

Supply Requisition External Form – Client

Client access to the Supply Requisition External Form allows a client to submit a supply requisition that will be entered into NetSuite.

Client access is managed through External User Profile.

Email	The email the client will use to login to the supply requisition external form
Password	Administrator provided password of the client
Entity	Links the External User Profile to the Customer record in NetSuite. Establishes sourcing for the customer information.
Type	identifies if the external user profile is a customer or an employee

Logging into the Supply Requisition External Form


To access the Supply Requisition External Form, use the following Link/URL:

[Supply Requisition Login page](#)

<https://3329592.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=1236&deploy=2&compid=3329592&ns-at=AAEJ7tMQayr7D6dy8ld6MpukWKWKD08jxjdp4Ynw4upft6URoU0>

Video Tutorial on Using NetSuite

<https://www.sbmf.org/wp-content/uploads/2026/05/NetSuite-Tutorial.mp4>



The screenshot shows the login interface for the South Bend Medical Foundation (SBMF) Supply Requisition system. At the top center is the SBMF logo, which consists of a stylized purple flame icon to the left of the letters 'SBMF' in a bold, purple, sans-serif font. Below the logo, the text 'South Bend Medical Foundation' and '3355 Douglas Road, South Bend, IN 46635' is displayed in a smaller, black font. Below this is the heading 'SUPPLY REQUISITION' in bold, black, uppercase letters. The main form area is a white box with a thin border containing the following elements: an 'EMAIL' label above a text input field, a 'PASSWORD' label above another text input field, a 'LOGIN' button with a light gray background and black text, and a blue, underlined link labeled 'Forgot Password?' below the button.

1. Enter your email address and password
2. Click on Login

The initial page that the user will see upon logging in is the Order History page.

South Bend Medical Foundation
2025, Doughton Road, South Bend, IN 46625

ORDER HISTORY | CREATE NEW

Welcome! Three Rivers Health
Logout

10 entries per page Search:

View/Edit	Transaction #	Status	Date
View/Edit	SO124	Approved	07/15/2025
View/Edit	SO122	Completed	07/14/2025
View/Edit	SO105	In Progress	07/08/2025
View/Edit	SO95	Rejected	07/08/2025
View/Edit	SO94	Draft	07/08/2025
View/Edit	SO93	Submitted	07/08/2025
View/Edit	SO82	Submitted	07/02/2025
View/Edit	SO75	Rejected	07/02/2025
View/Edit	SO66	In Progress	06/30/2025
View/Edit	SO65	Draft	06/30/2025

Showing 1 to 10 of 18 entries

« < 1 2 > »

The Order History page displays a list of all supply requisitions that were submitted by the user.

Creating a Supply Requisition

1. From the Order History page, click on Create New on the Navigation

South Bend Medical Foundation
2025, Doughton Road, South Bend, IN 46625

ORDER HISTORY | CREATE NEW

Welcome! Three Rivers Health
Logout

10 entries per page Search:

View/Edit	Transaction #	Status	Date
View/Edit	SO124	Approved	07/15/2025
View/Edit	SO122	Completed	07/14/2025
View/Edit	SO105	In Progress	07/08/2025
View/Edit	SO95	Rejected	07/08/2025
View/Edit	SO94	Draft	07/08/2025
View/Edit	SO93	Submitted	07/08/2025
View/Edit	SO82	Submitted	07/02/2025
View/Edit	SO75	Rejected	07/02/2025
View/Edit	SO66	In Progress	06/30/2025
View/Edit	SO65	Draft	06/30/2025

Showing 1 to 10 of 18 entries

« < 1 2 > »

This opens the Create Supply Requisition page.

