

Supply Ordering Protocol

Use a UT Market vendor via eCommerce when placing orders whenever possible. This will allow you to create and then assign a cart directly to an admin on the 7th floor which will eliminate potential errors with incorrect orders and will also stream-line the ordering process.

Chemicals that fall under the 9 classes identified by EHS (see below) are classified as **Hazardous Materials** and should be ordered separately from non-hazardous materials by creating a cart for hazardous materials and a cart for non-hazardous materials. All supplies get delivered to Central Receiving except hazardous materials; those should be delivered directly to Bellmont for different handling procedures.

These are the 9 classes of hazardous materials that need to be ordered separately.

Class 1: Explosives

Class 2: Gases

Class 3: Flammable Liquid

Class 4: Flammable Solids

Class 5: Oxidizing Substances, Organic Peroxides

Class 6: Poisonous (Toxic) and Infectious Substances

Class 7: Radioactive Material – no changes to shipping address for radioactive material

Class 8: Corrosives

Class 9: Miscellaneous Dangerous Goods (includes products shipped on dry ice)

- 1) Go to <https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce/> and click on '**UT Market.**' This will allow you to see all the vendors that can be accessed via UT Market (see attached sheet of vendors).
- 2) Click on the vendor of interest. You will then be able to search for the items you need and add them to your cart.
- 3) Once you have finished shopping select '**View Cart**'. Verify that everything is correct and then select '**Return Cart to Purchasing Application**' in the bottom right hand side of the page. Hit '**Submit**' on the next page.
- 4) You have the option to fill in the following information on the next page. If you are ordering regular (non-hazardous) supplies you can fill out as follows:
 - Cart Name – Auto populates
 - UT Market Cart Description – Enter information for your own records.
 - Pay-from comments – Enter account number
 - Deliver-to comments – Central Receiving

If you are ordering chemicals then fill out as follows:

 - UT Market Cart Description: Roy-Tanaka lab chemicals (change to reflect your personal information)
 - Pay from: Enter account number
 - Deliver-to comments – BEL 718
 - Instructions for buyer – Chemical, requires special handling
- 5) You will need to get approval from the PI on the account before the order can be placed. Right click on the cart and select 'Print.' You can either print the cart so you have a hard copy or you can print to a 'pdf.'
- 6) Make sure you know who does the purchasing for your lab on the 7th floor. Select '**Assign Cart.**' If it is your first time purchasing via UT Market you will have to 'Search for an assignee'

and you can do that with name, UT EID, or email address. If you have already purchased via UT Market then you should be able to choose your admin from the drop-down menu if the 'Select from profile values' option is checked. If it is a hazardous material, add a 'Note to Assignee' here that tells them delivery is BEL718, then select '**Assign.**'

- 7) You will receive an email reflecting that your cart has been assigned as will the admin you submitted to.
- 8) Email the 'pdf' of the cart to your PI and 'cc' the person to whom you assigned the cart. Make sure your PI reviews the account number for correctness. Once the admin receives approval from the PI the order will be placed.
- 9) When the order gets placed you will receive another notification email from UT Market.
- 10) The admin will notify you for pick-up when your order is received in 718. After picking up your order, make sure you sign the tracking sheet when you leave (clip board at front desk). If a hazardous material has been received then the admin will place the order in the yellow chemical cabinet in BEL 816, by the sink at the back of the room. You must sign the tracking sheet (clip board by the chemical cabinet) when you pick up your order. You **must** also give the admin a copy of the packing slip so they can mark the item as received and process payment. This step is critical.
- 11) If you receive an order that is incorrect, put the item back in the cabinet in 816 and bring the packing slip down to the 7th floor and notify someone.

Tips on purchasing chemicals:

- Know what you're ordering and how it should be handled/stored.
- Don't order a larger quantity than what you're going to need for your project, even if it is cheaper. This just increases the danger of working with the hazardous material and it costs money to dispose of it later.
- Separate hazardous materials (classes 1 – 9 above) from other supplies when ordering. All non-hazardous material orders get automatically shipped to Central Receiving.
- If an item is damaged or faulty make the admin aware immediately.
- Be sure to bring the packing slip down to 718 if you have unpacked a chemical you retrieved from 816. The order needs to be marked as received so the bill can be paid.

Shopping Dashboard Home Page

Shop

Search Product Keywords, Description, Supplier, Manufacturer [Advanced Search](#)

Shortcuts
[Favorites](#) | [Non-Catalog Item](#) | [Quick Order](#)

Browse
[Suppliers](#) | [Categories](#) | [Contracts](#)

Organization Message

Next **Introduction to UT Market class** is 9/12 from 1-3pm. To register go to the class UTLearn page [here](#).

Showcases



▼ **Internal Suppliers**

 **Document Solutions**
Hosted Catalog

Quick Links

- [View Draft Shopping Carts](#)
- [Search Purchase Orders](#)
- [Supplier Contract Information](#)
- [Manual for Shoppers](#)
- [Manual for Buyers](#)
- [How to Create Receipts](#)
- [How to Assign a Substitute](#)











▼ **Office, Furniture, Publications & Promotional Items**

 Office Depot partner			
---	---	--	---





▼ **Computer & Electronics**

				
---	---	--	---	---

▼ **Lab Supplies**

 Hosted Catalog	 Hosted Catalog				
					

▼ **MRO/Facilities**

 Hosted Catalog	 Hosted Catalog		
---	---	--	---

My Resources

My Resources

[Product Release Library](#) | askUS@austin.utexas.edu | Phone: +1 512-471-8802

[Site Map](#)