

How to Process Requisitions for Chemicals

The following guidelines are intended to provide assistance for individuals entering requisitions for Chemicals in TechBuy. The Environmental Health and Safety (EH&S) and Purchasing Departments have made every effort to ensure that the guidelines are in compliance with any relevant regulations. However, in the event of conflict between these guidelines and any operating policies, statutes or regulations, the policies, statutes and regulations shall prevail.

Purchasing has worked with Environmental Health and Safety (EH&S) to develop workflows in TechBuy to route any toxin; hazardous, radioactive, rad minor, or controlled substance; or select agent to EH&S for prior approval. In addition, we will be routing anything on the Department of Homeland Security's Chemical Facility Anti-Terrorism Standards (CFATS) list to EH&S for prior approval. Departments are required to enter chemicals on a Punch-out, a Showcased Supplier (hosted catalog vendor), or the non-catalog form. ***In addition, departments are now required to list on the requisition the principal investigator's name and the building and room number where the chemicals will be stored.***

Please note, chemicals must be clearly identified and shipped to TTU Central Receiving. If your **Ship To** Address has not been set up with the Flint and Main address, please set this up by editing the **Shipping** field on your requisition. (Instructions are provided at the end of this How To Guide.)

- For departments not located on the main campus, those departments will still have their chemicals delivered to their off-campus locations.
- Chemical purchases in containers larger than 15 gallons will require a separate requisition with the ship to address to the respective department. The department must notify EH&S, so that a barcode can be generated and attached to the container on site.

Hosted Catalogs

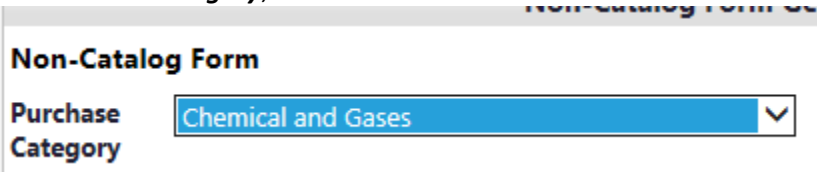
Many chemical orders can be processed using one of the vendors listed as a Punch-out or Showcased Supplier on the TechBuy home page. Purchasing encourages purchasing via these two methods as we have established contract pricing (discounts and negotiated shipping costs) with many of these vendors.

VWR	Qiagen
Fisher	Perkin Elmer
Sigma Aldrich	Agilent
Bio-Rad	

Non-Catalog Vendors

If you are purchasing chemicals from a vendor that is not listed as a Punch-out or Showcased Supplier or if you have a special quote from a Punch-out or Showcased Supplier, enter the order on the **Non-Catalog Form Master**. (Note, be sure your quote includes special handling or hazmat fees, if applicable. These should be listed as separate line items on your requisition.)

1. Select your supplier and check the appropriate shipping information selection. (See note above about shipping to Central Receiving.)
2. For **Purchase Category**, select "Chemicals and Gases."



The image shows a screenshot of a web form titled "Non-Catalog Form". Below the title, there is a label "Purchase Category" next to a dropdown menu. The dropdown menu is currently set to "Chemical and Gases" and has a downward-pointing arrow on the right side.

3. Each chemical must be listed separately; do not lump the purchases together as "1 lot" on the form. In **Product Description**, include a complete, detailed description of the chemical that is being purchased. Also list the catalog number.

Packaging (UOM) 1 EA - Each
 Quantity 1
 Unit Price 140.94
 Catalog No. 7061-560
 Previous
 Fiscal Year
 Purchase
 Order Number
 Product Description #6Q8002491935-002810#POTASSIUM CHLORIDE ACS GRADE 12KG
 200 characters remaining expand | clear

- Be sure to mark the item as a Controlled Substance, Radioactive, Rad Minor, Hazardous Material, Select Agent, or Toxin as applicable. **It is the responsibility of the submitter to identify these classifications on non-catalog items.**

2000 characters remaining

Health and Safety

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

If you need to attach internal or external

- After completing each item, add it to your cart and return.

Available Actions: Add to Cart and Return Go Close

- After you have entered the last item, click on Add and go to Cart.

Available Actions: Add and go to Cart Go Close

Completing the Requisition:

- Requisitions for chemicals must include the name of the PI responsible for the chemicals. Enter this in the **General** section of the requisition.

