

INSTRUCTIONS FOR PROCESSING CHEMICAL ITEMS IN THE PARIS REQUISITION SYSTEM

1. Select the "Chemical Item" checkbox for each line item in the requisition that is a chemical
2. Enter the category code as 6810
3. Complete the Requisition
4. The PARIS system will create a pop up window prompting for the following information:

Note: The requester is responsible for providing the information to the order entry person:

Owner: _____
Badge: _____
Division: _____
Site: _____
Building: _____
Wing: _____
Room: _____
Dock: _____
Manufacturer: _____
Chemical: _____
No. of Containers: _____
Size of Containers: _____
Unit of Measure: _____
CMS Security Code: _____