

# How To: Place an order in PeopleSoft or create a Purchase Order (PO)

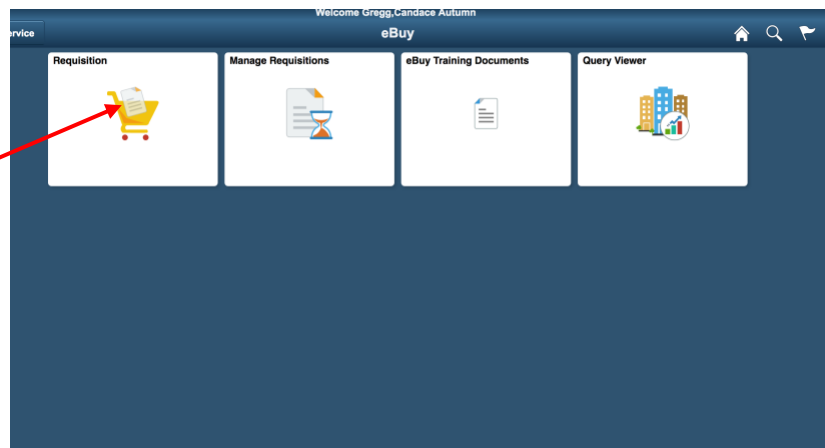
1. Enter eBuy.

When you log in to PeopleSoft, select “eBuy” from the home screen.



2. Create a new requisition.

Select “Requisition” to create a new PO. If you would like to view the status or other information for an order you’ve already placed, you can select “Manage Requisitions”.



3. Fill out required fields in the requisition settings, then click “OK”.

Requisition Name: This is only for your reference, so should and should be easily identifiable.  
 Priority: Update to “High” if rushed shipping is required.

Category: this will almost always be “CHREA” for “chemical reagent”. If your order falls under a different category, use the search icon.  
 UoM: Always “EA” for “each”

Attention: This is the name of the person the shipment should be addressed to.

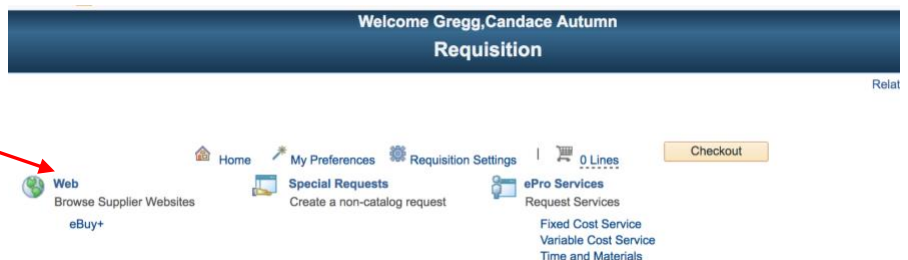
Freight Terms: Should automatically be “DESTPHS” – don’t adjust.

Dept.: this should be “000000”.  
 Project: 6-digit Fund/Grant number. The correct PI’s name should appear once you enter the number and tab over to the next field.

Ship via: change to “NEXTDAY” if rushed shipping is required.

4. Enter the eBuy marketplace.

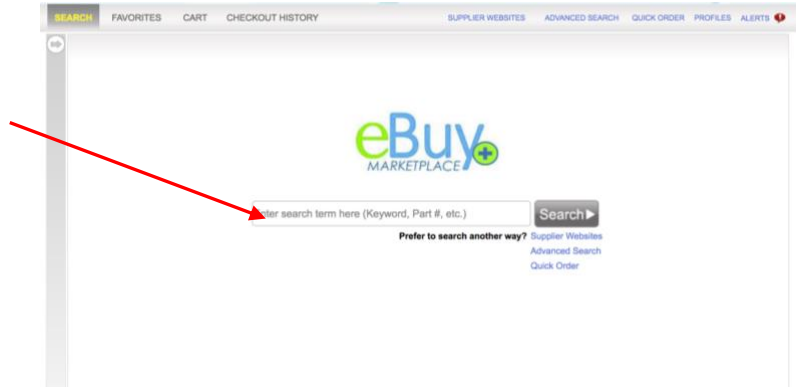
Select “eBuy” to search for a particular item.



