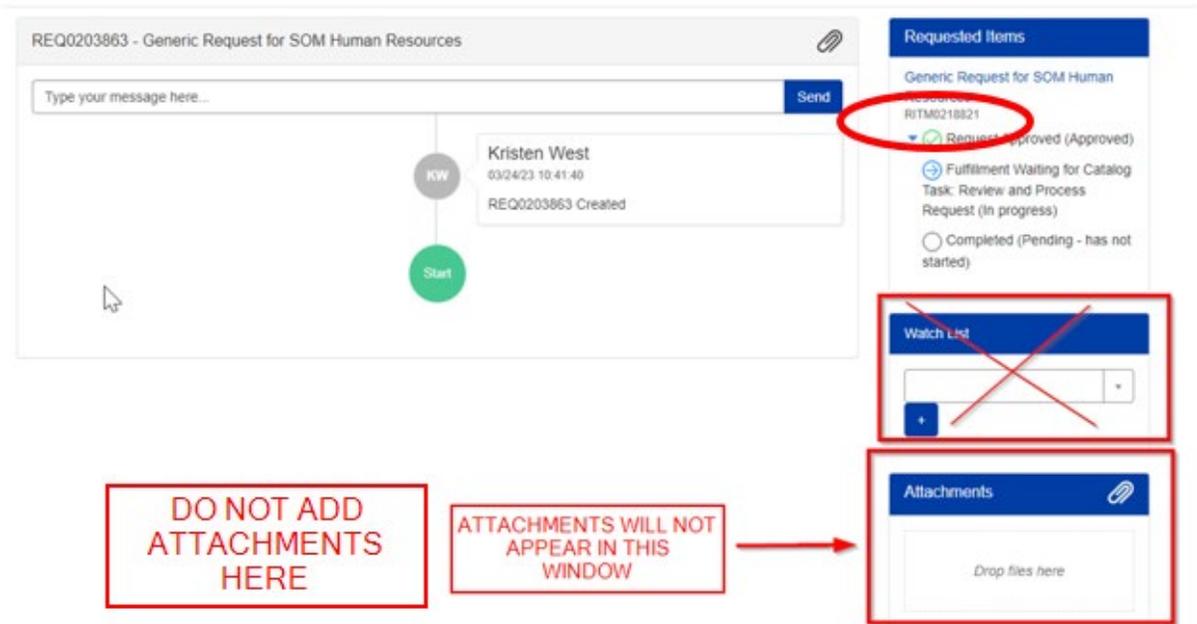
Actions	Account	Activity	Fund	Function	Cost Center	Project Code	Percent	FAU Code Valid
No data to display								

Additional Comments

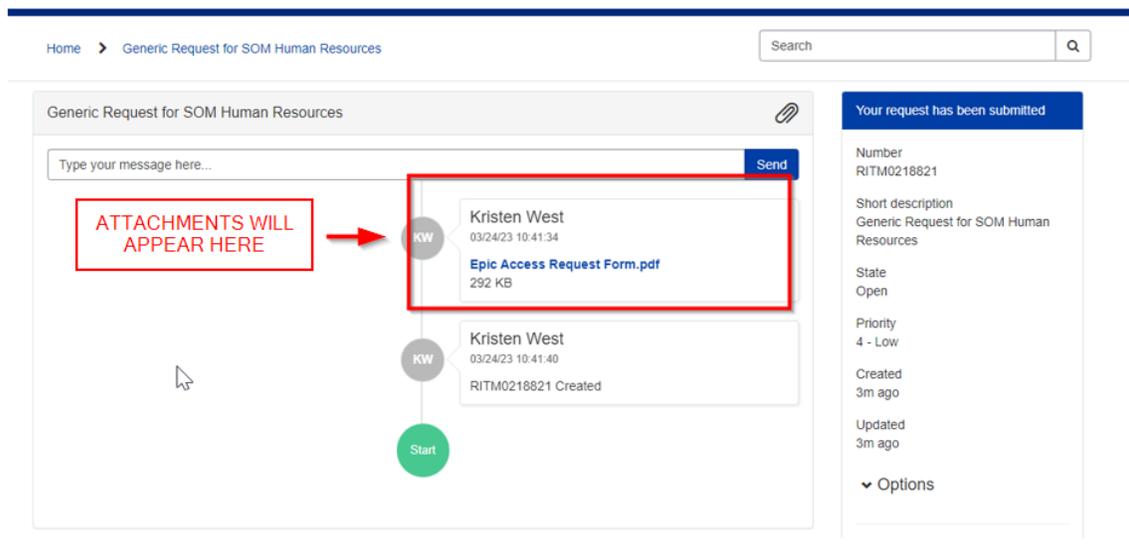
Required information Date needed by Purpose of your order Delivery address Name of FAO/Budget Owner

Add attachments

- After submission the following screen will provide you with the RITM number that was created for the Business Operations Team to review. Note: Do not add someone to the watchlist from this screen. Also, your attachments may not appear from this screen. Click on the RITM number (circled in red below) and this will take you to a new screen.



- After clicking on the RITM number, the screen pictured below will appear. In this screen the attachments should appear, and additional staff may be added to the watchlist by scrolling down.

