Quartzy Training

Columbia Nano Initiative
Adding a New Request

Click the Add Request on the top left of the page.
Completing the Form

On this page, enter the Vendor, Item Number (if available), Item Name, Unit Size, Unit Price, Quantity, and URL (if available).

Select the Type of item/s you are purchasing. (Note* It is important to select Chemical for all chemical orders.)

It's mandatory that the Business Justification is added in the Notes section.

Upload all required documents (quotes, PI approval, Sole Source Form, COI…)

Click the ADD Grant ID
Completing the Form

Add the Chart-string in the Grant ID section.
Be sure it include the following:
5260102-Spons-UR006403-01-00000-jg2966

If you have more than one line item, click ADD Another Item.
Once completed, click add request.
Approval/Order Stage

• Your request will either be routed to your PI for approval or the CISE Office.
• When your item is approved and/or ordered, you will receive an email notification from Quartzy with the status update.
• If there are any errors on your order, your PI or the CISE team member may cancel the order. If this happens, you will receive a notification with an explanation.
Receiving

The final step is marking your item/s received.

It is mandatory that you add a location for all capital equipment.
Important Purchasing

- The P-Card threshold is $2,500
- Onsite service requires a COI
- The less expensive vendor may cost you more money; use preferred vendors
If you have any questions please email:
cise@Columbia.edu
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Thank You