\*If BD is the vendor, you are unable to find the item on eBuy (and know it is from a PHS vendor), or you are creating a PO for a service invoice, see #7.

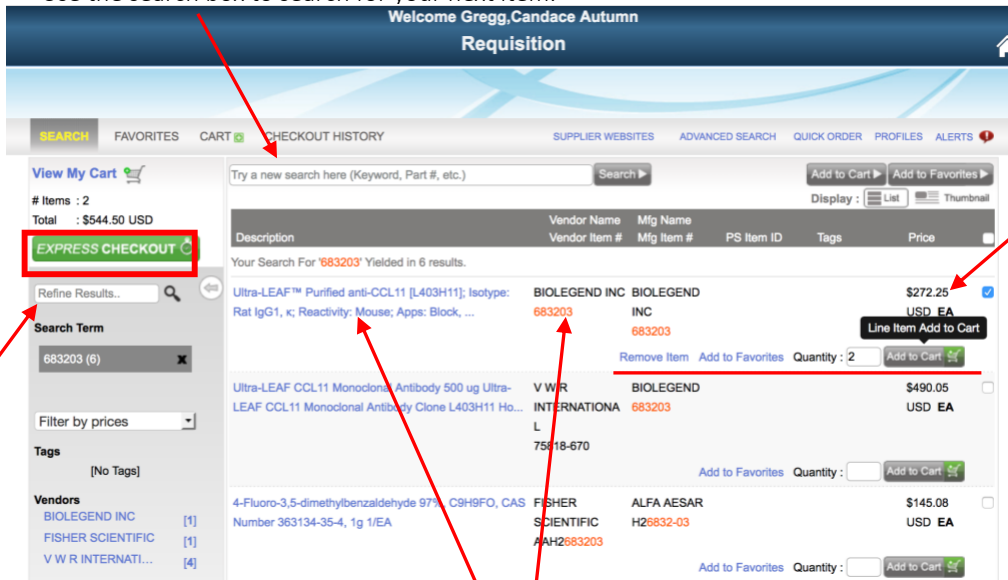
5. Search using catalog number.

Paste the catalog number of the item in the eBuy search box.



6. Add the correct item and quantity to your basket. When you're finished, select "Express Checkout".

Use the search box to search for your next item.



The eBuy price may differ from the online price because Partners receives significant discounts from some vendors. Update the actual price on your order records if necessary.

If the item you're looking for isn't showing up, try refining your search results by vendor or description.

