**Chemical Requestor: How to Order Chemicals using SLAC's PeopleSoft eProcurement Requisition**

**Prerequisite:** Verify that you have access to create PeopleSoft eProcurement Requisitions. If you don't have access to PeopleSoft, please contact cmschemcoordinator@slac.stanford.edu.

**Step 1** - Open a SLAC’s Intranet website in a browser by clicking on the link below: https://intranet.slac.stanford.edu
Please note that you maybe asked for a your Network ID and Password to enter SLAC’s Intranet.

**Step 2** - Click on the ERP PeopleSoft FSCM hyperlink from Top Links on the Intranet home page.
Step 3 - Log into PeopleSoft with your UserID and Password.

Step 4- Create a PeopleSoft eProcurement Requisition for Chemicals.

Navigate to the Requisition by clicking on SLAC eProcurement>Requisition
Click on the **Override** button to ensure that any values you enter on this page will override other values that may default from the system configuration/setup.

Select a delivery Location. Only locations that begin with “W” are used for chemical orders. Please select the correct work area for your order. If an incorrect work area is entered, the Chemical Coordinator will correct it. This additional step can cause delays in processing your order.
If you want the order shipped to Stanford Campus, select the appropriate physical Stanford Ship To address under Shipping Defaults.

Clicking OK will navigate you to the Create Requisition page.

Enter the GSS Chemical Catalog by clicking on the GSS Chemicals link on the Create Requisition page.
Using the GSS Chemical Ordering webpage.

**Step 5a** - How to use the **Search** Function:

Search results will appear for Chemicals that match the search terms. Click on the item you need to enter a quantity and add it to your cart.
Repeat to find and order other items that you require using the **Search** function.
Step 5b - How to order from Punchout Suppliers:

Some Punchout Suppliers will generate a welcome message below that informs you that you have punched out to the supplier website. Other Punchout Suppliers may not generate this message but will instead, directly punch out to their website. In this example, click OK to go to the Alfa Aesar website.
Puchout supplier websites will differ in appearance but generally, you will be able to search by Categorization (Products) or Search by Product Number or Keyboard.

In this example of a product search through Categorization, I am searching for Chemicals > Solvents > HPLC & UV Grade by clicking on each Categorization.
Repeat to find and order other items that you require using the **Punchout Suppliers** function.
**Step 5c- How to Order from Supplier Catalogs.**

The difference between Punchout Suppliers and Supplier Catalogs are that when you select an Available Supplier, you are not punched out of GSS and sent to the Supplier's website. Instead, the Supplier Catalogs are list of Supplier Items that are uploaded to GSS.

Ordering Items from the **Supplier Catalog**

For most Suppliers, you can search by Price, Keyword, Category, Item Type, or by selecting the item directly.
Item has been added to the GSS Cart.

Repeat to find and order other items that you require using the Supplier Catalog function.
Step 6 - Punching back into PeopleSoft from GSS.

Click on **my Cart** to view your Items.

Click **Continue Checkout** to Punch back into the PeopleSoft eProcurement Requisition.

Click **OK** on the Budget Checking Required message.
Click **OK** on the resulting Budget Checking message.

After your Budget Checking Status turns to **Valid**, click **Save & Submit** to submit the Requisition through Requisition Approval Workflow.
Review and answer the ES&H Questionnaire appropriately and click **OK** when complete.

Your requisition is now in the Requisition Approval Process. After approval, a Purchase Order will be automatically created and Dispatched to GSS with your Chemical Order information.
You can always review the status of your PeopleSoft Requisition using the Manage Requisitions page.