

ISD Ordering Instructions (Materials Request for Stock)

These instructions are for NAU departments to place orders for Campus Supply stock through the Facility Services ISD site.

ISD Instructions:

- Go to → <https://fsrequest.nau.edu/> → Log in using your NAU userID and password
- Under “Material Request”, select “Catalog Search”
- Find the stock parts to be purchased:
 - Use the Part Type drop down to search by categories
 - Use the Part Code search if you know the Part# you are searching for
 - Case of Copier paper Part # is 4200600
 - Use the Part Description box to search for parts (be as vague as possible)
 - NOTE: If you cannot find the part you are looking for, contact Campus Supply at extension 3-1108 or NAU-CampusSupply@nau.edu to get the correct information.
- Select the Part Code number of the item(s) you would like to purchase
 - NOTE: the number in the “Avail” column is the quantity that is currently in stock.
- Click again on the Part Code number
 - Enter the “Order Quantity” and select “Add to Cart”
- You have three options (Note: under “Material Request” in the left column, you can always select “Checkout” at any time)
 - “Search for Parts” to add another item, click on
 - “View Your Cart” to go to your cart
 - Here you can update your cart or continue shopping
 - “Checkout”
- Checkout
 - Select “Checkout” under “Material Request” on left hand side menu bar
 - Select your Facility as 1FLAGSTAFF CAMPUS (we do not deliver outside of Flagstaff)
 - Select your Building
 - Review your contact information
 - Under Account #, your Department may auto populate your speedchart.
 - You must add a dash, plus the account number 739100 to your speedchart
 - ie. 4090110F48-**739100**
 - Don’t forget the 739100 part or it will say your account is invalid
 - Select Repair Center (always FS – FACILITY SERVICES)
 - Select Required Date (usually within 48 hours)
 - Enter the Bldg#/RM# for delivery location (REQUIRED to ensure prompt delivery)
 - Comment Box: Make any comments needed in regards to the order or delivery
 - Select SUBMIT
- You will receive a “Materials Request” number at the top of the submitted order page; keep this number for reference if there are any issues with the order or delivery.
- Your order will be delivered to the location provided, usually within 48 hours.