**Ordering using a Special Request Form**

Before placing an order using a Special Request Form, please review the Ordering Overview Section to make sure the appropriate form is being used in the correct way. Once you have determined that a Specialty Form is the appropriate way to place your order, use the instructions below:

1. Select the appropriate form and follow the instructions while entering information for all of the required fields. If a form requires attachments, you must include the required attachments by clicking on the Add Attachments button. If a supplier cannot be found, you must enter “New Supplier” as the supplier name.
2. Once all sections of the form are complete, scroll to the top of the form and select “Update” from the Available Actions dropdown and then click on “Go.”
3. After that, select “Complete Form and Go To Cart” from the “Available Actions” dropdown and then click on “Go.”
4. Click the “shopping cart icon” at the top of the page and click “View My Cart.”
5. You can name your cart if you wish and then continue with your order. Click “Assign Cart” if you need to assign the order to someone else to complete the order or click “Proceed to Checkout” if you are ready to complete the order by turning the cart into a draft purchase requisition.
6. If you forgot to include any required information on the form, you will be prompted with an error message at the top of the Requisition screen after you click “Proceed to Checkout.” If you click on the error message it will take you back to the form and highlight any required fields that were left blank. Once all sections of the form are complete, scroll to the top of the form and select “Update” from the “Available Actions” dropdown and then click on “Go.” Then click “Close.” The error message referencing the form should be gone.