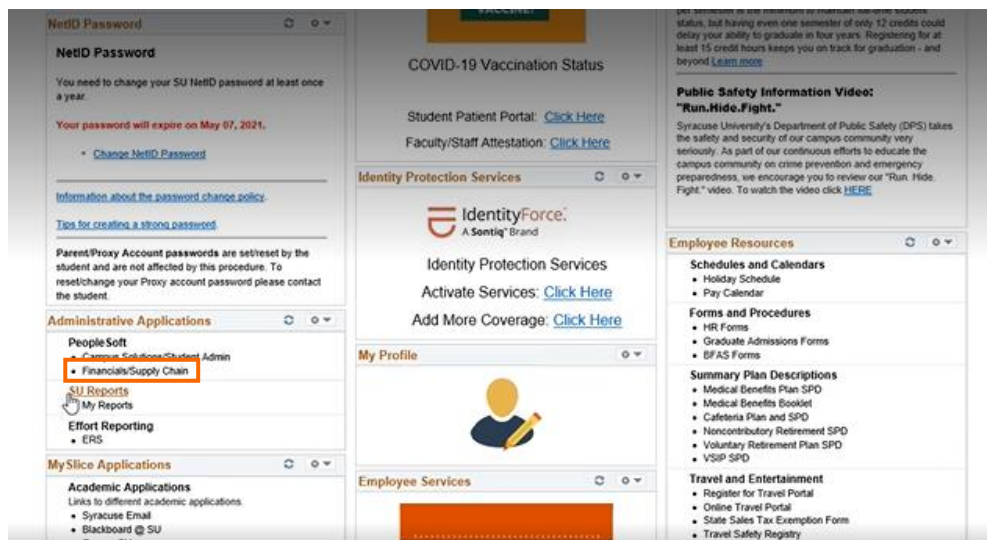


How to Submit a Chemical EPRO Entry

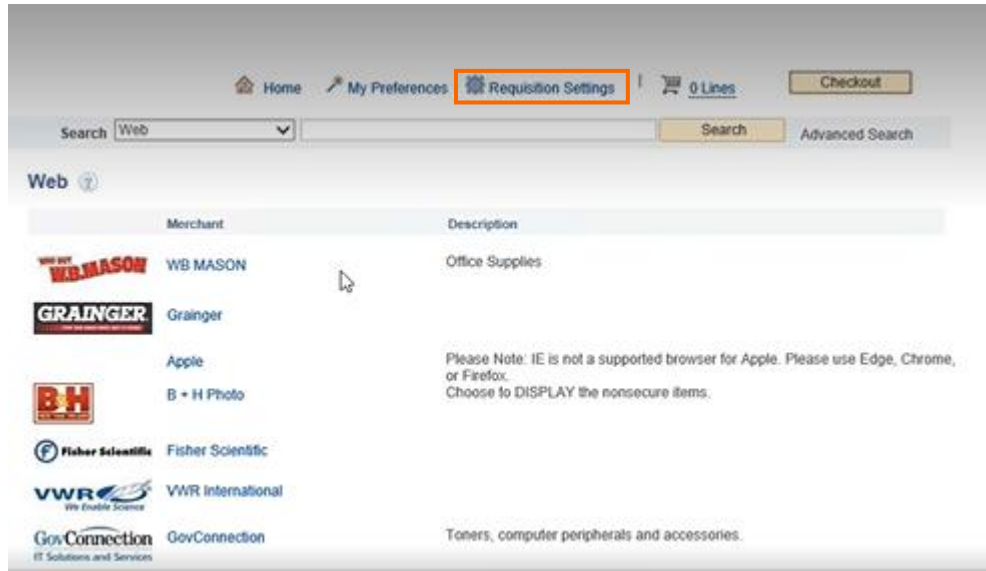
1. Go to [MySlice](#) and login with NetID and password.
2. Under Administrative Applications, click on “Financials/Supply Chain”.



