

Purchasing Request Form (PRF)

For orders not placed on Marketsite

Access the form using the following link:

<https://finprod.dsc.umich.edu/services/purchasingrequestform>

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Sequence Number: [=]

Subject: begins with

Priority: [=]

Due Date: [=]

Department: begins with

Approval Status: [=]

Created Date/time: [=]

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

A sample of the PRF form is displayed on the following page. Instructions for individual line items and requirements to complete the form are listed beneath the form.

All asterisked items must be completed.

Purchasing Request Form

12 [View Printable Version](#)

*Subject:

Priority: Due Date: Dept Id:

Status: Initial

Entered By: JACKJAZZ *Group Name:

Special Handling In Process Confirmed Received

Vendor Id:

*Supplier Name:

Ship To:

*Attention To:

*Shortcode:

For Approver Use Only

PCard Purchase

PCard Reference#:

System Requisition/PO

System Req Id:

System PO #:

*Item Descr 1:

*Quantity 1:

*Unit Price 1:

Unit of Measure 1:

Catalog Number/Vendor Item ID 1:

Line Shortcode 1:

<hr />

Item Descr 2:

Quantity 2:

Unit Price 2:

Unit of Measure 2:

Catalog Number/Vendor Item ID 2:

Line Shortcode 2:

<hr />

Item Descr 3:

Continue adding all line items or attach spreadsheet. The first line item must be completed.

Catalog Number/Vendor Item

ID 8:

Line Shortcode 8:

Priority

More Information:

Sae

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 Notify

[Form](#) | [Instructions](#) | [Attachments](#)

1

Subject Line - Begin with the PI last name/then your name/then vendor. (Ex: Miller/Fekete/USA Scientific) Include the word "URGENT" if the order needs overnight processing (place before noon). Include your own internal reference.

2

Priority -There are 4 choices (Standard, Urgent, Critical and low).

3

Group Name - Select LSA Biology, LSA EEB, or LSA MCDB.

4

The smaller boxes (Special Handling, In process, Confirmed and Received are not used to initiate an order). When the order is opened by the order approvers and processors those boxes will be checked in order of occurrence.

-A checked "In Process" means the order has been forwarded to the financial approver and Biology purchasing.

-A checked "Confirmed" means the vendor has confirmed the order.

-A checked "Received" means the order has been received by the lab and they have checked the box.

5

Vendor ID – This is an ID number assigned by the university.

If you know the number, it may be included but it is not required.

6

If the vendor ID is not known, enter the full name of the vendor (Ex. Pinnacle Technology Inc, not just Pinnacle).

7

Ship To - Enter the following possible building choices or input the information in the lower comments section.

1000211 - Natural Science Bldg
1005046 - USB
1000193 - Ruthven
1000812 - Herbarium

8

Attention To - Enter PI name/Your last name/and room number.

9

Enter the shortcode - (If there is more than one short code add additional shortcodes for each line item or include additional information in the lower comments section for shortcode percentages/amounts)

10

For each item, enter the description, quantity, unit price, unit of measure, catalog or vendor ID number

The form allows for up to 8 items. You must enter at least one line item into the form. A spread sheet for additional items or a quote can be attached using the "Attachments" button at the top or bottom of the form.

11

Click "Save". **You must click "Save" to save your information.**

12

The form can be printed by clicking on the "View Printable Version" at the top of the page

After saving, the "Submit" and "Cancel Request" screens appear. **You MUST click submit for the order to process. The "Cancel Request" screen will cancel the order.**

After the form is submitted it will be routed for approval.

ROUTING OF YOUR PRF



The PRF is routed to a financial approver for Shortcode acceptance and marked as "in progress".



The PRF is then routed to Biology Purchasing for processing and placement of the order.



Once the order is confirmed by the vendor, the Biology Purchasers will mark it as "confirmed".



After receiving the order, the lab must mark the order As "Received". To receive the items, open up the form and click on the small received box in the upper right. Once all items have arrived, the PRF is complete.

A complete list of your orders is available by visiting the initial "Search/Fill a Form" page and clicking on the "Search" box.

[Email bio-orders@umich.edu](mailto:bio-orders@umich.edu) or call 57844 if there are concerns with your order.