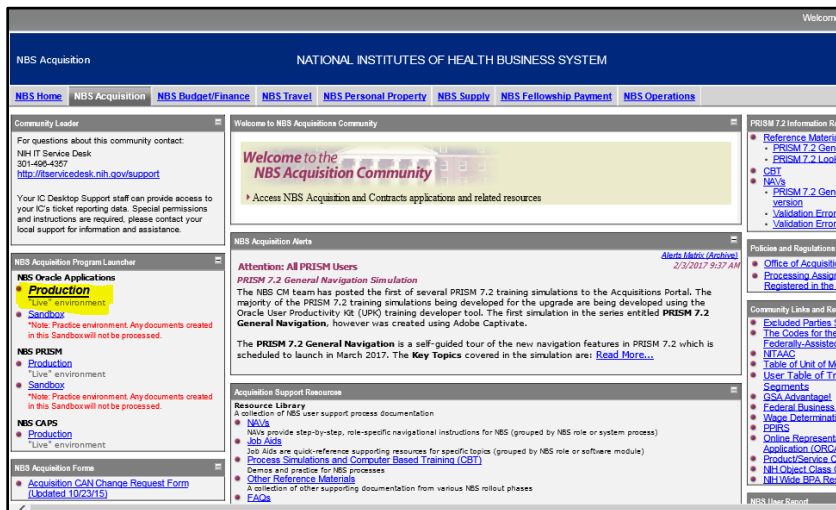# PROCEDURES FOR ENTERING REQUISITION FOR

NES (CUSTOMERS)

Notes:

- Each IC's permission policies for NBS iProcurement Internal system vary and kindly check with your Administrative Officer (AO) or Acquisition team regarding permissions. If you do not have access, your AO, Purchasing Agent or Acquisition team could enter this for you.
- If your IC or department uses Purchase Request system, such as POTS, please work with your Purchasing Agent/AO or Acquisition team and provide the NES Pricelist and these NBS instructions.
- The typical timeframe after a request is placed is around 6 to 8 weeks – this may vary depending on factors such as type and number of equipment ordered, time of the fiscal year, etc. Please make sure you select the 'Need by Date' as next business day to minimize any delays in receiving your request in our queue (See instructions on 14).

1. Log onto NIH Portal (https://mynbs.nih.gov)

2. Select "NBS Acquisition" tab

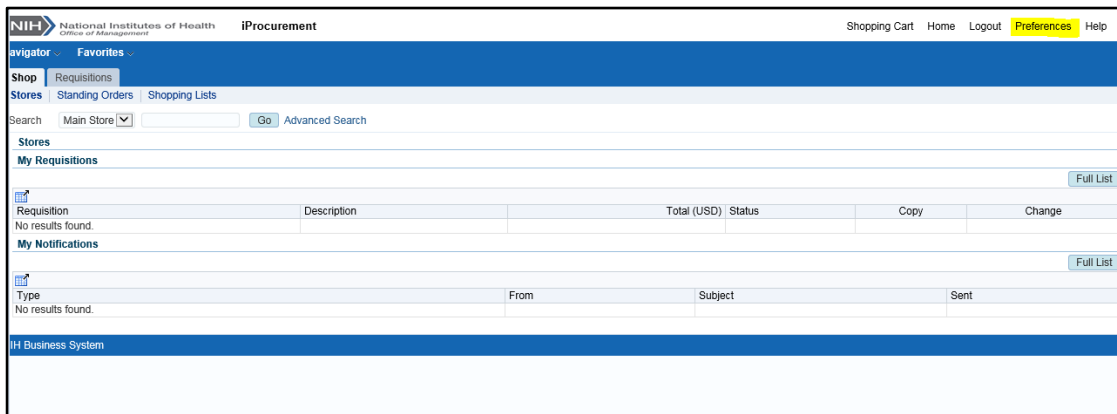3. Click on the "Production" link under NBS Oracle Application.

4. Select "NIH iProcurement Internal"

5. Select the "Preferences" tab.

6. In the new window, select "iProcurement Preferences" from the left navigation bar
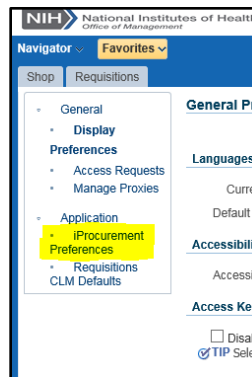
7. In the "Deliver to Location" field, write in "NES Delivery". You can also click on the Search icon and type in "NES" to find the correct Deliver – to Location.

