

## How To Place Orders Using GryphForm

### For General Purchases

When orders need to be placed Faculty, staff or students should complete and submit a Gryph Form called 'ABSc – Purchase Request' found here: [University Of Guelph](#)

There are four roles:

#### 1. The Initiator

- a. The personnel requesting the order for the items/services
- b. They will select the appropriate approver from a list to review and approve the order

#### 2. Authorized Approvers

- a. Those with grant signing authorities who will review and provide the grant numbers approved to place the order
- b. When the approver has approved the order, it will be automatically forwarded to the Purchase Office

#### 3. Purchase Office

- a. ABSc main office staff will review the forms and ultimately place the order or return it to either the approver or initiator

#### 4. It Purchase

- a. ABSc IT team will be the final reviewer and place or return any orders for IT related purchase requests indicated by the Initiator when checking off 'Yes' or 'No' to whether or not the purchase is for Information Technology

Both Initiator and Authorized Approvers will be able to see details about open orders they've created or are involved with including which stage/with whom the order request is with in addition to the time the order was created, sent back or approved.

After clicking the link to the website (as provided on page 1) and then selecting 'ABSc – Purchase Request' a pop-up window will appear which is the new purchase request form and a unique PO (purchase order) number will be auto generated in the top right corner.

Number

**ABSc - Purchase Request**

Requested By: Luke Luo | lluo04@uoguelph.ca

Requested On: 2026 Mar 10

P/O#: **ABSc-26-0014**

[Create PDF](#)

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Supplier and Ship To

Supplier	<input type="text" value="ABCAM"/>	Ship To	<input type="text" value="ANNU BLDG 70"/>
Name	<input type="text"/>	Attention	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Contact	<input type="text"/>	Telephone	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>
Email	<input type="text"/>	Shipping Note	<input type="text"/>
Website	<input type="text"/>		

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Items

Item#	Product Code	Product URL / Description	Consumable	Quantity	Unit Price	Total	Action
1	<input type="text" value="Product code or N/A if unknown"/>	<input type="text" value="Product description"/> <input type="text" value="Product web page"/> <input type="text" value="Product url"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>	<input type="text"/>	\$0.00	<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="✕"/>
Add						Subtotal \$0.00	
						Shipping	
						Tax \$0.00	<input type="text" value=""/> %
						Total \$0.00	<input type="text" value="CDN"/>

Information Technology Request  
 Is this a request to purchase Information Technology?

If you are initiating a new purchase but already have signing authority on a grant (either you've been granted authorization by the grant leader or if you are the grant leader), you can select yourself as the Authorized Approver.

**Role as Initiator:**

Complete as much of the fields and details regarding the order request as you can, ensuring all required fields are completed.

The GL coding fields can be left blank for your supervisor/Authorized Approver to complete if you do not know which grant/project to use

The initiator process should look like this:

- Select the appropriate ‘Supplier’ from the dropdown menu and fill out each of the fields
  - If vendor isn’t listed, please select ‘Other’ and enter the vendor’s name
- Ensure the correct ‘Ship To’ location is selected
  - If choosing ‘Other’ make sure the address field is completed with the desired address
- Product code for the item must be provided, otherwise please provide a link/URL to the product or upload a quote
- Using the drop-down menu, be sure to indicate whether this is an IT purchase as this will determine whether or not the ABS IT team will place the order or the Purchase Office

- Select the appropriate Authorized Approver from dropdown menu
- Complete the justification section, explaining the purpose of the order

### Role as Authorized Approver:

When an initiator creates and submits a purchase requisition form for approval, the Authorized Approver that is selected will then receive an automatic email notifying of a required 'task' that needs to be performed as shown in the snip below:

**Timeline Task Assignment - Authorized Approver**  
*ABSc - Purchase Request Timeline (ABSc - Purchase Request Submitted On 2/12/2026 2:04 PM)*

You have been requested to participate in the Timeline activity named 'Authorized Approver'. To perform your task click on the link below and follow the instructions provided.

[Click Here to Perform Task](#)

<b>Task:</b>	Authorized Approver
<b>Due:</b>	2/13/2026 2:04 PM
<b>Form:</b>	ABSc - Purchase Request Submitted On 2/12/2026 2:04 PM
<b>Process Timeline:</b>	ABSc - Purchase Request Timeline (ABSc - Purchase Request Submitted On 2/12/2026 2:04 PM)
<b>Priority :</b>	1
<b>References:</b>	ABSc - Purchase Request Submitted On 2/12/2026 2:04 PM

Clicking the highlighted hypertext that says "Click Here to Perform Task" will open the purchase request.

Review then either send the request back to the initiator with a comment or confirm and provide the grant/project number to be used for the order and approve.

Only either the grant or project number field needs to be complete in order to approve the request. Its okay if the rest of the fields are left blank as the Purchase Office will be sure to fill in the missing pieces of the GL code in the next step of the process.

- Review the contents of the order
- Provide an eligible account to pay for the order with sufficient funding
  - Grant/project numbers are always 6 digits
  - Based on the grant or project number provided, you should be able to determine the full GL coding
  - Grant numbers that start with '05x' and '070' will always use fund number '300' (example: **300**-010800-05xxxx/07xxxx-000000-object code)
  - Grants that start with '400','401','46' will always use fund '301' (**301**-010800-40xxxx/46xxxx-000000-object code)
  - OMAFA 'Grants' that start with '030' are actually project numbers and will always use fund '110' (**110**-010800-000000-030xxx-object code)
  - New OMAFA Grants that start with '1xx' will always use fund '305' (**305**-010800-1xxxxx-000000-object code)

### **Role as Purchase Office:**

Review and ensure all required details/information is provided on the purchase request form and then decide whether to place the order or send it back to either the initiator or authorized approver for revisions/corrections.

- When reviewing/placing the order, the Purchase Office must ensure the full 26-digit GL coding is completed correctly and sufficient funding is available from an active grant
- The Purchase Office will save a copy of the order once it has been placed and completed
- The Purchase Office will send a confirmation of the purchase to the initiator/approver

If the request is IT related, just follow the first step (review/complete the full 26 digit code and ensure sufficient funding in selected grant) then approve, this will forward the request to the IT Purchase (ABSc IT Team) and they will do steps 2 and 3

**Role as IT Purchase:**

Essentially the same as Purchase Office except exclusively for orders that have been marked as IT purchases and the IT team will not be expected to review the GL coding or check the grant status as this step would have already been completed by Purchase Office.

May 2026