

Department Contact: biopurch@uw.edu

Labs can order primers directly from the vendor either through <u>e-Procurement</u> or <u>Biochem Stores</u>.

Vendor	Order Via
Fisher (includes MWG, Operon, Eurofins), Invitrogen, ABI, Operon, IDT, Stratagene/Agilent	E-Procurement
IDT, Millipore Sigma	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: <u>http://f2.washington.edu/fm/ps/</u> 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.

Catalog Home         Integrated DNA Technologies         Supplier Part #:
Your search path: <u>All Categories</u> > Integrated DNA Technologies
1 items found
Thegrated DNA Technologies Click Buy from Supplier
Buy from Supplier Add to Favorites

- 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

S1958930: IDT PRIMERS / YOUR NAM	IE / PI LAST NAME / BUDGET #		
This is a summary of your current Summary Approval Flow	Enter title: Vendor Name / Primers / Your Name / PI Last Name / Budget #	ect. You can go back to any previous s	tep to change the information. When you are fin
Title: On Behalf Of: 🚦	Your name will auto-fill	* IDT PRIMERS / YOUR NAME / PI LA	ST NAME / BUDGET #
Delay Purchase Until: 🛐			
Telephone:		+1 206 543-1678	
Template:			Click <b>No</b> for both questions.
Is this item listed on the exception ite	em list?	🔍 Yes 🔎 No	
		Definition of Exceptions	
Will the usage of this contract potenti	ally expose any patient health information (HIPAA)?	🔍 Yes 💿 No	

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

My Labels: 🚺 Apply Label
Line Items (1)
No. Type Description
I Kensingtommy Mobile Trackball
Supplier: OFFICE DEPOT IN Contact: OFFICE DEPOT IN Commodity Code: Comput Supplier Part Number: 176 Supplier Auxiliary Part ID: Is this M&E item? (Click for Yes): No
M and E TAX EXEMPT ITEM - 50% OR MORE QUALIFYING RESEARCH
Edit Copy Delete   Add from Catalog Add Non-Catalog Item

## My Labole: 🔍 Apply Labol

- 9. 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**.
- 10. 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 DET		
Supplier:	OFFICE DEPOT INC	
Contact:	OFFICE DEPOT INC [ select ]	
Commodity Code:	Signage and accessories	
Supplier Part Number:	195586	ì
Supplier Auxiliary Part	: Ignore this section, leave NO checked.	J
Is this M&E item? (Clic	or Yes): Ves INO	
	M and E TAX EXEMPT ITEM - 50% OR MORE QUALIFYING RESEARCH	
ACCOUNTING		
Accounting		
Account Code:	053300 (BIOLOGICAL A:	
Object SubObject:	0533	
Sub SubObject:	00 Always use 0533 for	
Budget Number: 🚦	<u>060496 (BIOLOGY) Bien</u>	
Organization Code:	2540590000 (BIOLOGY) Bie 2017	
Task:		
Option:	Search for your budget number without the dash	
Project:	(e.g., 060496). Use PCA codes for multi-user	
Split Accounting	budgets.	
SHIPPING - BY	INE ITEM	
	Use Life Sciences Building	
Ship To:	* Life Sciences Building Vour name will autofill, add in your bldg/room number.	
Deliver To(Room/Name	* YOUR NAME HERE	

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