The screenshot shows the 'Create Supply Requisition' page. At the top left is the SBMF logo (South Bend Medical Foundation) and navigation links for 'ORDER HISTORY' and 'CREATE NEW'. At the top right, it says 'Welcome! Three Rivers Health' and 'Logout'. Below the header are 'Save' and 'Submit' buttons. The main form is divided into sections: 'PRIMARY INFORMATION - TO BE GENERATED' with fields for 'Company Name' (Three Rivers Health), 'Date' (July 18, 2025), and 'Memo'. Below that is the 'SHIP TO' section with fields for 'Ship to' (a dropdown menu), 'Requestor' (Three Rivers Health), 'Zip' (46601), 'Address Line 1' (615 North Michigan Street), 'City' (South Bend), 'State' (Indiana), 'Email', and 'Phone'. A red box highlights the 'Ship to' dropdown menu. Below the shipping information is an 'Add Supplies' button and a table with columns: Edit, Item, Description, Unit, Quantity, and Remove.

2. On the Ship to Field, select the Shipping Address.

This screenshot is identical to the one above, but the 'Ship to' dropdown menu is now populated with the address '615 North Michigan Street'. The red box still highlights the dropdown menu.

Users have the option to override any address information if necessary. This new address will be applied to the current Supply Requisition.

The overridden address does not get saved in the Customer Record. For any changes on addresses, the Administrator should be contacted.

3. Adding Items – Click on the Add Supplies button.

Save Submit

PRIMARY INFORMATION - TO BE GENERATED

Company Name Three Rivers Health	Date July 18, 2025	Memo
-------------------------------------	-----------------------	------

SHIP TO

Ship to 615 North Michigan Street	Address Line 1 615 North Michigan Street	Address Line 2
Requestor Three Rivers Health	City South Bend	State Indiana
Zip 46601	Email	Phone

