1. To start, please request order numbers (referred to as REQ#).

- Go to https://cbs.ucr.edu/ to place an IDT order
- Under the “Receiving” tab, select “IDT Request Form”
2. Fill out the request form
2a. Fill out the request form- your information

IDT Request Form

*Indicates required field

First *

Last *

Phone *

Email *
2b. Fill out the request form - Approved Transactor information

**Approving Transactor Information**

First *

Last *

Phone *

Email *

**Approving Transactor Information**

First *

Last *

Phone *

Email *

Bill Sutton

(951) 827-5704

bill.sutton.ucr.edu
2c. Fill out the request form - PI information

Principal Investigator Information (PI)

First *

Last *

Phone *

Email *
2d. Fill out the request form - Delivery information

**Delivery Information**

Building *

Room *

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**Delivery Information**

Building *

Entomology

Room *

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2e. Fill out the request form- FAU information

*Double check your FAU here.*
3. After submitting you will receive an email from Receiving Services containing 5 REQ numbers

- Each REQ# is to be used **ONLY ONCE** per transaction.
- It is up to you to keep track of which of your numbers you have used and save unused numbers for future purchases.
- Example numbers: (these are just sample numbers, do not uses these ones)
  - REQ011111
  - REQ022222
  - REQ033333
  - REQ044444
  - REQ055555

The last 6 numbers will be used at checkout on the IDT site.
4. Navigate to the UCR IDT login portal

• Do **NOT** go directly to the IDT website.
• Instead, head to:  
• Bookmark this page
4. Navigate to the UCR IDT login portal

Do NOT go directly to the IDT website.

a. If you already have an IDT web account sign in on the left.

b. If not, use this menu on the right to create your account.

5. Once you’re logged in, you’ll be redirected to the IDT page. Place your order, as usual.
6. At checkout, select Purchase Order

For “Purchase Order number”: enter the last 6 digits of an unused REQ#

**After this transaction, mark this number as used. It may not be used again.**
6. Example checkout

1. Enter last 6 digits of an active REQ#
6. Example checkout

Secure Checkout Web Order #19777568

Please click here to give us your feedback on your ordering experience.

Payment Options

- Purchase Order
- Credit Card
- Oligocard

Payment Details

Choose Payment: Select Saved PO

Saved As: 111111

Purchase Order Number

Purchase order fields should reflect the details on the purchase order.

Order Summary

- Subtotal: $36.30 USD
- S&H: $11.25 USD
- Tax: $4.16 USD
- Total: $51.71 USD

- Tax shown here is an estimate. Taxes for your order will be calculated at the time of invoicing when applicable.
- Shipping and Handling (S&H) may not reflect the final amount for non-standard or multi-box shipments.
- By continuing the ordering process, purchaser agrees to IDT’s terms and conditions found here.

2. Submit your order
6. Example checkout

3. Mark this number as used so that you don’t use it again.

- REQ0111111
- REQ0222222
- REQ0333333
- REQ0444444
- REQ0555555
7. Future orders

- REQ011111
- REQ022222
- REQ033333
- REQ044444
- REQ055555

Save these 4 numbers for future transactions. Once these are all used, request new REQ#s as before.