Supply Center Ordering Guide (UNMC Only)

IMPORTANT: All orders will require a valid cost object for the supplies on DRC II Dock. To access the dock, contact Julie Sommer (9-3231, julie.sommer@unmc.edu) for UNMC badge activation.

NOTE: If picking up a temperature sensitive product, please bring an appropriate container. Extra Styrofoam coolers will be on top of the ThermoFisher/Life Technologies units. Extra ice packs are in the doors of the Fisher freezer and the bottom of the New England Biolabs freezer.

Fisher Scientific Core
- Current stock
- Registering - not required
- Obtaining product – enter information on the laptop in the Fisher Core area
- Billing procedure – billing is processed as a journal entry through General Supply on a monthly basis
- Adding product to stock – request additions to stock by contacting our sales rep Craig Boyer (craig.boyer@thermofisher.com, 402-670-8744)
- When restocked – stock is replenished as needed.
- Allows one-time special orders – NO

Bio Rad Supply Center
- Current stock
- Registering – you can register on the tablet on the kiosk or here: http://isurvey.bio-rad.com/isupply10/jsp/register.jsp
- Obtaining product – log in on the tablet and follow the prompts.
- Billing procedure – billing is done by Purchasing creating a purchase order in eSHOP, using the cost objects on the transactions, on a weekly basis.
- Adding product to stock - request additions to stock by contacting our sales rep Jeanette Kivlin (Jeanette_kivlin@bio-rad.com, 510-493-8079)
- When restocked – stock is replenished by automatic shipment each Tuesday. Cutoff time for orders in each shipment is the previous Thursday night.
- Allows one-time special orders - NO

New England Biolabs Kiosk
- Current stock
- Registering – Register on the tablet on the kiosk or by sending an email to freezers@neb.com. Include your name and email, and your PI's name and email. NEB will contact the UNMC host for OK to approve access. This may take 24 hours. Then NEB will send an email with a unique PIN number and instructions for accessing the product in the kiosk.
- Obtaining product – log in on the tablet and follow the prompts
- Billing procedure – billing is processed as a journal entry through Purchasing on a monthly basis.
- Adding product to stock – request additions to stock by emailing freezers@neb.com.
- When restocked – replenishment orders are delivered every Thursday. Cutoff time for material in each shipment is Tuesday night.
- Allows one-time special orders – NO

Thermo Fisher/Life Technologies Supply Center
- Current stock
- Registering - not required but you will need an access badge associated with your lab or yourself. Access badges are free of charge and are in pockets on the front of the supply center units.
- Obtaining product – product is ordered through eSHOP. A purchase requisition is created first, and once it is processed through the approvals, an email is sent to the shopper with a barcode. Using the access badge and an order acknowledgement with barcode will unlock the Supply center units, so that product can be removed.
- On the main eSHOP screen, click on the icon to go to the Thermo Fisher Scientific punchout screen. Choose the link under Supply Center, UNMC Express Supply Center@ DRC II Dock. For stock items, enter the quantities that you wish to buy, and add to cart. For non-stocked items, click the tab and follow the directions. Return cart to eSHOP and process as a regular order.
- Billing procedure – invoiced and paid against the purchase order
- Adding product to stock – request additions to stock online: www.lifetechnologies.com/supplycenterproductrequest
- When restocked – replenishment and non-stock orders are delivered every Thursday. Cutoff time for orders in each shipment is Wednesday before noon.
- Allows one-time special orders – YES, see procedure above.

Updated: June 25, 2018