

# Receiving your orders in event of staff absences

During the Covid pandemic, all UW buildings are locked 24/7. Our regular UPS/FedEx/Praxair/Airgas drivers have card access to LSB B1. Every effort is made to have at least one staff on site each day.

In the event there are no staff on site and you see any packages on the loading dock, please bring them inside. If there are any perishables, email a picture of the shipping label to [biopurch@uw.edu](mailto:biopurch@uw.edu) so we can contact the lab. If the box indicates to put in the freezer or refrigerator, put them in the fridge/freezer in B148.

If you are looking for your order:

- Look up the order in PurchasePath and look at the PO#.
  - If this was placed via Ariba, it will have a number beginning with **EI**.
    - This number should be listed on the shipping label and/or packing slip.
    - Some items will be arriving from the manufacturer, not the vendor you ordered from (like Fisher, VWR).
  - Amazon orders
    - Items often arrive from 3<sup>rd</sup> party sellers. Sometimes they will print the Amazon order # (entered in the order info in PP) on the shipping label. The number-only format is ###-#####-#####
    - We reference the PP ID# on all Amazon orders (PP#####), this will be printed on packing slips.

Other vendors: no advice, do the best you can.

- Sign/Date all packing slips and leave on the cart outside the stockroom.
- Fill out order log on the cart.

Break down boxes and leave next to the wire rack in the hallway.

Styrofoam recycling is in the hallway.