General		?
Cart Name	2014-04-18 EEK826 01	edit
Description	<i>no value</i>	
Priority	Normal	
Prepared by	Cynthia Davis	
Prepared for	Cynthia Davis	
Principal Investigator	<i>no value</i>	
4Site Store	<i>no value</i>	
Request Number		
4Site Work Order Number	<i>no</i>	
Texas SmartBuy PO #	<i>no</i>	

Ship To
Contact
Phone
Email
Depart
PROCU
TX Tech
Flint Av
Room #
Lubboc
United

Deliver
Expedi
Ship Vi
Reques

- In **Internal Notes and Attachments**, include the department name and room number for delivery of the chemicals from Central Receiving.

Internal Notes and Attachments		?
Internal Note	<i>no note</i>	edit
Internal Attachments		
add attachment...		
Event Title	<i>no value</i>	
HUB Subcontracting Plan Verified	<i>no value</i>	
Purchase Documentation	<i>no value</i>	
LBB Report	<i>no value</i>	
Chemical Purchase -Room Number	<i>no value</i>	
Chemical Purchase -Department/Building Delivered To	<i>no value</i>	

Supplier / Line Item Details
Note to
Attachm
add at
PO Clau
<i>no clau</i>

- Be sure to attach any required documentation to **External Attachments** as appropriate. This is especially important if you have a special quote, which should be attached to the **External Attachments** section so that the vendor will honor the quoted prices.

[View/edit by line item...](#)

External Notes and Attachments		?
<input type="checkbox"/>	Note to all Suppliers	<i>no note</i> edit
	Attachments for all suppliers	
	add attachment...	
	PO Clauses	edit clauses...
	<i>no clause</i>	

Receiving in Gateway:

- Chemicals will arrive at the Central Receiving location and will be received by Central Receiving personnel.
- Central Receiving will transfer chemicals to EH&S personnel at the Chemical Gateway.
- Chemical shipping containers will be opened and inspected, and the chemical containers will be barcoded. (Note, special chemicals that cannot be opened due to sensitivities will have barcodes accompanying the shipping container that must be affixed to the chemical container once opened by the PI/department.)

4. Chemicals will be returned to the original shipping containers for deliver to the respective departments. Each department will be responsible for having a designated area and person (designee) to receive chemicals. An alternate will be required for receiving in the absence of the designee.
5. Chemicals will be delivered the same day received unless they are received at Central Receiving after 4:00 pm Central Time. Chemicals received after 4:00 pm will be delivered the following work day morning.

Items Exempt From Barcoding: (This list is not all inclusive)

- Biologicals
- Standards
- Testing Kits
- Pesticides/Insecticides
- Herbicides
- Compressed Gas
- Liquid Nitrogen
- Household Cleaning Items
- Paints/Glazes
- Gasoline/Diesel/Propane/Butane
- Secondary Containers
- Laboratory Derived Agents
- Radioactive Materials

Notes:

- All transactions for gases that fall into a hazardous or radioactive category or have a CAS number identified by the Chemical Facility Anti-Terrorism Standards (CFATS) as a risk, will route to EH&S for pre-approval.
- If you need overnight delivery, be sure to add that to the **Internal Notes** section, mark the requisition as “Urgent”, and send an email to techbuy.purchasing@ttu.edu. We urge you to plan ahead to avoid this if possible because we cannot guarantee overnight processing. Some vendors only deliver on certain days of the week. Special arrangements may need to be made for deliveries.

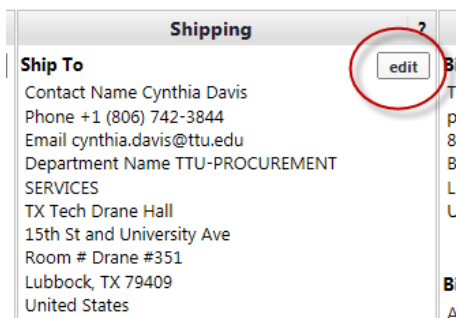


- If you have a special quote from VWR International LLC/Summus, go to the punch-out in TechBuy and under “my quote”, enter the quote number. The order will pull up from that information. When you are searching for the vendor, select the Purchase Order 1 address (1050 Satellite Blvd NW, Suwanee, GA).
- If you are preparing a requisition to Delta Water Labs, enter the transaction on the Non-Catalog Form Master as described above. Select the state contract number (TCPA Contract 885-N1) as described in #3 above. Please be advised that these requisitions take an extra 1-2 working days to process since a special form must be completed and sent to the Texas Comptroller’s Office.

