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. This will eliminate potential errors with wrong items getting ordered 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 require regulated transportation so they need to be ordered separately. You will have to create a separate cart if you need to purchase these items along with other supplies. All supplies get delivered to Central Receiving except hazardous materials; they need to be delivered directly to Bellmont.

These are the 9 classes of hazardous materials that need to be ordered separately. If you are not sure whether your chemical falls into one of these classes then you need to check its Safety Data Sheet (SDS) before ordering. If you scroll down the SDS sheet to section **14. Transport Information**, you will see what the class is. If ‘Not Regulated’ is listed then you don’t have to worry about transportation concerns and the item can ship through Central Receiving. If any of the other classes are listed then it does 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 (excludes products shipped on dry ice)

1) Got to ![https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce/](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 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 a regulated hazardous material then fill out as follows:
   - UT Market Cart Description example: Roy-Tanaka lab Hazardous Material (change to reflect your personal information)
   - Pay from: Enter account number
   - Deliver-to comments – BEL 718
Instructions for buyer – Hazardous material, requires special handling

5) You will need to get approval from the PI 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 on the 7th floor does the purchasing for your lab. 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 this way 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 to make sure it is correct. Once the admin received 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). For HAZARDOUS materials, please make arrangements ahead of time to be available for delivery or coordinate with another lab for pick up that day from 718. If no one can be reached, then KHE staff will take the package to the chemical cabinet in BEL 816. Please 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:
➢ Double-check when ordering so you know class of the hazardous material.
➢ Know what you’re ordering and how it should be handled/stored.
➢ Don't order more than what you’re going to use even if it is cheaper. This just increases the danger of working with the chemical and it costs money to dispose of it later.
➢ Separate hazardous materials (classes 1 – 9 above) from other supplies when ordering. All non-chemical 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.