NOTE: You must go back to your 'iProcurement preferences' to change your "delivery to location" to your original location.
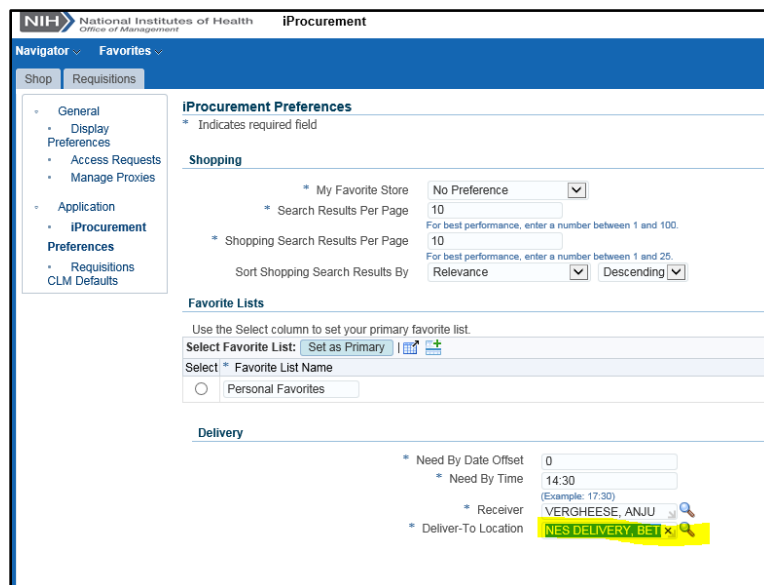
8. Apply Changes
9. Select "Shop" tab
10. Enter NSN or description into Search Field. Please do not place any hyphens/dashes between the characters.
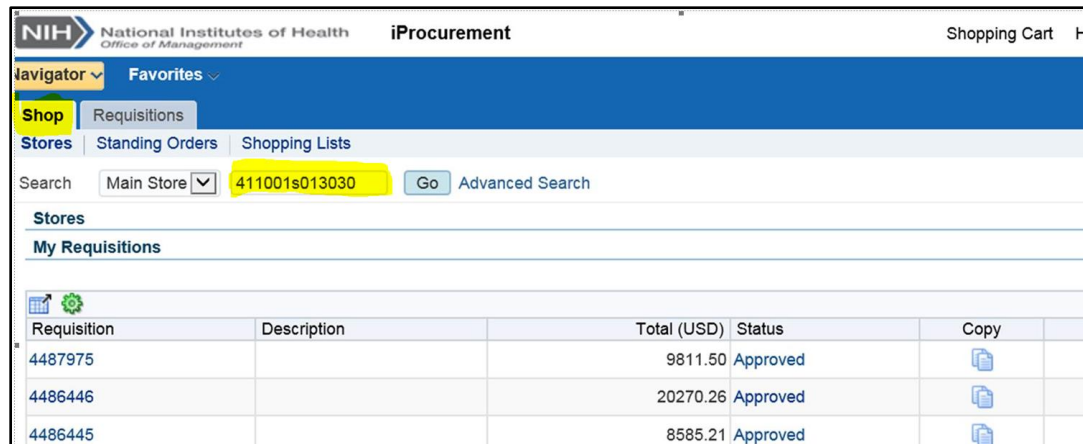
11. Click on Item to purchase and increase the quantity as required.
12. Click on the "Add to cart" button.

