



Order your chemicals in the [Arizona State University Financial Management System](#).

New chemical requisition process

The process of how you order chemicals in FMS is changing to support the new CEMS chemical management system. Effective July 1, 2022, the following changes will apply.

For chemical-related items, you MUST use the new **Chemical** requisition type.

If you enter a chemical-related item on your requisition and you didn't choose the **Chemical** requisition type, the system will give you either an **Error** or **Alert** message with further guidance.

Errors

1. Page Error

As elements of this purchase are chemical related, these items **MUST** be placed on the Chemical Requisition Type prior to submitting for approval. (ASU_REQ_36)

Note:

1. Only chemical related items are to be entered on the Chemical Requisition Type. Non-chemical items will need to be placed on a separate requisition.
2. The PI name needs to be entered as the Ship-To Contact on each requisition line. (Goods Requisition Line)

If you receive the above **Error** message, you will be required to change your requisition type to **Chemical**.

Alert

1. Page Alert

As elements of this purchase are chemical related, those items may be needed to be placed on the Chemical Requisition Type prior to submitting for approval. (ASU_REQ_37)

Note:

1. If the item ordered is for use in a lab, change the Requisition Type to Chemical. - Only chemical related items are to be entered on the Chemical Requisition Type. Non-chemical items will need to be placed on a separate requisition. - The PI name needs to be entered as the Ship-To Contact on each requisition line.
2. If the item ordered is for use in a non-lab classroom/office, leave the Requisition Type as Goods and Services. (Goods Requisition Line)

If you receive the above **Alert**, you will have the option to change your requisition type to **Chemical**.



To change your requisition type to Chemical, go to the **Requisition Type** and click on the dropdown list. Once the list appears, choose **Chemical**.

The screenshot shows a form titled "Requisition Information" with several fields. The "Requisition Type" field is highlighted with a red box, and its dropdown menu is open, showing three options: "1.Goods and Services" (selected), "ARFQ", and "Chemical" (highlighted with a red box). Other fields include "Request Date" (05/24/2022), "Currency" (USD), "Credit Card", "Sourcing Buyer", and "Submitted by".

Now that you have chosen the **Chemical requisition** type, the Ship-To address will be limited to valid chemical receiving locations only. If you receive the below error message, you must update the Ship-To address at the Header and Line(s).

Errors

1. Page Error

CEMS Valid Ship-To Chemical related items MUST be delivered to a valid chemical receiving location. Update the Ship-To address on the requisition header and lines to be one of the following locations. (ASU_REQ_38)

- 551 E UNIVERSITY DR, TEMPE (PSGX) (you will have a list of several addresses to choose from)



Shipping Address

Ship-To Address 551 E UNIVERSITY DR
PSG CHEMICAL RECEIVING
TEMPE, AZ 85287
United States of America

Goods

5 items

Order	Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extended Amount	*Ship-To Address
	Item	ADENOSINE 5-TRIPHOSPHATE, [3 P]	Isotopes	Quantity * 1	Unit Cost 252.00	252.00	551 E UNIVERSITY DR PSG CHEMICAL RECEIVING TEMPE, AZ 85287 United States of America

Once you have chosen the valid chemical Ship-To address, you will need to choose from a list of valid locations for the chemical's delivery. If you receive the below error message, you must update the **Building/Room#** on the Line(s).

Errors

1. Page Error

Based on the Ship-To address selected for chemical delivery, the Building/Room No field must be updated to include a value that ends with **_CEMS**. (ASU_REQ_40)

Valid Building/Room No values for shipping to PSG CEMS Receiving (PSGX) are:

- C0115_CEMS for final delivery to BDA
- C0215_CEMS for final delivery to PSG
- C0315_CEMS for final delivery to LSE
- C0415_CEMS for final delivery to ECG
- C0515_CEMS for final delivery to ECB
- C0615_CEMS for final delivery to ALMDB Suites
- C0715_CEMS for final delivery to GHALL

Goods

5 items

*Ship-To Address	*Ship-To Contact	Requested Delivery Date	Supplier	*Building/Room No
551 E UNIVERSITY DR PSG CHEMICAL RECEIVING TEMPE, AZ 85287 United States of America		MM/DD/YYYY	MP Biomedicals LLC	C0115_CEMS



Now that you have the valid chemical delivery Ship-To address and Building/Room# on the Line(s), you will need to enter a lab location containing the PI name, Building/Room# where the chemical will be stored. If you receive the below error message, you must update the **Lab Location** on the Line(s).

Errors

1. Page Error

CEMS Lab-Shop-Office Requirement All chemical related items require a Location be added under the **Additional Worktags** section. The Location is a combination of the PI and Building/Room, under the **LAB-SHOP-OFFICE** location hierarchy. (ASU_REQ_39) (Goods Requisition Line)

*Cost Center	Program	*Additional Worktags
<input type="checkbox"/> CC0675 SCM- Purchasing and Business Services	<input type="checkbox"/> PG05924 SCM-P- Card Technology Initiative-LCL	<input type="checkbox"/> Activity: A6100 Institutional Support <input type="checkbox"/> Campus: Tempe <input type="checkbox"/> Fund: FD5001 Unrestricted <input type="checkbox"/> Location: Howard; USB 1000C1

A few items to note:

1. Chemical requisition types must contain only chemical-related items. Non-chemical-related items will need to be put on a separate Goods and Services requisition type.
2. C#'s are valid chemical delivery building/room number codes assigned by ASU Materials Management
3. All chemicals will be centrally received and delivered by ASU Materials Management
4. When ASU Materials Management receives the chemical item, it will:
 - a. Open the package and view the contents to confirm that the correct chemical was sent and that there is no damage.
 - b. Enter the chemical item and quantity in the new CEMS Chemical Management System based on the PI, Building/Room# entered on the line.



- c. If the purchase order number is not visible on the shipping label, they will write the PO number on the box for you.
 - d. Will place a delivery label on every package to let people know that the chemical has been through CEMS receiving.
5. Once the chemical item is received by your department, if a receipt is required in FMS (goods purchase orders over \$1000), the department will need to enter that receipt.