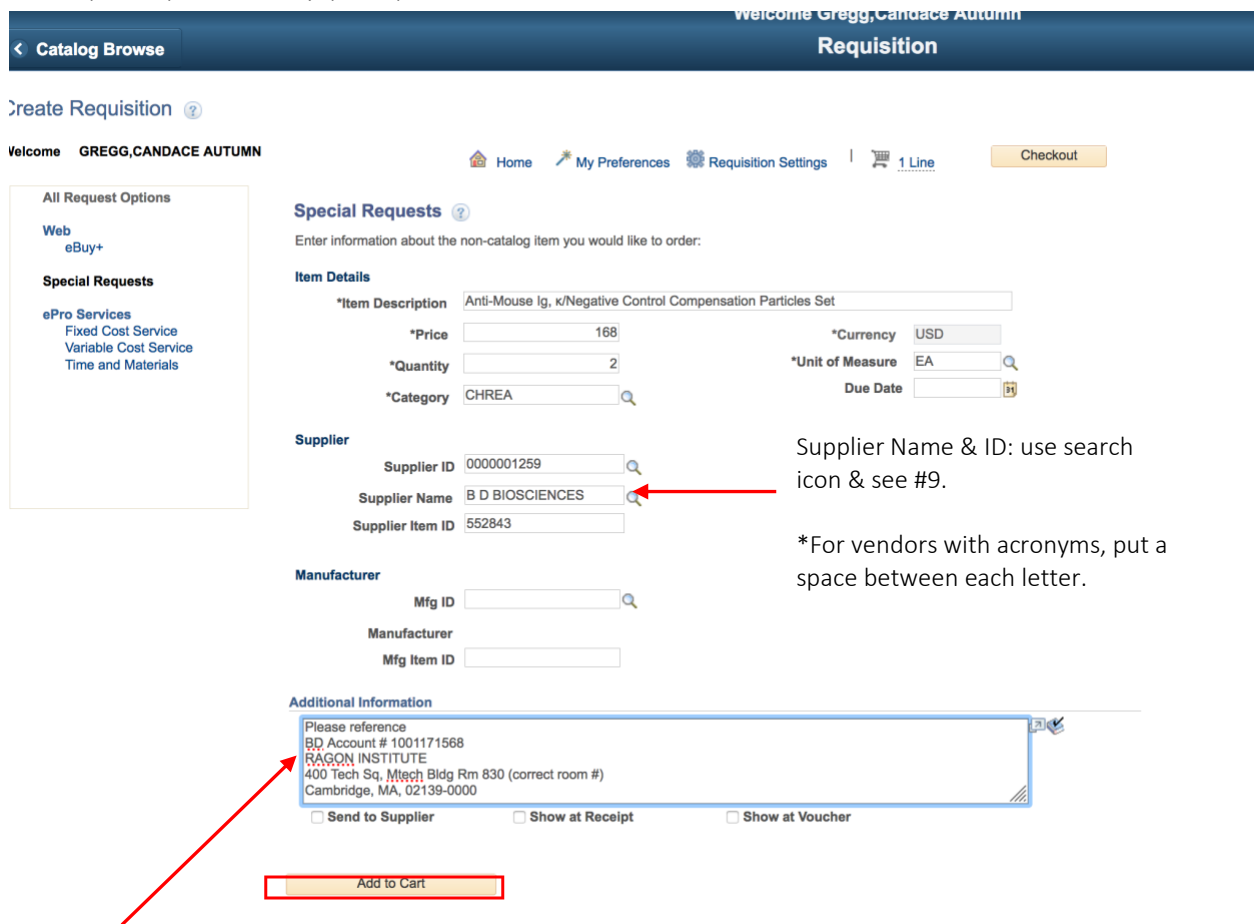
Make sure the item description, item number and vendor are correct.

7. Create a special request.



If BD is the vendor or you are unable to find the item on eBuy (and know it is from a PHS vendor) select "Special Request".

8. Complete required fields to place a special request. You can find all required info on your lab's order sheet (Kwon) or Quartzly (Pillai).



Supplier Name & ID: use search icon & see #9.

\*For vendors with acronyms, put a space between each letter.

If you are ordering with a quote, you can put the quote number here to remind the purchaser to see the attached quote. You can also feel free to add a URL for the product here.

\*BD ONLY: Enter the following as "Additional Information":

Please reference  
BD Account # 1001171568  
RAGON INSTITUTE  
400 Tech Sq, Mtech Bldg Rm 830 (correct room #)  
Cambridge, MA, 02139-0000

9. Search for vendor information.

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country  State

Postal Code

Enter search criteria to find a supplier.

Enter the vendor name and select the correct vendor on the next page. The Supplier ID will be filled in automatically.

10. Review and submit your order.

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Business Unit 0100 Partners HealthCare Requisition Name Order for Candace

\*Requester CG361 GREGG,CANDACE AUTUMN Priority Medium

\*Currency USD

Cart Summary: Total Amount 880.50 USD

Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	eM. Ultra-LEAF™ Purified anti-		BIOLEGEND INC	2.0000	EACH	272.2500	544.50		Add	
2	Anti-Mouse Ig, κ/Negative Cont		B D BIOSCIENCES	2.0000	EACH	168.0000	336.00		Edit	

Select lines to:

Total Amount 880.50 USD

Shipping Summary

Edit for All Lines

Ship To Location MTECH  
Address RAGON INSTITUTE  
MGH  
400 TECH SQUARE  
CAMBRIDGE, MA 02139  
Attention To Candace Gregg

If you are using a quote for your special request, click "Edit" to attached the document.

Review the requisition lines and shipping summary to ensure all the information is correct. Then, press "Submit" and you're done!