



Primer Order Instructions

Department Contact: biopurch@uw.edu

Labs can order primers directly from the vendor either through [e-Procurement](#) or [Biochem Stores](#).

Vendor

Fisher (includes MWG, Operon, Eurofins), Invitrogen, ABI, Operon, IDT, Stratagene/Agilent
IDT, Millipore Sigma

Order Via

E-Procurement
Biochem Stores

Biochem Stores

Go to: <http://depts.washington.edu/biowww/pages/biochem-stores.shtml> to access vendor websites.

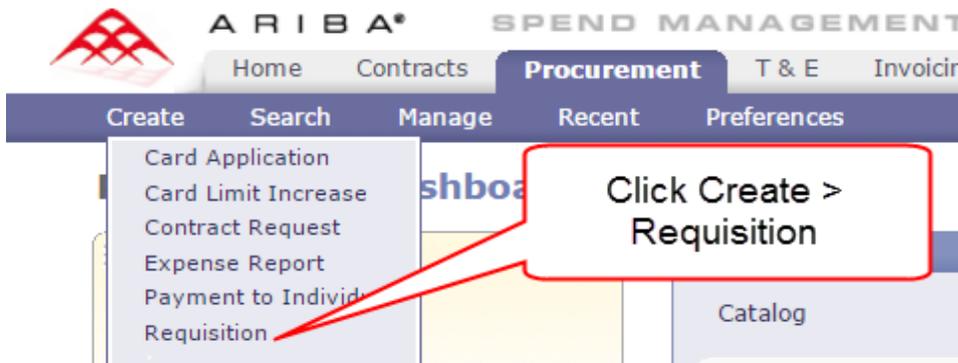
Primers will automatically be shipped to Biochem stores within 24-48 hours.

Pick up your primers at J-014 Health Sciences and give the store attendant your PI name and budget number.

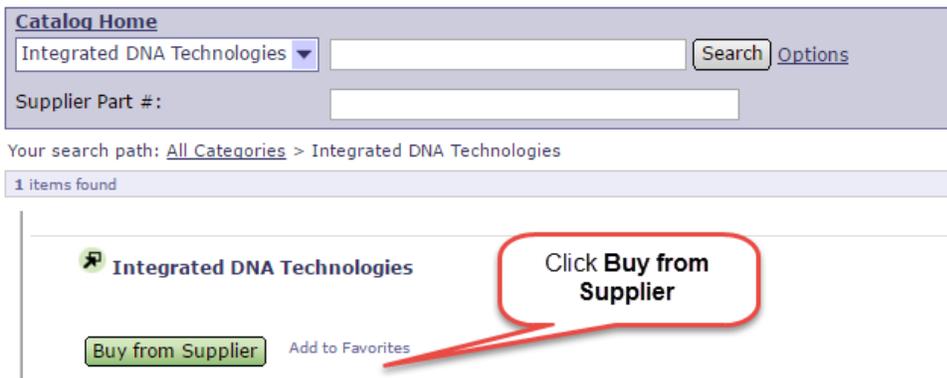
Auditing requirement: Sign, date, and write the budget number on your packing slip and return it to Brianna Divine (LSB 241) or Eddie Sabiniano (LSB B147A).

e-Procurement

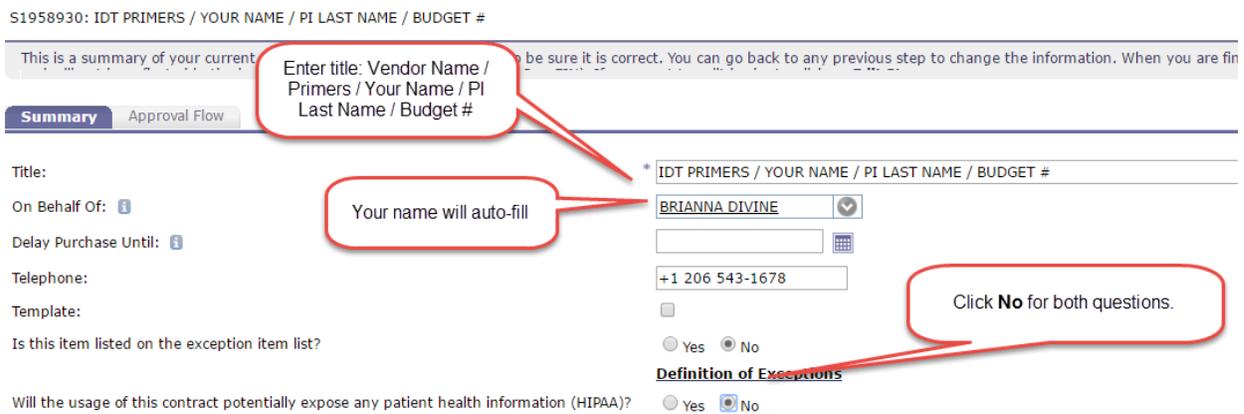
1. Go to: <http://f2.washington.edu/fm/ps/> and login to **e-Procurement** using your UW NetID.
2. On left side of screen, click **Create > Requisition**.



