

Processing Orders for Chemicals

At this time, the inventory process will apply to chemicals for lab/research use only. (This will not include compressed gases; microbiology media such as agars, broths and serums; buffers; test kits; radioisotopes; drugs and cleaning products.)

Orders may be processed either through Husky Buy or on regular requisitions.

Orders must be for chemicals only. Please order supplies separately.

Step 1 – Delivery tab

Enter both the **building abbreviation*** and the **room #** in the **Room** field under **Final Delivery**

NOTE: This is the room where the chemical will reside

Always include the P.I.'s name in the **Deliver To** field

NOTE: Labs with a central delivery area will also have to include that delivery location - **Building Code/Room number - in the **Deliver To** field following the P.I.'s name. (e.g.: P.I.'S NAME / TLS175)**

| Final Delivery | |
|------------------------|--------------------------------------------------------------------------------|
| * Delivery Campus: | 01 - Storrs |
| Building: | Torrey Life Sciences <small>building not found set as default building</small> |
| * Address 1: | 75 N Eagleville |
| Address 2: | |
| * Room: | TLS005 |
| * City: | Storrs |
| State: | CT |
| Postal Code: | 06269 |
| * Country: | United States |
| * Delivery To: | P.I.'s name |
| Phone Number: | |
| Email: | |
| Date Required: | |
| Date Required Reason: | |
| Delivery Instructions: | |

*use the building abbreviations as assigned on page 2 of the Campus Map located at:

<https://www.uconn.edu/pdf/wholemap.pdf>

Step 2 – Delivery tab

Click on the magnifying glass next to your Receiving Address:

| Receiving Address |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| * Receiving Address: Biology Central Services Torrey Life Sciences 75 No Eagleville Rd Unit 3042 Storrs, CT 06269-3042 United States |

Change the Organization Code to **1568** and hit **Search**

| | |
|----------------------------------|------------------------------------------------------------------------------------------------------------------|
| Chart Code: | UC |
| Organization Code: | 1568 |
| Receiving Name: | |
| Receiving Line 1 Address: | |
| Receiving Line 2 Address: | |
| Receiving City Name: | |
| Receiving State Code: | |
| Receiving Postal Code: | |
| Receiving Country Code: | |
| Use Receiving Address Indicator: | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both |
| Default Indicator: | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both |
| Active Indicator: | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both |
| | <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> |

Select the Central Stores *Chemical Receiving* address (CS Chem) by clicking on return value:

2 items retrieved, displaying all items.

| Return Value | Chart Code | Organization Code | Receiving Name | Receiving Line 1 Address | Receiving Line 2 Address | Receiving City Name | Receiving State Code | Receiving Postal Code | Receiving Country Code | Use Receiving Address Indicator | Default Indicator | Active Indicator |
|---------------------|------------|-------------------|----------------|-----------------------------------|---------------------------------|---------------------|----------------------|-----------------------|------------------------|---------------------------------|-------------------|------------------|
| <u>return value</u> | UC | 1568 | Central Stores | 24hr Dlvry Notice 860-486-6297 | 3 Discovery Drive, Unit 6114 | Storrs | CT | 06269-6114 | US | Yes | Yes | Yes |
| <u>return value</u> | UC | 1568 | CS Chem | - | 3 Discovery Drive Unit 6114 | Storrs | CT | 06269-6114 | US | Yes | No | Yes |

The Receiving Address will be populated with the correct delivery address:

| Receiving Address | |
|----------------------|----------------------------------------------------------------------------------------|
| * Receiving Address: | CS Chem - 3 Discovery Drive Unit 6114 Storrs , CT 06269-6114 United States |
| Address To Vendor | |

Step 3 – Items tab

Use commodity code 85 on the line items:

| Item Line # | * Item Type | Quantity | UOM: | Catalog # | * Commodity Code | * Description | * Unit Cost | Extended Cost |
|-------------|-------------|----------|------------|-----------|------------------|---------------|-------------|---------------|
| | Quantity | 1 | EA Each | 12345 | 85 Chemicals | lab chemical | 1.00 | 0.00 |

Use object code 6795 on the accounting lines:

| Source | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | Percent | Amount | Actions |
|---------------------------|---------|------------------|----------------------|----------------------------------------------|------------|---------|------------|---------|--------|---------|
| University of Connecticut | UC | 2925000 | Purchasing Institute | 6795 Labo Chemicals & Hazardous Materials | | | | 100.00 | 1.00 | add |

Chemical Orders Placed with Pro-Card

To maintain the integrity of the Laboratory Chemical Inventory Program, all laboratory chemicals should be purchased through KFS. In the event that an order cannot be placed through KFS, and purchase with an authorized Pro-card is warranted, Laboratory Chemical Inventory Program guidelines must be adhered to.

When placing orders via pro-card, the same delivery information must be provided as with regular orders:

CS Chem
 Attn: (P.I.'s name)
 BLDG Room #
 3 Discovery Drive Unit 6114
 Storrs , CT 06269-6114