

Instructions to place an order on ReQlogic:

(If you need an account, please contact: purchasing@pavir.org to get you set up)

<https://reqlogic.pavir.org/reqlogic>

- Enter your username and password (if it didn't say the domain was PAVIR, then you'd use **PAVIR** three- or six-character RDIS login as your username)
- password: **(as given to you by PAVIR)**.

Please note that this will not work with FIREFOX. Works best with Chrome.

If you are on the VA network, or you remote into the VA network with a smart card, your computer may try to be helpful and ask you to use your smart card and PIN, but that won't work because it's trying to log you into the VA network.

Select "More Choices" and then "Use a different account"

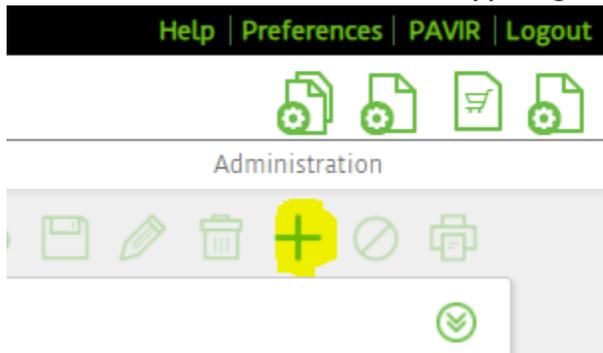
*Enter User name: **PAVIR** (Your 3 or 6 character RDIS login)*

Enter your password

1. Click on the "REQUISITION ENTRY" tab found on the upper left.

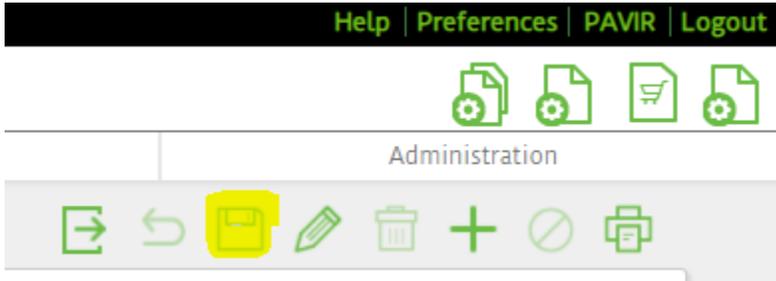


2. Click on the "NEW" tab found on the upper right.

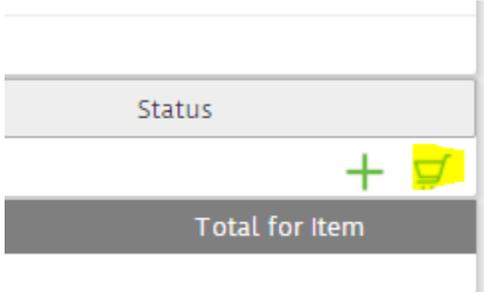


3. Complete all the areas that are shaded in BLUE.

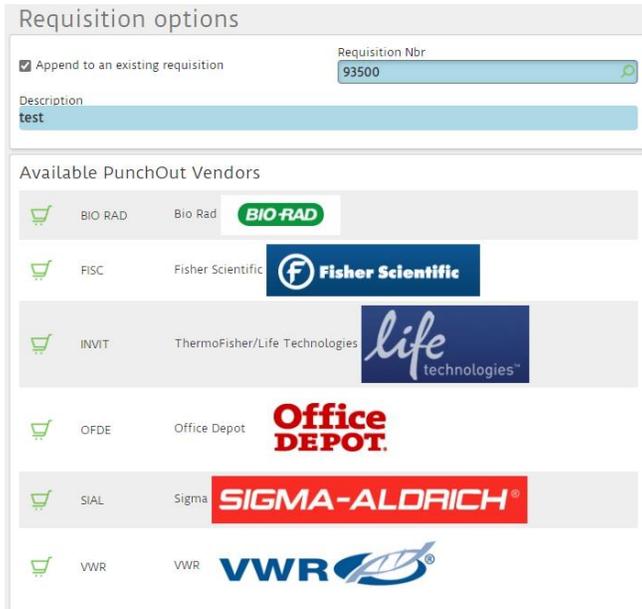
Your ship-to ID is your 3- or 6-digit RDIS login ID. If you want to ship to a different address other than that, please contact purchasing@pavir.org before initiating the requisition so that I can set up the correct ship-to ID for you. Once you complete the areas in blue, click on the "SAVE" tab found on the upper right.