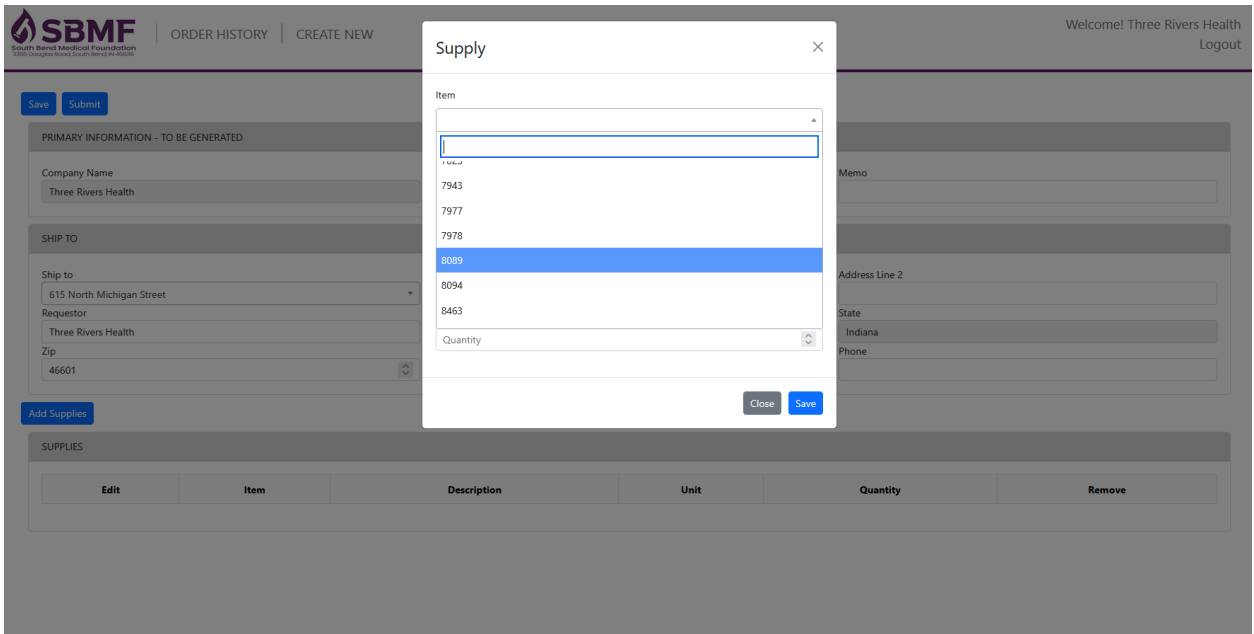
Add Supplies

SUPPLIES

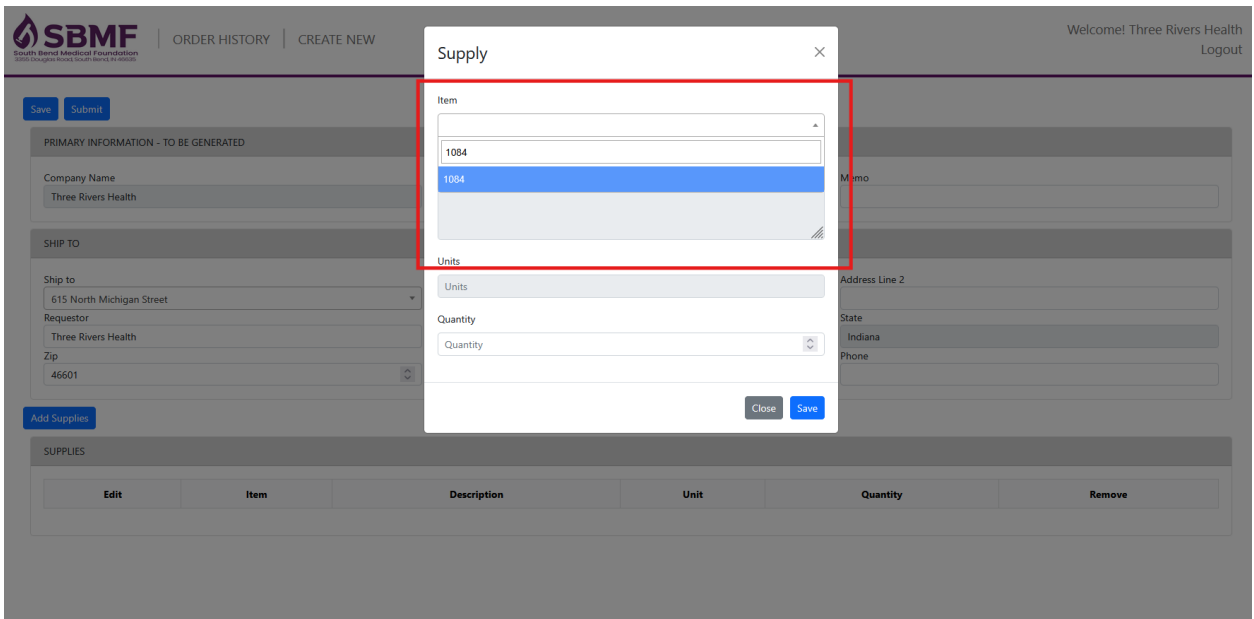
Edit	Item	Description	Unit	Quantity	Remove
------	------	-------------	------	----------	--------

This opens the pop-up window to select items.

