Steps to order Essential Oils in Symphony:

1. Open the requisition screen; all the sections need to be addressed/completed

2. See step 10 of Symphony QRG – Ordering Supplies; select ‘Special Request’;

3. Click the ‘eMarketplace’ link

4. Enter ‘OIL’ as description of the supply item in the Shop field. (the system likes brief info; not detailed info for search)

5. Click ‘GO’

6. Item will display; Healing Place Farm is our vendor

7. Use our site-based supply list to enter items required; this vendor has Vendor Item ID that are essential oil names; specific product #’s are not being used by this vendor

8. Complete step 15 & continue as on QRG.