13. Select "View cart and checkout"

14. In the Checkout Window:
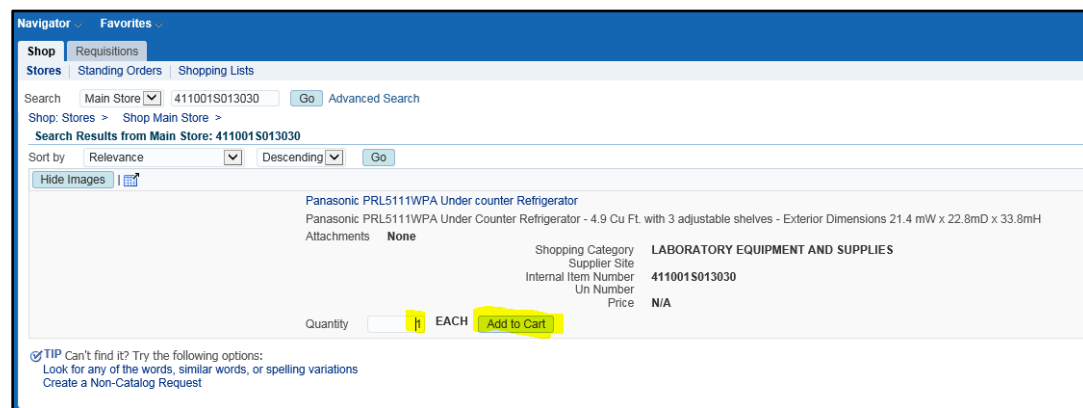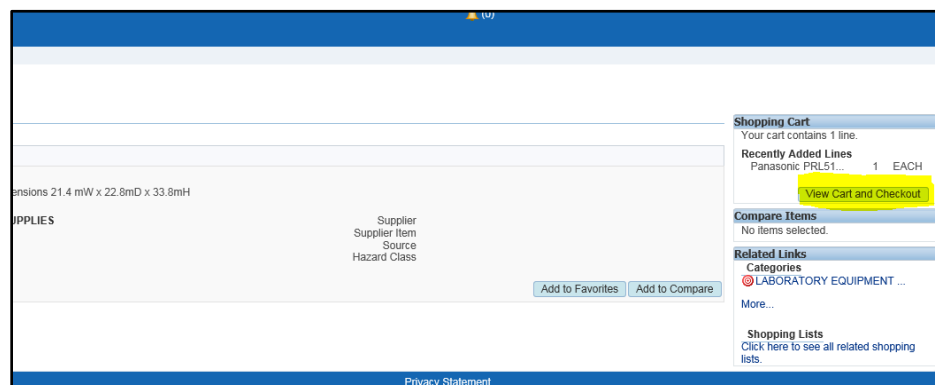   a. Select "Need by Date" and **Change your Need by Date to the next day**. This will alert NES warehouse of your order request with minimum delay.
    b. Enter all the required fields such as listed below:
        i. Enter under "Receiver" - the researcher's or equipment user's name who will receive the equipment.
        ii. Enter year fund was received followed by task number an example would be 2020 for FY20 followed by the sequence number 100. 2020.100 check with your AO to confirm the sequence number is 100.
        iii. "Enter Expenditure Type new 5-digit number system will be updated and can be searched via the drop-down menu. So instead of 319H for scientific equipment it should now be 31034.
        iv. Enter Delivery/Floor/Wing/Room (for this - please enter Building/Wing/Lab where you would like the instrument to be delivered –)
        v. Enter the Custodial Code and Property Standard Description.
    c. After all fields are populated, please click on "Submit".
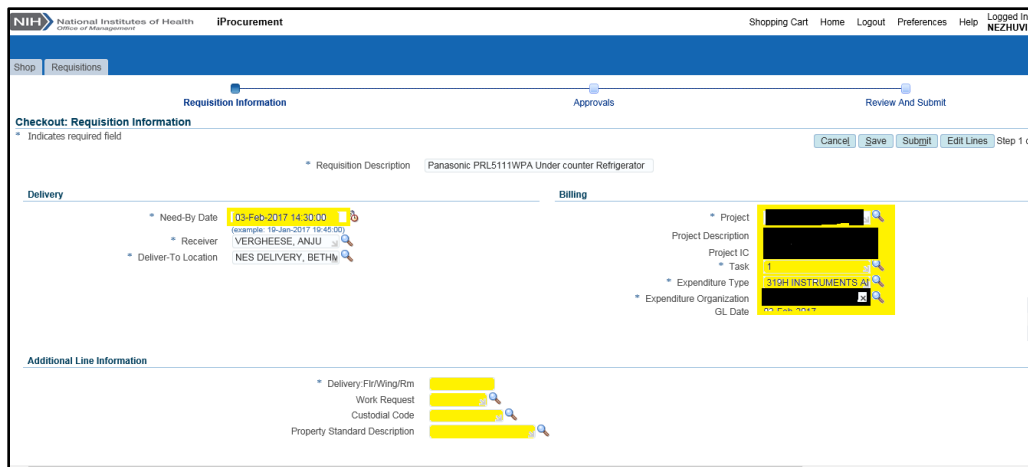
15. A requisition will be created for the item purchased. Please store the requisition number for future reference.
16. NOTE: You must go back to your iProcurement preferences to change your delivery to location to original location.
17. Apply changes

This procedure takes approximately 10 – 30 minutes depending on how familiar you are with the NBS.