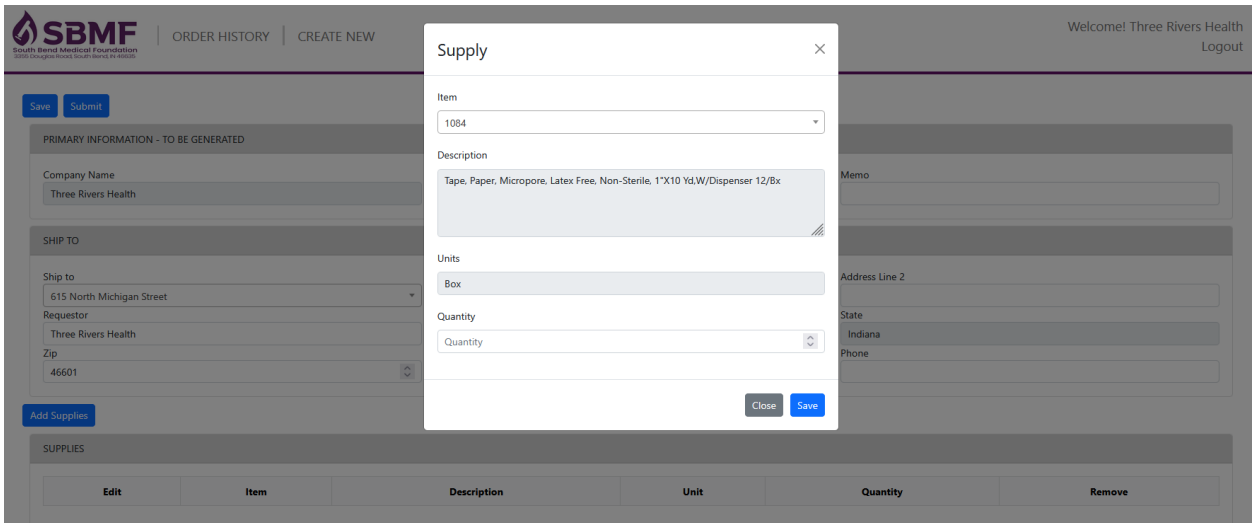
4. Click on the Item field to select an item a list of items allowed to be ordered for supply requisition.



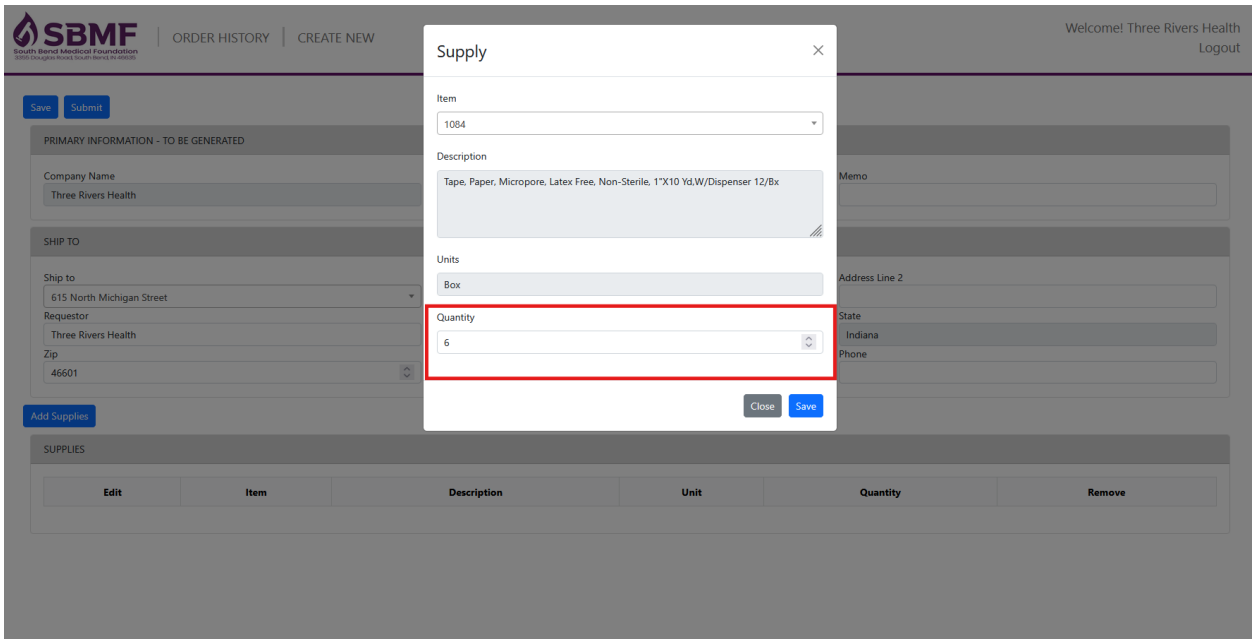
The item field also allows you to type ahead to search for items.



