ERSO BearBuy Requisition Minimum Standards

These standards have been established to assist ERSO Receiving to effectively identify incoming packages.

REQ Summary Page

1. Revise Cart Name using convention 
   <Group/PI> <Buyer Initials> <Shopper name>

2. Include Intranet ID# or BB and buyer Initials in Dept Ref No.

3. ALL notes go in Comments tab

4. Add end user name and REQ# (or Int ID#) on line 1 or 2

5. Add Final Destination Code of recipient

1 If no final destination is provided by shopper, add 'Will Call' to end of Dept. Ref No. field (e.g., <Group/PI> <Buyer Initials> <Shopper name> - WILL CALL)

2 If final destination is not found in BB database, note final destination at end of Dept. Ref No. field AND send request to BearBuy Helpdesk to add address for future use.