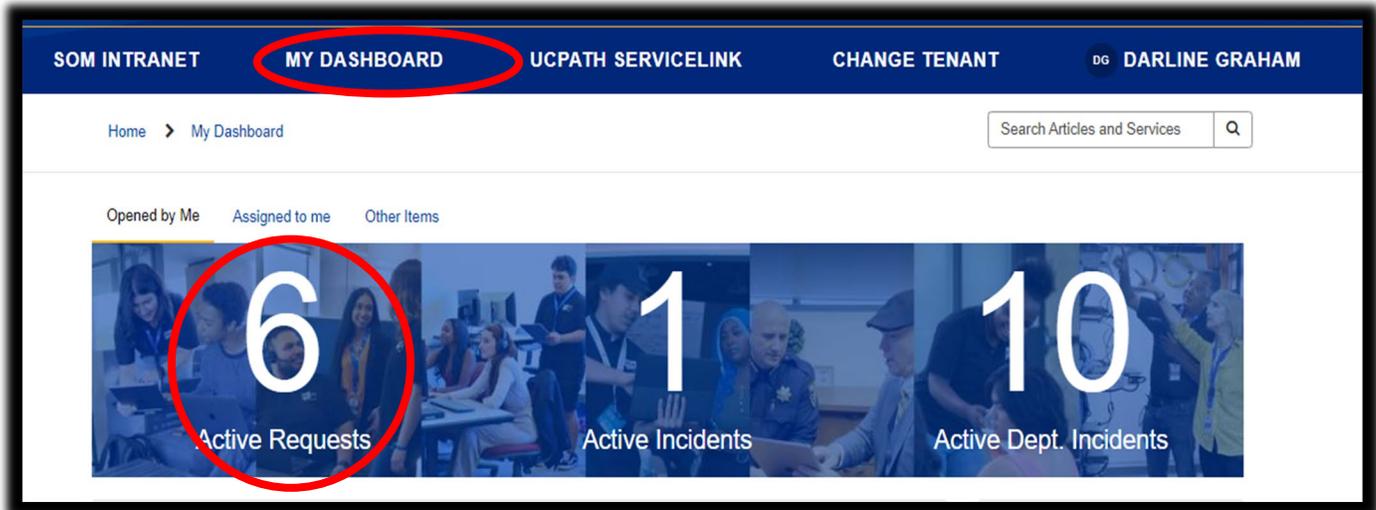


6. Add to the watchlist by typing first name, last name, and plus sign. Any attachments that were previously added will appear in this window. New attachments can be added by clicking on the paper clip on this page.

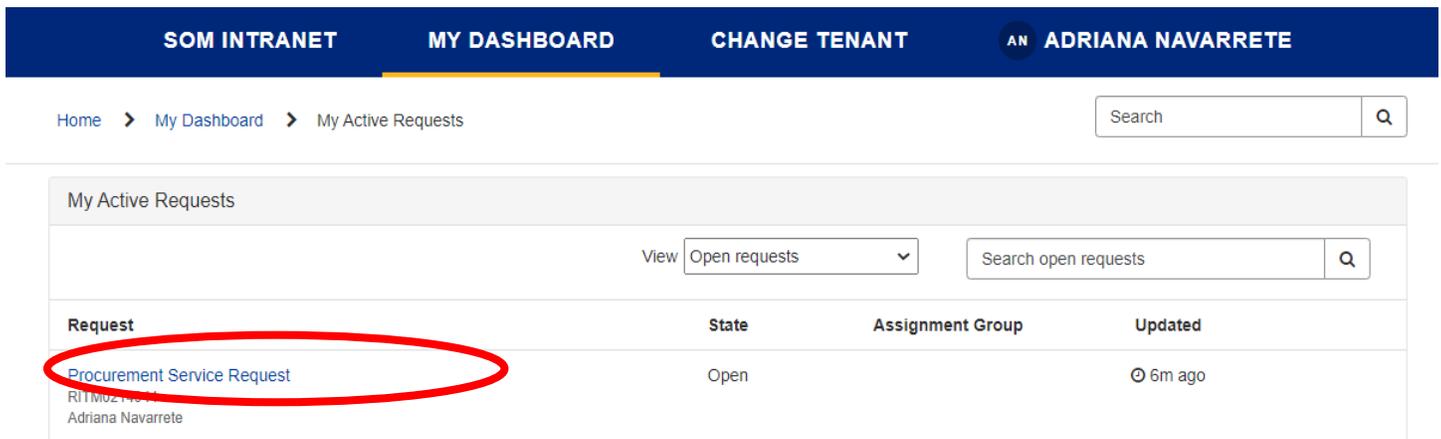
The screenshot displays a ticket management interface. At the top, a white box contains the following text: "Role: Business Operations and HR Project/Polc" and "Description: TEST WATCHLIST". Below this, a grey box states "Tickets are picked up within 4 hours (M-F 9-5)". A red arrow points to a blue "Watch List" header. Underneath is a search input field with a dropdown arrow and a blue "+" button. Below that is an "Attachments" header with a paperclip icon. A red arrow points to a file attachment card for "Epic Access Request Form.pdf (291.7 KB)", which includes edit and delete icons and a "4m ago" timestamp.

Viewing a Request

1. In the main ServiceLink portal go to “My Dashboard,” select “Active Requests.”



2. All active requests will be displayed. Click on the request.



3. After clicking on the request, the status updates and comments will be displayed.

SOM INTRANET MY DASHBOARD CHANGE TENANT AN ADRIANA NAVARRETE

Home > My Request - RITM0214044

Number: RITM0214044 Created: 9m ago Updated: just now State: Open

Procurement Service Request

Item: Procurement Service... Requested for: AN Adriana Navarrete

Stage: Fulfillment

Activity Attachments Additional Details

Type your message here... Post 

AN Status updates from BO Team just now Additional comments

AN RITM0214044 Created 9m ago

Start