The description and unit of the item is populated upon selection.



5. Set the quantity to be ordered.



The quantity that will be ordered is based on the unit type displayed.

6. Click on Save to complete adding the item.

SBMF | ORDER HISTORY | CREATE NEW | Welcome! Three Rivers Health | Logout

Save Submit

PRIMARY INFORMATION - TO BE GENERATED

Company Name
Three Rivers Health

SHIP TO

Ship to
615 North Michigan Street

Requestor
Three Rivers Health

Zip
46601

Add Supplies

SUPPLIES

Edit	Item	Description	Unit	Quantity	Remove
------	------	-------------	------	----------	--------

Supply

Item
1084

Description
Tape, Paper, Micropore, Latex Free, Non-Sterile, 1"X10 Yd,W/Dispenser 12/Bx

Units
Box

Quantity
6

Close Save

7. To add more items, repeat steps 3-6.

SBMF | ORDER HISTORY | CREATE NEW | Welcome! Three Rivers Health | Logout

Save Submit

PRIMARY INFORMATION - TO BE GENERATED

Company Name
Three Rivers Health

Date
July 18, 2025

Memo

SHIP TO

Ship to
615 North Michigan Street

Address Line 1
615 North Michigan Street

Address Line 2

Requestor
Three Rivers Health

City
South Bend

State
Indiana

Zip
46601

Email

Phone

Add Supplies

SUPPLIES

Edit	Item	Description	Unit	Quantity	Remove
Edit	1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1"X10 Yd,W/Dispenser 12/Bx	Box	6	Remove
Edit	Medical Gloves : Medium Vinyl Medical Gloves	No description available.	Box	10	Remove
Edit	Medical Gloves : Large Vinyl Medical Gloves	No description available.	Box	5	Remove

8. On any item line, the edit button can be used to make any changes.

Save Submit

PRIMARY INFORMATION - TO BE GENERATED

Company Name: Three Rivers Health | Date: July 18, 2025 | Memo:

SHIP TO

Ship to: 615 North Michigan Street | Address Line 1: 615 North Michigan Street | Address Line 2: | Requestor: Three Rivers Health | City: South Bend | State: Indiana | Zip: 46601 | Email: | Phone:

Add Supplies

SUPPLIES

Edit	Item	Description	Unit	Quantity	Remove
Edit	1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1"X10 Yd.W/Dispenser 12/Bx	Box	6	Remove
Edit	Medical Gloves : Medium Vinyl Medical Gloves	No description available.	Box	10	Remove
Edit	Medical Gloves : Large Vinyl Medical Gloves	No description available.	Box	5	Remove

9. On any item line, the Remove button can be used to delete any added items.

Save Submit

PRIMARY INFORMATION - TO BE GENERATED

Company Name: Three Rivers Health | Date: July 18, 2025 | Memo:

SHIP TO

Ship to: 615 North Michigan Street | Address Line 1: 615 North Michigan Street | Address Line 2: | Requestor: Three Rivers Health | City: South Bend | State: Indiana | Zip: 46601 | Email: | Phone:

Add Supplies

SUPPLIES

Edit	Item	Description	Unit	Quantity	Remove
Edit	1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1"X10 Yd.W/Dispenser 12/Bx	Box	6	Remove
Edit	Medical Gloves : Medium Vinyl Medical Gloves	No description available.	Box	10	Remove
Edit	Medical Gloves : Large Vinyl Medical Gloves	No description available.	Box	5	Remove

10. Enter any additional information or notes on the Memo field.

[Save](#) [Submit](#)

PRIMARY INFORMATION - TO BE GENERATED

Company Name Three Rivers Health	Date July 18, 2025	Memo Order Supplies for July 24
-------------------------------------	-----------------------	------------------------------------

SHIP TO

Ship to 615 North Michigan Street	Address Line 1 615 North Michigan Street	Address Line 2
Requestor Three Rivers Health	City South Bend	State Indiana
Zip 46601	Email	Phone