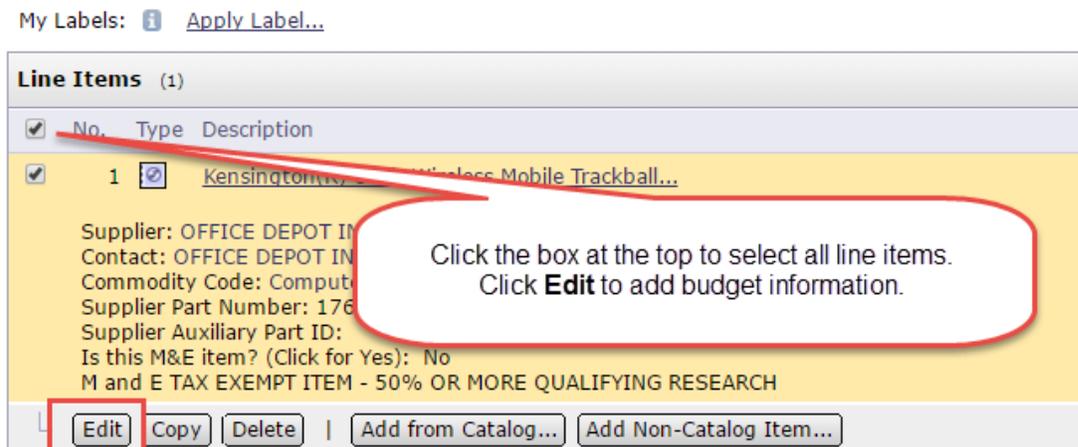
3. Click vendor catalog (name or logo).
4. Click **Buy From Supplier**.



5. From the vendor website, enter primer sequences directly into the website or upload an **Excel, CSV, or TXT file**. Each vendor website is different.
6. Click **Return shopping cart to application**. This takes you back to the UW EP website.
7. Enter order Title: **Vendor / PRIMERS / Your Name / PI Last Name / Budget Number**



8. **Edit Line Items**: check the top box to select all items, then click **Edit**.



- Enter budget and shipping information. Click Budget Number scroll down menu, click **search for more**. Enter your budget number without the dash and click **search**. Click the **budget number** then click **Next**.
- Use **Life Sciences Building** as the shipping address. Even if you are in HCK or JHN, all the UPS/Fed Ex shipments are delivered to LSB. If you use a non-LSB address and your order is lost, you will be responsible for finding it. Use **your name** for delivery. Click **Next**.

LINE ITEM DETAILS

Supplier: OFFICE DEPOT INC
 Contact: OFFICE DEPOT INC [select]
 Commodity Code: Signage and accessories
 Supplier Part Number: 195586
 Supplier Auxiliary Part ID:
 Is this M&E item? (Click for Yes): Yes No
 M and E TAX EXEMPT ITEM - 50% OR MORE QUALIFYING RESEARCH

Ignore this section, leave NO checked.

ACCOUNTING - BY LINE ITEM

Account Code: 053300 (BIOLOGICAL A)
 Object SubObject: 0533
 Sub SubObject: 00
 Budget Number: 060496 (BIOLOGY) Bien
 Organization Code: 2540590000 (BIOLOGY) Bien:2017
 Task:
 Option:
 Project:
 Split Accounting

Always use 0533 for

Search for your budget number without the dash (e.g., 060496). Use PCA codes for multi-user budgets.

SHIPPING - BY LINE ITEM

Ship To: * Life Sciences Building
 Deliver To(Room/Name): * YOUR NAME HERE

Use Life Sciences Building for the delivery address. Your name will autofill, add in your bldg/room number.

- Click **Submit**. After you submit the order, the Budget Manager will approve it. If your order is denied/not approved, the order has NOT been placed and you will receive a notification email from **Ariba**.
Reasons your order may be denied: No purchasing authority from the PI; the budget is incorrect/expired/out of funds; you ordered something other than primers.
- Auditing requirement:** Sign, date, and write the budget number on your packing slip and return it to Eddie Sabiniano (LSB B147A).