

## How to Use the Bio21 Stores Interactive Requisition forms.

As a part of the continuing improvements to the Bio21 Specialist stores services we have created interactive PDF external requisition forms for either Chemical or Non-Chemical purchases.

Please read the following instructions:

1. Forms can be downloaded from the Bio21 Stores homepage:  
<http://apps.bio21.unimelb.edu.au/estores>
2. The form must be downloaded and opened as an adobe acrobat file, using it in a web browser will not have full functionality.
3. All mandatory fields marked in red must be completed.
4. Once completed, submit the form by clicking on the submit button at the bottom.
5. Submitting the form launches the default email client or webmail on your computer or device.
6. You must send the email which will have the email addresses of your supervisor, Bio21 Stores and your email address, Please attach any quotes or other relevant documents to this email.
7. Do not print the form.
8. An email will be sent to your supervisor with a link to approve the requisition.
9. Once the approval email is received by stores the requisition will be processed.
10. If you are self-approving the requisition enter your own email as the requestor and the approver. Please remember to click on the approve link in the approval email.
11. If your supervisor is unavailable to approve the requisition please be sure to use the email of the next most appropriate financial approver in the supervisors email section to avoid delays.

Questions can be emailed to [Bio21-Stores@unimelb.edu.au](mailto:Bio21-Stores@unimelb.edu.au)

Thanks,

Stores Team