4. For punchout vendors that we currently have, click on the "PUNCH OUT PROCESS" tab, that looks like a shopping cart on the right / middle of your screen.

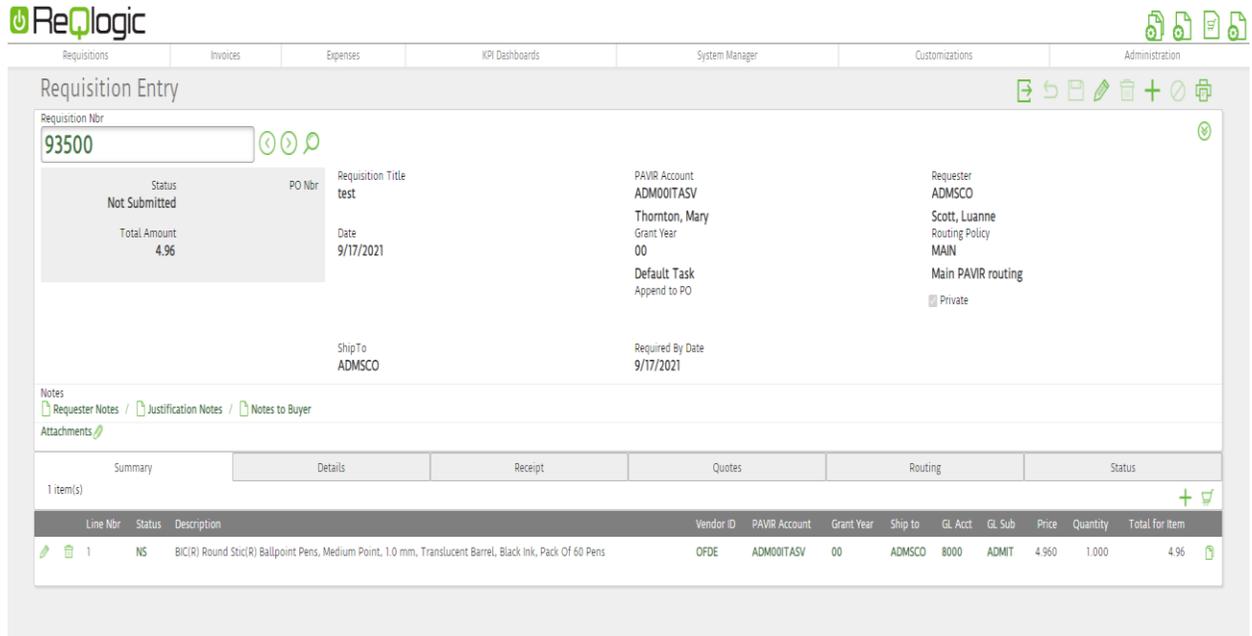


Your screen will look like this:

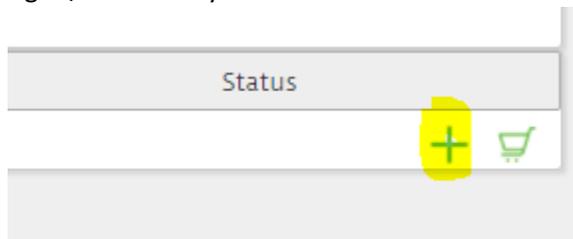


If you want something from any of these vendors, click on the shopping cart and it will take you directly into their catalog and you will see our special PAVIR pricing. Choose the items you

want and follow the prompts and when you are finished, it will take you back into the ReQlogic Screen. (You may have to log in again here).
Your screen should look something like this: (with the items that you chose in the vendor catalog)



- If you want an item from a different vendor, other than the punchout vendors: Instead of clicking on the shopping cart, click on the **“NON PUNCHOUT PROCESS”** tab (+) located on the right / middle of your screen:



- Complete all the areas that are shaded in BLUE. For Catalog Number: click on the lookup tab



