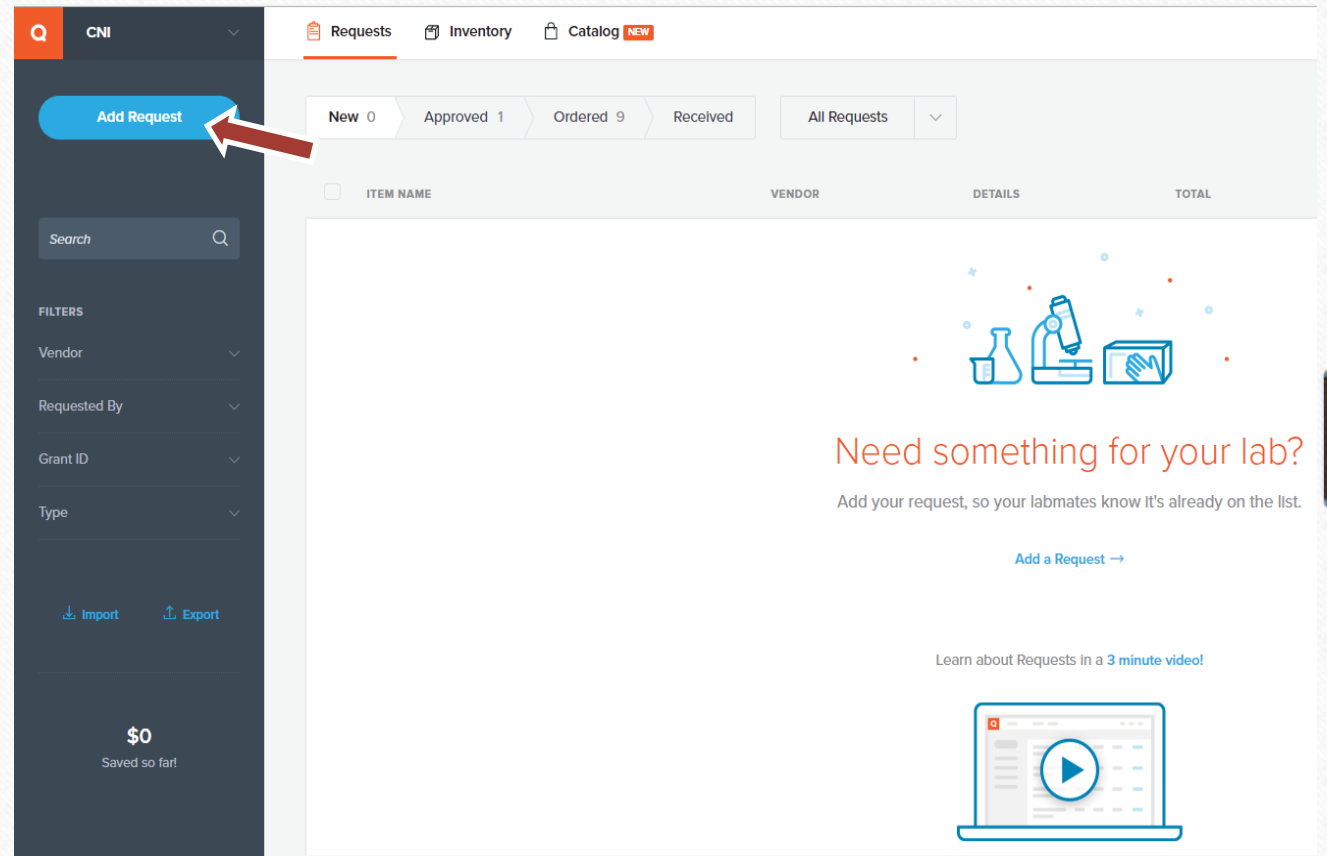


Quartzy Training

Columbia Nano Initiative

Adding a New Request

Click the [Add Request](#) on the top left of the page.



The screenshot shows a web application interface for managing requests. On the left is a dark sidebar with a navigation menu. At the top of the sidebar is a blue button labeled "Add Request", which is highlighted by a red arrow. Below this button is a search bar and a "FILTERS" section with dropdown menus for "Vendor", "Requested By", "Grant ID", and "Type". At the bottom of the sidebar, there are "Import" and "Export" buttons, and a summary showing "\$0 Saved so far!".

The main content area has a top navigation bar with "Requests", "Inventory", and "Catalog" (with a "NEW" badge). Below this is a status filter bar with buttons for "New 0", "Approved 1", "Ordered 9", and "Received", along with a dropdown for "All Requests".

The main content area features a table with columns for "ITEM NAME", "VENDOR", "DETAILS", and "TOTAL". Below the table is a large white card with a blue header "Need something for your lab?". The card contains an illustration of lab equipment (flasks, microscope, pipette) and a text prompt: "Add your request, so your labmates know it's already on the list." Below this is a blue button labeled "Add a Request →". At the bottom of the card, there is a link "Learn about Requests in a 3 minute video!" and a video player icon.

Completing the Form

On this page, enter the Vendor, Item Number (if available), Item Name, Unit Size, Unit Price, Quantity, and URL (if available).

Select the Type of item/s you are purchasing. (Note*It is important to select Chemical for all chemical orders.)

Its mandatory that the Business Justification is added in the Notes section.

Upload all required documents (quotes, PI approval, Sole Source Form, COI...)

Click the ADD Grant ID

Add Request In CNI

Requested by [Joseph Gaston](#) Urgent

* Vendor * Catalog #

* Item Name

Unit Size Type General Supply

Unit Price Qty Total **\$0.00**

URL

Notes

[Upload File](#) [Add Grant ID, Requisition #, PO #](#)

Completing the Form

Add the Chart-string in the Grant ID section.

Be sure it include the following:

5260102-Spons-UR006403-01-00000-jg2966

If you have more than one line item, click
ADD Another Item.

Once completed, click add request.

Grant ID
Begin typing to search

Requisition # PO #

Upload File

Add Request + Add Another Item Cancel



Approval/Order Stage

- Your request will either be routed to your PI for approval or the CISE Office.
- When your item is approved and/or ordered, you will receive an email notification from Quartzly with the status update.
- If there are any errors on your order, your PI or the CISE team member may cancel the order. If this happens you will receive a notification with an explanation.

Receiving

The final step is marking your item/s received.

It is mandatory that you add a location for all capital equipment.

ITEM NAME	VENDOR	DETAILS	TOTAL	FROM	UPDATED	
Sample	Amazon	Grant ID 4167102-spons-GG0078...	\$0.00	Joseph Gaston	Jul 11, 2017	Mark Received
	Sample 	PO	1 x 1			

Mark as Received

Sample

Unit Price

50.00

Qty Received

1

×

Add Item to Inventory

Amount in stock

Unit(s)

Location

Sub-location

Joseph G. will receive an email about this update. [Add a note](#)

Save

Cancel

Important Purchasing

- The P-Card threshold is \$2,500
- Onsite service requires a COI
- The less expensive vendor may cost you more money; use preferred vendors

If you have any questions please email:

cise@Columbia.edu

jg2966@Columbia.edu

Thank You