[Add Supplies](#)

SUPPLIES

Edit	Item	Description	Unit	Quantity	Remove
Edit	1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1"X10 Yd.W/Dispenser 12/Bx	Box	6	Remove
Edit	Medical Gloves : Medium Vinyl Medical Gloves	No description available.	Box	10	Remove
Edit	Medical Gloves : Large Vinyl Medical Gloves	No description available.	Box	5	Remove

11. Click on Submit to submit the order for processing.

Click on Save to save your work. This allows you to go back and add more items and make any changes before submitting the order for processing.

[Save](#) [Submit](#)

PRIMARY INFORMATION - TO BE GENERATED

Company Name Three Rivers Health	Date July 18, 2025	Memo Order Supplies for July 24
-------------------------------------	-----------------------	------------------------------------

SHIP TO

Ship to 615 North Michigan Street	Address Line 1 615 North Michigan Street	Address Line 2
Requestor Three Rivers Health	City South Bend	State Indiana
Zip 46601	Email	Phone


[Add Supplies](#)

SUPPLIES

Edit	Item	Description	Unit	Quantity	Remove
Edit	1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1"X10 Yd.W/Dispenser 12/Bx	Box	6	Remove
Edit	Medical Gloves : Medium Vinyl Medical Gloves	No description available.	Box	10	Remove
Edit	Medical Gloves : Large Vinyl Medical Gloves	No description available.	Box	5	Remove

An order that has been saved has the status of Draft.

To continue editing your saved order, click on Edit from the order history page.



ORDER HISTORY | CREATE NEW

Welcome! Three Rivers Health
Logout


10 entries per page Search:

View/Edit	Transaction #	Status	Date
View/Edit	SO135	Draft	07/18/2025
View/Edit	SO124	Approved	07/15/2025
View/Edit	SO122	Completed	07/14/2025
View/Edit	SO105	In Progress	07/08/2025
View/Edit	SO95	Rejected	07/08/2025
View/Edit	SO94	Draft	07/08/2025
View/Edit	SO93	Submitted	07/08/2025
View/Edit	SO82	Submitted	07/02/2025
View/Edit	SO75	Rejected	07/02/2025
View/Edit	SO66	In Progress	06/30/2025

Showing 1 to 10 of 19 entries

1 2

Clicking on View will open the order in View mode. You may click on the Edit button from here to change to Edit mode or Click on Submit to proceed to Submit for processing.



ORDER HISTORY | CREATE NEW

Welcome! Three Rivers Health
Logout

[Edit](#) [Submit](#)

PRIMARY INFORMATION - SO135 - Draft

Company Name Three Rivers Health	Date July 18, 2025	Memo Order Supplies for July 24
-------------------------------------	-----------------------	------------------------------------

SHIP TO

Ship to Custom Address	Address Line 1 701 South Health Parkway	Address Line 2
Requestor Three Rivers Health Hospital	City Three Rivers	State MI
Zip 49093	Email test@emailtesting.test	Phone +12692781145

SUPPLIES

Item	Description	Unit	Quantity
1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1	Box	6
Medical Gloves : Medium Vinyl Medical Gloves	No description available.	Box	10
Medical Gloves : Large Vinyl Medical Gloves	No description available.	Box	5

12. A submitted supply requisition will have a status of Submitted on the Order History page.

10 entries per page Search:

View/Edit	Transaction #	Status	Date
View/Edit	SO135	Submitted	07/18/2025
View/Edit	SO124	Approved	07/15/2025
View/Edit	SO122	Completed	07/14/2025
View/Edit	SO105	In Progress	07/08/2025
View/Edit	SO95	Rejected	07/08/2025
View/Edit	SO94	Draft	07/08/2025
View/Edit	SO93	Submitted	07/08/2025
View/Edit	SO82	Submitted	07/02/2025
View/Edit	SO75	Rejected	07/02/2025
View/Edit	SO66	In Progress	06/30/2025

Showing 1 to 10 of 19 entries

A submitted supply requisition can still be retracted. Retracting a sales order will return the status to Draft and will allow you to make changes to the item lines.

