

- 1. Purchasing: To place an order, please give your secretarial support staff the following pieces of documentation.**
 - a. A completed Discovery Park Purchase Request form. The following items need to be entered on the form:
 - i. Department
 - ii. Account number
 - iii. Vender name, address and phone number
 - iv. Recipient's name, building, room # and phone #
 - v. Each item's quantity, part #, description and price
 - b. The professor's approval needs to be provided, either via signature on the purchase request form or via email.
 - c. A quote from the vendor (a digital screenshot from the website is acceptable)
 - d. If any chemicals are being ordered, an MSDS (Material Safety Data Sheet, typically found on the vendors website) MUST be provided for each one, regardless of previous orders or level of volatility.

DATE: 29 February 2012
FROM: John Weaver
TO: BNC Users
SUBJECT: Streamlined chemical ordering process

There has been concern expressed about roadblocks and delays in the ordering of chemicals used in the BNC, especially nonhazardous chemicals frequently used for biological processes. As a result of these concerns, we have looked at the overall chemical ordering process to see if there are ways to streamline that process.

First, we have generated a list of “inert” chemicals that are pre-approved for use in the BNC. Chemicals can be added to this list by filling out a form for pre-approval, once the chemical has been used in the facility. These forms are available from Stephen Jurss and Lisa Reece.

Chemicals on the pre-approval list can be ordered without going through an approval loop with Stephen Jurss or Lisa Reece. Simply attach the list to the SRM order with the particular chemical being ordered highlighted, and no separate approval will be necessary.

Second, in analyzing roadblocks in the ordering process it came to light that extra steps in the process could be eliminated by students placing their own orders in SRM. Prior to the SAP conversion, this was the standard process. Immediately following the conversion to SAP, there was a delay in the ability of people to be trained on SRM (the SAP ordering process) so the secretaries took over the ordering process. Unfortunately, this process “stuck” and the secretaries are placing all the orders. The flow charts attached show the various ordering processes that are available – the three most commonly used today and the two streamlined processes.

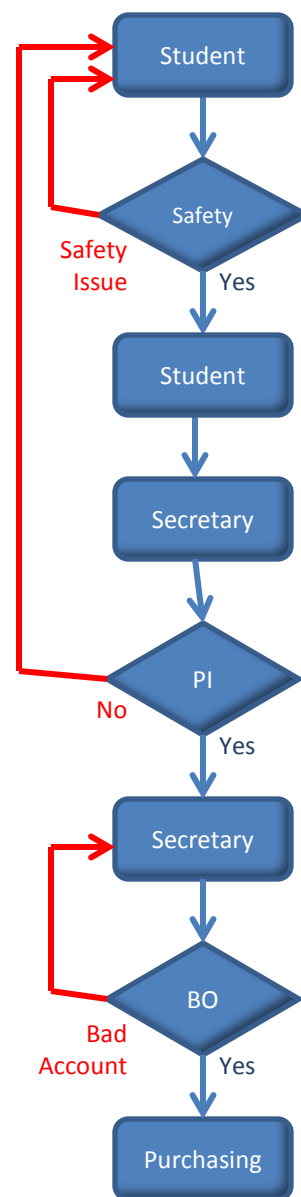
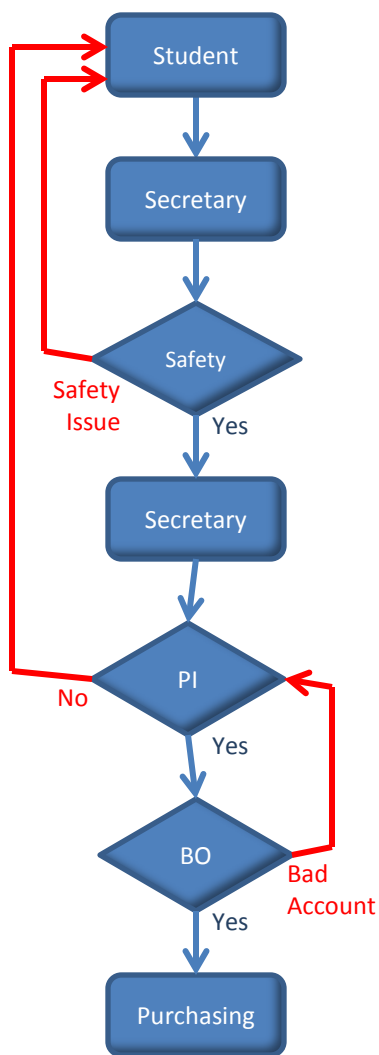
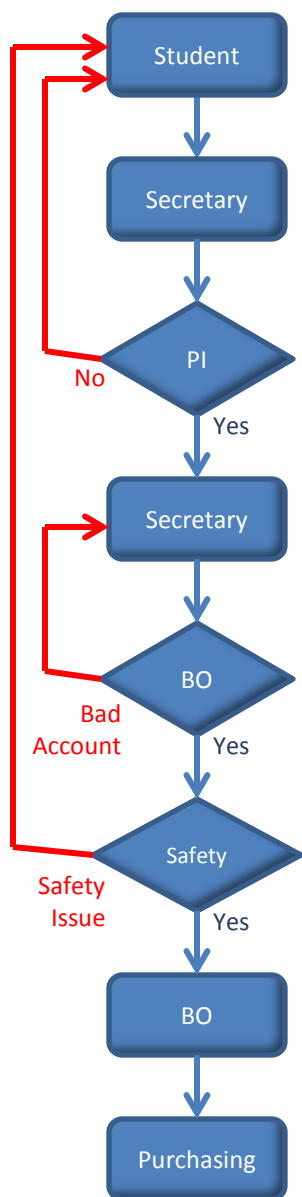
If you need to arrange training for your students to allow them to place orders in SRM, please contact the BNC Business Office. If there is enough interest in this training, they can arrange to have a class given on site.