3. Under My Favorites, click on “Requisition”.

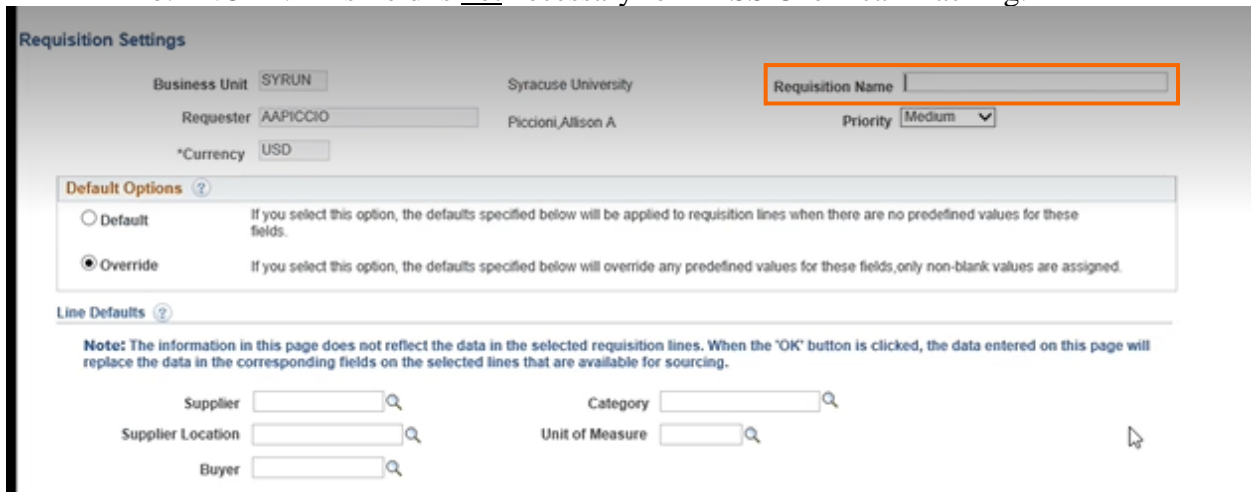


4. Click on “Requisition Settings” above the search bar.



5. (Optional) Provide a Requisition Name.

- a. For example, name the requisition with PI Last Name and Vendor.
- b. NOTE: This field is not necessary for EHSS Chemical Tracking.



6. ***Starting July 1, 2021*** Under Shipping Defaults, type in the proper “Ship To” code.
 - a. To direct all chemical receiving to Lyman 032, use MC27032.

The screenshot shows the 'Line Defaults' form in a software application. At the top, there is a 'Line Defaults' header with a help icon and a note: 'Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.' Below the note are several input fields: 'Supplier', 'Supplier Location', 'Buyer', 'Category', and 'Unit of Measure'. The 'Shipping Defaults' section contains 'Ship To' (with 'MC27032' entered and highlighted by a red box), 'Due Date', and 'Attention'. The 'Distribution Defaults' section has a 'SpeedChart' field. At the bottom, there is an 'Accounting Defaults' section with tabs for 'Chartfields1', 'Details', and 'Asset Information'. A navigation bar at the very bottom shows 'Personalize | Find | 1 of 1 | Last'.

7. Under Shipping Defaults, type “PI Last Name, Building, Room Number” in the Attention field.
 - a. This information may or may not be on the packing slip.

This screenshot is identical to the one above, showing the 'Line Defaults' form. In this instance, the 'Attention' field in the 'Shipping Defaults' section is highlighted with a red box, indicating where the user should enter the required information: “PI Last Name, Building, Room Number”.

8. Under Distribution Defaults, enter Chartstring and account information.
 - a. The account code for Chemicals is 560122.

Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find | | First 1 of 1 Last

Chartfields1 Details Asset Information

Dist	Percent	Location	GL Unit	Fund	Dept	Program	Mycode	PC Bus Unit	Project	Activity	Source
1	<input type="text"/>	E0120006 <input type="text"/>	SYRUN <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personalize | Find | | First

id	Work Order	Budget Class	Budget Date	Stat	AM Business Unit	Profile ID	Capitalize	Cost Type	Description	Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	04/23/2021 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	560122 <input type="text"/>

9. Click "OK".

replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier Category

Supplier Location Unit of Measure

Buyer

Shipping Defaults

Ship To MC27032

Due Date Attention Chisholm, 1-014 CST

Distribution Defaults

SpeedChart

Accounting Defaults

Dist	Percent	Location	GL Unit	Fund	Dept	Program	Mycode	PC Bus Unit	Project	Activity	Source Type	Bud Ref
1	<input type="text"/>	E0120006 <input type="text"/>	SYRUN <input type="text"/>	11 <input type="text"/>	21821 <input type="text"/>	00002 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. After clicking “OK”, the main order page will appear. Order items through the punchout site (a) or as a special request (b).
 - a. Punchout: Go to the vendor punchout site. Use the chemical order form to reference item information. Add all items to the cart, click on view cart, and “Return to Purchasing Application”. Click “Submit” when finished.
 - b. Special Request: Find the appropriate vendor using the supplier search field. Select the category for the special request.
 - i. NOTE: For a chemical, use category 12000000.

▼ Search Categories

Search By

Categories		Personalize	Find	View All	First	1-10 of 10	Last
Catalog	Category	Description	Find in Tree				
1 SPEC_REQ	12000000	Chemicals inc Bio Chemicals					
2 SPEC_REQ	12352200	Biochemicals					
3 SPEC_REQ	12352401	Organic chemical mixtures					
4 SPEC_REQ	24111805	Chemical tanks					
5 SPEC_REQ	40151564	Chemical pumps					
6 SPEC_REQ	41113000	Chemical evaluation instrument					

Use the chemical order form to reference item information. Add all items to the cart. Click on Add to Cart when finished.

11. The items from the punchout site or a special request will then be listed in EPRO.

Requisition Summary

Business Unit: SYRUN | Syracuse University | Requisition Name: Chisholm Fisher
 Requester: AAPICGIO | Piccioni, Allison A | Priority: Medium
 *Currency: USD

Cart Summary: Total Amount 86.48 USD

Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	3-ETHYL-3-PENTANOL 25ML		Fisher Scientific Co	1,0000	Each	86.4800	86.48			

Select All / Deselect All Select lines to:

Total Amount: 86.48 USD

12. Under Shipping Summary, ensure the following:
- a. Ship To Location: MC27032
 - b. Address: Lyman Hall
100 College Place Room 032
Syracuse, NY 13244
 - c. Attention To: PI Last Name, Building, Room Number”

Shipping Summary

[Edit for All Lines](#)

Ship To Location	MC27032
Address	Lyman Hall 100 College Place Room 032 Syracuse, NY 13244
Attention To	Chisholm, 1-014 CST

Requisition Comments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

13. Under Requisition Comments, type in “Department Name, PI Last Name, Building, Room Number”.
- a. **NOTE: This field will show up in PO Inquiry and will help the EHSS Chemical Tracking team deliver packages to the correct location.**

Requisition Comments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

[Save & submit](#) [Save for Later](#) [Add More Items](#) [Preview Approvals](#)

14. Below Requisition Comments, check the box to “Send to Supplier”.

The screenshot shows a web form titled "Requisition Comments". It contains a text input field for "Enter requisition comments". Below this field are three checkboxes: "Send to Supplier", "Show at Receipt", and "Shown at Voucher". The "Send to Supplier" checkbox is checked and highlighted with a red rectangular box. Below the checkboxes is a section titled "Approval Justification" with a text input field for "Enter approval justification for this requisition". At the bottom of the form are four buttons: "Save & submit", "Save for Later", "Add More Items", and "Preview Approvals".

15. Click on “Save & submit”.

This screenshot is identical to the one above, showing the "Requisition Comments" form. In this version, the "Send to Supplier" checkbox is not checked. Instead, the "Save & submit" button at the bottom left is highlighted with a red rectangular box, and a mouse cursor is positioned over it.