[Retract](#)

FORMAL INFORMATION - SO135 - Submitted

Company Name Three Rivers Health	Date July 18, 2025	Memo Order Supplies for July 24
-------------------------------------	-----------------------	------------------------------------

SHIP TO

Ship to Custom Address	Address Line 1 701 South Health Parkway	Address Line 2
Requestor Three Rivers Health Hospital	City Three Rivers	State MI
Zip 49093	Email test@emailtesting.test	Phone +12692781145

SUPPLIES

Item	Description	Unit	Quantity
1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1	Box	6
Medical Gloves : Medium Vinyl Medical Gloves	No description available.	Box	10
Medical Gloves : Large Vinyl Medical Gloves	No description available.	Box	5

Reordering a Supply Requisition

Supply Requisition that was created in the past can be reordered. This will allow the user to order the same list of items.

1. On the Order History page, click View on a Completed Supply Requisition.

10 entries per page

Search:

View/Edit	Transaction #	Status	Date
View/Edit	SO135	Submitted	07/18/2025
View/Edit	SO124	Approved	07/15/2025
View/Edit	SO122	Completed	07/14/2025
View/Edit	SO105	In Progress	07/08/2025
View/Edit	SO95	Rejected	07/08/2025
View/Edit	SO94	Draft	07/08/2025
View/Edit	SO93	Submitted	07/08/2025
View/Edit	SO82	Submitted	07/02/2025
View/Edit	SO75	Rejected	07/02/2025
View/Edit	SO66	In Progress	06/30/2025

Showing 1 to 10 of 19 entries

« 1 2 »

A completed order will have the Reorder button.

[Reorder](#)

PRIMARY INFORMATION - SO122 - Completed

Company Name Three Rivers Health	Date July 14, 2025	Memo
-------------------------------------	-----------------------	------

SHIP TO


Ship to Custom Address	Address Line 1 615 North Michigan Street	Address Line 2
Requestor Three Rivers Health	City South Bend	State IN
Zip 46601	Email test@test.com	Phone +123452325352

SUPPLIES

Item	Description	Unit	Quantity
1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1	Box	1

2. Click on the Reorder button. This will open a new Supply Requisition with the same list of items.

The user can make any changes and add or remove items as if creating a new order from scratch.

South Bend Medical Foundation
3335 Douglas Road, South Bend, IN 46635 | [ORDER HISTORY](#) | [CREATE NEW](#)

Welcome! Three Rivers Health
[Logout](#)

[Save](#) [Submit](#)

PRIMARY INFORMATION - TO BE GENERATED

Company Name Three Rivers Health	Date July 18, 2025	Memo
-------------------------------------	-----------------------	------

SHIP TO

Ship to Custom Address	Address Line 1 615 North Michigan Street	Address Line 2
Requestor Three Rivers Health	City South Bend	State IN
Zip 46601	Email test@test.com	Phone +123452325352

[Add Supplies](#)

SUPPLIES

Edit	Item	Description	Unit	Quantity	Remove
Edit	1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1	Box	1	Remove

3. Click on Submit once done and the order will be processed for approval.

Save Submit

PRIMARY INFORMATION - TO BE GENERATED

Company Name Three Rivers Health	Date July 18, 2025	Memo
-------------------------------------	-----------------------	------

SHIP TO

Ship to Custom Address	Address Line 1 615 North Michigan Street	Address Line 2
Requestor Three Rivers Health	City South Bend	State IN
Zip 46601	Email test@test.com	Phone +123452325352

Add Supplies

SUPPLIES

Edit	Item	Description	Unit	Quantity	Remove
Edit	1084	Tape, Paper, Micropore, Latex Free, Non-Sterile, 1	Box	1	Remove