This screen will appear: Set the drop-down menu to “Catalog Number / Contains” and then type in **NEW**, and hit the apply button:

Requisition Item

Search criteria

Catalog Number ▼ Contains ▼ **NEW**

Current filter:

UPPER(PV.[InvtID]) Like '%NEW%'

Catalog Number	Description	V
CSBF MEMBERSHIP RENEWAL	Level 1 access to CSBF Software Library	S
DROPBOX RENEWAL	Dropbox Renewal	D
MEMBERSHIP RENEWAL	BoardSource Membership Renewal	B
NEW ITEM COMPUTER	MUST UPLOAD ELEC. Device FORM	C
NEW ITEM EQUIPMENT	For items 5K and over. 25K and above require SSJ or 2 quotes	C
NEW ITEM IPAD	MUST UPLOAD ELEC. Device FORM	C
NEW ITEM LAPTOP	MUST UPLOAD ELEC. Device FORM	C
NEW ITEM MAJOR PERIPHERAL	MUST UPLOAD ELEC. Device FORM	C
NEW ITEM MINOR PERIPHERAL	ADD NEW ITEM TO DATABASE	C
NEW ITEM NOTEBOOK	MUST UPLOAD ELEC. Device FORM	C
NEW ITEM OFFICE SUPPLY	ADD NEW ITEM TO DATABASE	C
NEW ITEM RESEARCH	ADD NEW ITEM TO DATABASE	C
NEW ITEM SOFTWARE	ADD NEW ITEM TO DATABASE	C
NEW ITEM STORAGE DEVICE	MUST UPLOAD ELEC. Device FORM	C
NEW SLIR	Year # Sub to [Institution Name]	C

Click on the one that best represents what you are going to purchase: Example: If you are ordering a laptop: Click on the NEW ITEM LAPTOP. Once you click it, most of the shaded blue areas will auto-fill. Now you only need to change the quantity and the price. Don't worry about the Vendor ID: Purchasing will take care of this.

Click on the “**NOTES TO BUYER**” on this line item: A Pop-Up will appear.

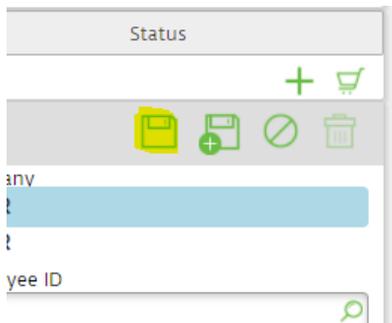
Editing Item Nbr [new item]	Requisition Nbr: 93500
Catalog Number NEW ITEM LAPTOP	Description MUST UPLOAD ELEC. De
Vendor Catalog Number NEW ITEM LAPTOP	Ship to ADMSCO
GL Account 8201	GL Sub ADMIT
Quantity 1.000	Unit of Measure EA
Notes Requester Notes / Justification Notes / Notes to Buyer	
Attachments	

List the information we need to purchase your item. Then **SAVE**.

Notes to Buyer

- VENDOR
- CATALOG NUMBER
- DESCRIPTION
- COST
- QTY TO PURCHASE
- PER UNIT (mg, each, kit, pkg, etc.)
- URL OR ANY OTHER HELPFUL INFORMATION.

Now click this **SAVE** button for that line item:



At this point, if you want to add another item for this **same vendor**, just click on the (+) button again and follow step 6 again. It will add another item to this same order.

7. Write a BRIEF Justification for your order by clicking on the “JUSTIFICATION NOTES”: (one sentence)

Requisition Nbr
93500

Status: **Not Submitted** PO Nbr: Requisition: **test**

Total Amount: **650.00** Date: **9/17/202**

Ship To: **ADMSCO**

Notes
Requester Notes / **Justification Notes** / Notes to Buyer

Attachments

Summary Details

1 item(s)

Line Nbr	Status	Catalog Number	Description
1	NS	NEW ITEM L...	MUST UPLOAD ELEK

8. When you complete your order, click on the “SUBMIT” tab in the upper right.

Help | Preferences | PAVIR | Logout

Administration

9. PAVIR Purchasing team will place your order after your CGA approves it.
10. Any questions, please contact Purchasing@pavir.org and we will be glad to help.