If you have questions in regard to the pre-approved chemical list, please contact Stephen Jurss or Lisa Reece. If you have questions related to the ordering process, please contact the BNC Business Office.

Thank you for your feedback regarding this ordering process. Because of this feedback we have been able to remove both time and roadblocks from our process, making the BNC more efficient.

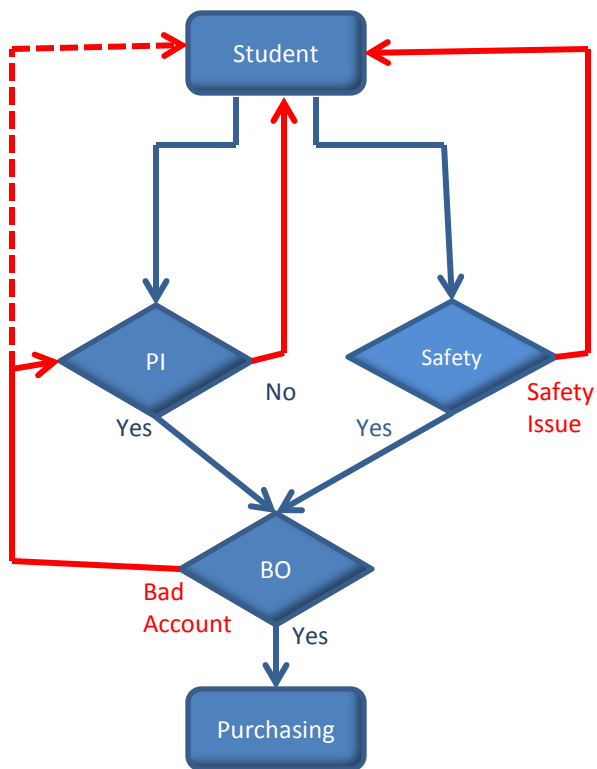
John Weaver

Current Ordering Methods For Chemicals and Biologicals

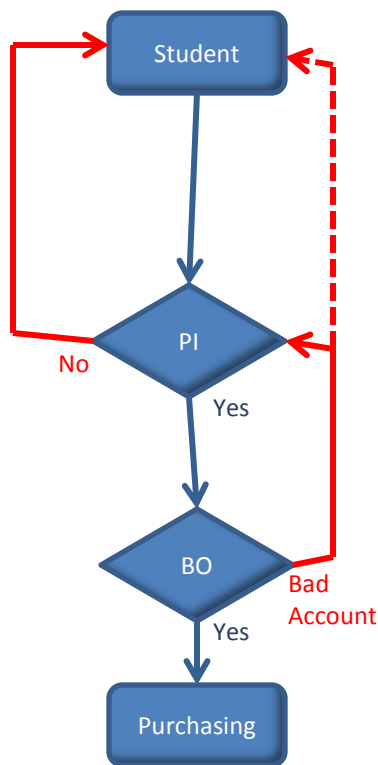


Streamlined Ordering Methods For Chemicals and Biologicals

Student Order



Student Order Inert Chemicals*



*Inert chemicals are ONLY those chemicals on a pre-approval list maintained by Stephen Jurss and Lisa Reece.

NOTE: Please attach the pre-approval list with the item circled when submitting a pre-approved chemical order in SRM.