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# How to use the new online purchasing form

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*Adobe Sign Web form*

The purchase request form is now available by clicking on the link on the MSN Website which takes you through Adobe Sign which enables the student to click on the link and complete the form and add attachments if needed and forward to the PI to sign or the PI can complete and sign it themselves . The form will automatically go to MSNOPS for processing after it has been completed.

The link will take you straight into the form that is in the AdobeSign as is ready to start filling out the information. Please note it is designed where a student can fill it in then send it to the Faculty to sign or The Faculty can complete and sign them selves.



**ASU** Ira A. Fulton Schools of  
**Engineering**  
Arizona State University  
School of Manufacturing Systems and Networks

**Purchase Request** - One Form Per Vendor-Attach Quote when Applicable

**Start** → Supplier Name

Supplier Contact

Email:

Ship to:

(For Gas & Chemical order) Lab #:

Date:

Requestor Name:

email address:

Cost Center & Account #:

Contact for pick-up:

email:

SHIPPING (check one):  Standard  Overnight  2 Day  3 day (where available)  Freight

Special Shipping Instruction:

Description	URL	#	Unit Price	Amount
			USD	\$0.00
			USD	\$0.00
			USD	\$0.00
			USD	\$0.00
			USD	\$0.00
			USD	\$0.00

If you have a quote/additional documentation, you can now attach the file and you have 3 opportunities to do so.

		USD	\$0.00
		USD	\$0.00
			\$0.00
		USD	\$0.00
		USD	\$0.00
		Subtotal	\$0.00
		Sales Tax	USD
		Shipping	USD
		Total	\$0.00

**REQUIRED Business Purpose: Provide justification that clearly identifies how this purchase supports ASU and MSN and/or how the transaction directly**

need supplies for the day to day business

[Next](#)

PI Name

PI Signature: [Click here to sign](#)

Date:

[Click to Attach Fil...](#) [Click to Attach Fil...](#) [Click to Attach File Atta...](#)

If you have completed the form as a faculty, please sign the document then hit accept, If the student is filling out the form, they click the accept button below the page without signing.

PI Name \_\_\_\_\_

PI Signature: [Click here to sign](#) Date: \_\_\_\_\_

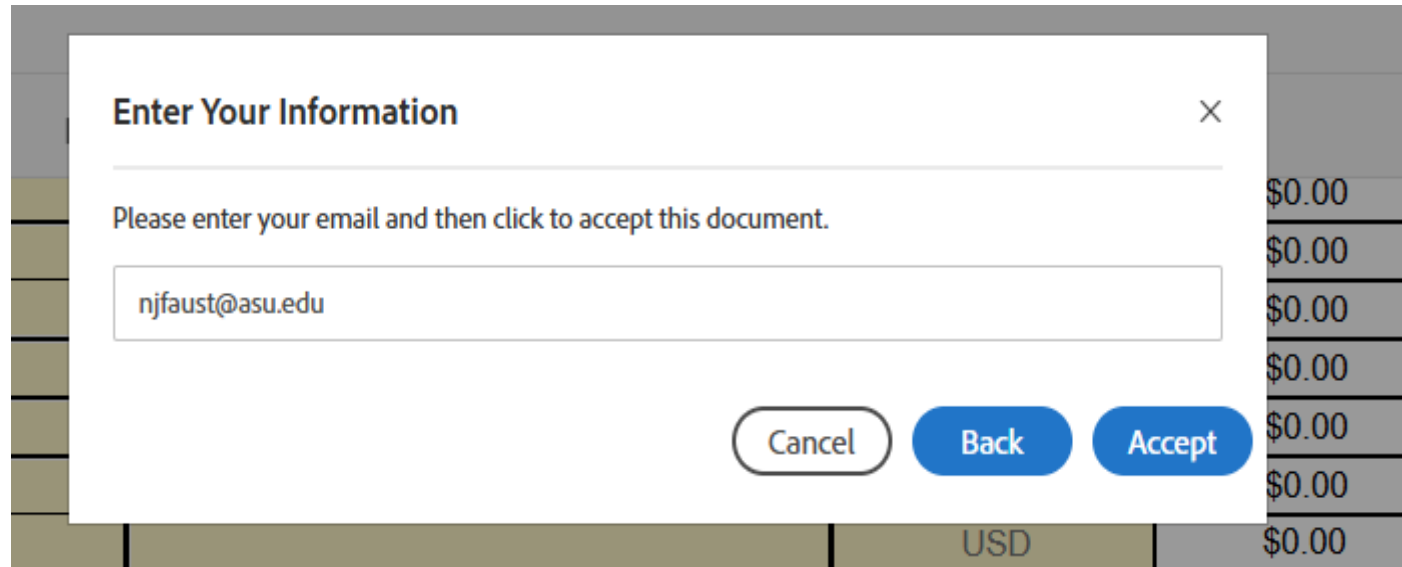
[Click to Attach Fil...](#) [Click to Attach Fil...](#) [Click to Attach File Atta...](#)

By accepting, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures. [Accept](#)

This the opportunity for the student to add the faculties name and email that needs to review and sign the form. The form will then route to that person. For faculty if you have signed the form all you need to do then is to select next and you do not need to enter another name and email.

The screenshot shows a modal window titled "Assign to next participants" with a close button (X) in the top right corner. Below the title is a horizontal line, followed by the instruction: "To complete the form please enter the information for the next participant. They will receive an email to complete this form." Below this is another horizontal line and the label "Participant 2" with an upward-pointing arrow. The form contains four input fields: "First name" (with placeholder "Enter first name"), "Last name" (with placeholder "Enter last name"), "Email address" (with placeholder "Enter email address"), and "Confirm email address" (with placeholder "Enter email address"). Below the input fields is a blue link "+ Add Message". At the bottom of the modal are two buttons: "Cancel" and "Next". The background of the page is dimmed and shows a table with rows of "\$0.00" and "USD", and a "supports" section. At the bottom of the page, there is a "Mystery" label, a signature line with a "Click here to sign" button, and a "Date:" label with an input field.

The screen shot is self explanatory



The screenshot shows a dialog box titled "Enter Your Information" with a close button (X) in the top right corner. The dialog contains the text "Please enter your email and then click to accept this document." Below this is a text input field containing the email address "njfaust@asu.edu". At the bottom of the dialog are three buttons: "Cancel", "Back", and "Accept". The dialog is overlaid on a background that appears to be a table with several rows of "\$0.00" and a "USD" label.

An email will be sent to you which you need to confirm you email address and then the completed form will be emailed to [MSNOPS@asu.edu](mailto:MSNOPS@asu.edu). **PLEASE NOTE IF YOU DO NOT DO THIS STEP, WE WILL NOT RECEIVE THE COMPLETED FORM**

## Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your acceptance on "Purchase-Request Form" until you've confirmed.

Please confirm your acceptance of Purchase-Request Form



Adobe Sign <adobesign@adobesign.com>

To: Norma Faust

If there are problems with how this message is displayed, click here to view it in a web browser.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.  
Company Logo

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

Thank you for accepting Purchase-Request Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your acceptance and other form participants have fulfilled their roles, all parties will be notified.