The account codes for chemicals are 7C0061 or, if you are purchasing chemicals for a lab, 7C0905. DNA, serums, antibodies, cultures and items of that nature are not considered chemicals and do not have to be purchased through the Gateway process. These items should be coded 7C0062 or 7C0930.

Changing Your Ship To Address:

Click on the **Edit** button in the Shipping field.



The screenshot shows a 'Shipping' section with a list of contact information. The 'edit' button is circled in red. The contact information includes: Contact Name Cynthia Davis, Phone +1 (806) 742-3844, Email cynthia.davis@ttu.edu, Department Name TTU-PROCUREMENT SERVICES, TX Tech Drane Hall, 15th St and University Ave, Room # Drane #351, Lubbock, TX 79409, United States.

At the bottom of the screen, search for "TLU016":



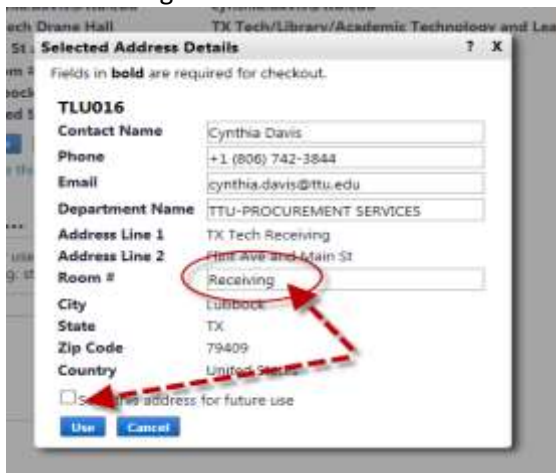
The screenshot shows a search interface with the text "Or select a new address...". Below this, there is a search box with "TLU016" entered. A red dashed arrow points from the search box to the "Search" button. The search box also includes a "Results per Page" dropdown set to "10".

On the next screen, click on the **Use** button.



The screenshot shows a list of search results for "TLU016". The first result is circled in red, and a red dashed arrow points to the "Use" button. The address details are: Cynthia Davis, +1 (806) 742-3844, cynthia.davis@ttu.edu, TTU-PROCUREMENT SERVICES, TX Tech Receiving, Flint Ave and Main St, [Room #], Lubbock, TX 79409, United States.

Then enter "Receiving" in the Room # field and click on the **Save** button.



The screenshot shows the "Selected Address Details" form. The "Room #" field is circled in red, and a red dashed arrow points to the "Save" button. The form contains the following information: TLU016, Contact Name Cynthia Davis, Phone +1 (806) 742-3844, Email cynthia.davis@ttu.edu, Department Name TTU-PROCUREMENT SERVICES, Address Line 1 TX Tech Receiving, Address Line 2 Flint Ave and Main St, Room # Receiving, City Lubbock, State TX, Zip Code 79409, Country United States. There is a checkbox for "Save this address for future use" and "Use" and "Cancel" buttons at the bottom.

You will then be prompted to name the Ship To address, so enter a name and click on the **Use** button.

The screenshot shows a dialog box titled "Selected Address Details" with a close button (X) in the top right corner. Below the title bar, it says "Fields in bold are required for checkout." The form contains the following fields:

- TLU016**
- Contact Name**: Cynthia Davis
- Phone**: +1 (806) 742-3844
- Email**: cynthia.davis@ttu.edu
- Department Name**: TTU-PROCUREMENT SERVICES
- Address Line 1**: TX Tech Receiving
- Address Line 2**: Flint Ave and Main St
- Room #**: Receiving
- City**: Lubbock
- State**: TX
- Zip Code**: 79409
- Country**: United States

Below the fields, there are two checkboxes:

- Save this address for future use.
- Name this address (e.g., Main St). Below this is a text input field containing "Chemicals".

At the bottom, there is another checkbox: Check this box to make this the default address in the future.

At the bottom left, there are two buttons: "Use" and "Cancel".

Red dashed arrows and a red circle highlight the "Name this address" checkbox and the "Use" button.