UCLA Online Recharge Order Request (ROR) - Instructions

Thank you for utilizing UCLA Mira Hershey Hall event spaces in BioAdmin. Your department's Business or Accounting Office should be able to assist you in providing payment details electronically via the online Recharge Order Request application. This is a 4-step process as follows:

1. Create Order (Customer)
2. Quote Pricing (BioAdmin)
3. FAU Allocation (Customer)
4. Fulfillment (BioAdmin)

To initiate, please see instructions below for Step 1 for submitting the request to BioAdmin and to facilitate the next steps to completing the order.

Step 1. Create Order via Recharge Order Request: https://fsw.ais.ucla.edu/recharge

Select "Create Order" under Order header
Add Explanation
- **Invoice Number,** followed by the **Event Name (e.g., 01012019, Mathematics Departmental Meeting)**

Add Deliver To
- Win Lam, 310-206-4075, reserveconferencerooms@lifesci.ucla.edu

Enter Fund Information
- Loc: 4  Account/CC: 433872/3F        Fund: **61826**

Goods and Services Description:
- **Exact line items of your invoice (e.g., Grand Salon-Full Day – Internal)**
- **Additional rows can be added for each line item of quote/invoice if multiple locations are being rented.**
- **Enter the quantity and rate exactly as they appear on your invoice**

Press Submit

Thank you for submitting your request via the ROR system! If you have any questions or need further assistance, feel free to contact BioAdmin.