

The purchasing of goods and services from internal service providers (for example shuttle services and warehouse goods) is known as Internal Service Delivery.

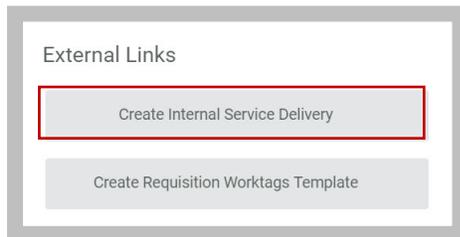
## CREATE REQUISITION – INTERNAL SERVICE DELIVERY

1. Click the **Purchases** worklet.



Note: You may also create an **Internal Service Delivery** request by typing **Create Internal Service Delivery** in the search box on the top of the page.

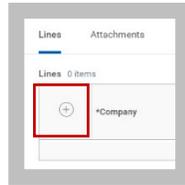
2. Click **Create Internal Service Delivery** under **External Link**.



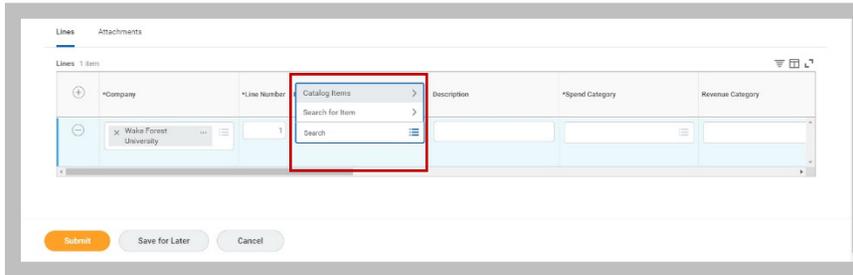
3. The **Create Internal Service Delivery** window opens. You will need to complete the following required fields marked by an asterisk.
  - **Company** – (Required) You should select the entity that you are creating the Internal Service for.
  - **Internal Service Provider** – (Required) This is the provider you are procuring from.
  - **Currency** – (Required) Defaults to USD (United States Dollar).

- **Document Date** – (Required) Date you are creating the request.
- **Cost Center, Fund, Division, and Additional Worktags** default once you select the **Internal Service Provider**.
- **Memo** – Additional information about the service you are requesting. **This field is required, if you are using the ISD FACS Warehouse Provider type.**

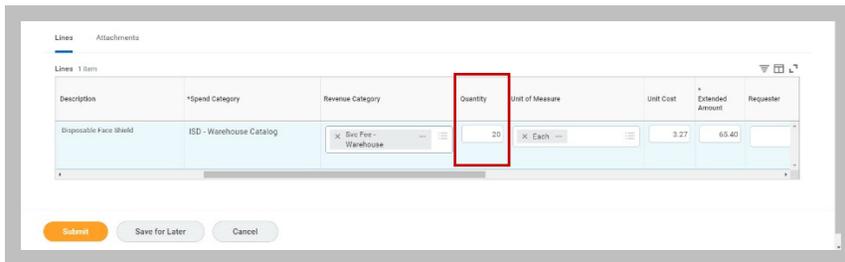
- 4. Scroll to the bottom of the page and select the plus sign to add a line for the service or goods you are requesting.



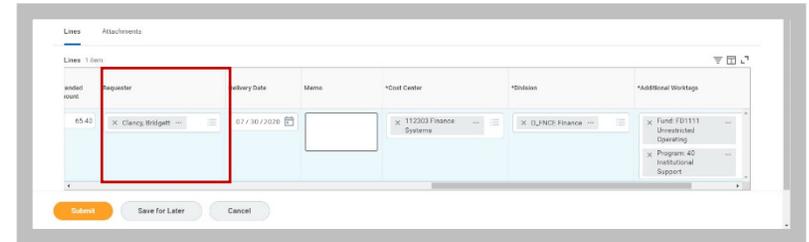
- 5. Select **Item** and **Catalog Items** to choose the goods or service you are requesting.



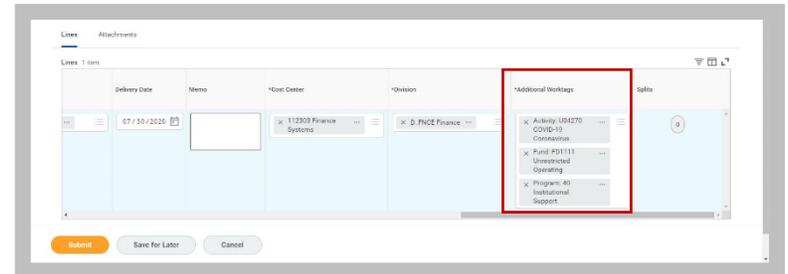
- 6. Scroll to the right and enter the **Quantity**.



- 7. Type in the name of the **Requester**. Based on the name entered here **Cost Center**, **Division**, and **Additional Worktags** will default to what is associated with the user. If a different funding source is needed delete the defaulted worktags and enter the new funding source.



- 8. If additional items are needed, complete steps 4-7.
- 9. Select the **Additional Worktags** field and type in "covid" or "U04270 COVID-19" and press **Enter** on the keyboard. This Worktag is required for FACS Warehouse Internal Service Provider orders.



- 10. Select **Submit** 

- 11. Select **Done** 