**Using E-shop to order lab supplies**

**Jan 2021**

<https://www.dfa.cornell.edu/procurement/e-shop>

NB: CURRENTLY DURING COVID, SOME SUPPLIES MUST BE ORDERED THROUGH THE UNIVERSITY, SUCH AS **GLOVES, SANITISER etc**:

<https://cornell.qualtrics.com/jfe/form/SV_81cNyG9DIAAL1xr>

(if link doesn’t work, there is a link from the opening page of e-shop):

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**For Amazon purchases:**

- Scroll down opening page of suppliers until you get to ‘Miscellaneous Goods and Services’:

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- Click on PunchOut. It will open in another window.

- Add item(s) to cart.

- View cart

- Submit items for approval:

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- You’ll then be taken back to the e-shop screen.

**For general purchases:**

It is helpful to make a favorites list. See the end of this document for mine – you may want to add them to your list and others I haven’t gotten around to adding.

Find ‘View Favorites’ on the dropdown list under ‘Shopping Home’:

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If an item is not in your favorites, you can search for it by name, but usually it is easier/quicker if you **already have the product number** (found on the current product in the lab, i.e. for chemicals/agar/tips etc they will all have a product code or number on them somewhere).

- Once you finish adding items, View Cart (click on cart icon in top right of screen)

- Add a **business purpose.** This should have enough information to show that it is not a personal purchase and is for use in the Hendry Lab. For example: “Sticky insect traps for insect control in aphid and plant growth rooms”. Or “Agar for making media in the Hendry Lab”. And so on. I’ve been asked many times to clarify items I’ve purchased, so don’t worry if you get an email asking for more information.

- Then click on **Submit**

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- You’ll be taken to a new screen.

**NB: you’ll need to go through this next part for each separate supplier you’re purchasing from.**

If you have items in your cart from multiple suppliers, the current list that pops up will not have all your items on it. Follow the instructions below through, and then once you’ve submitted the first set, go to your ‘Action List’ where there will be a list for your other requisitions:



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- For each supplier, the first box on the requisition form will be the ‘OVERVIEW’:

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- As long as the explanation is filled in (the ‘business purpose’ from the cart), then this section is done. Usually this section is already filled when you get to it.

- The next section on the form is ‘DELIVERY’:

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- The building code for Wing Hall Wing is 1042W.

- For some reason I get an error if I don’t include the dashes in my phone number. So watch out for that.

- Next up is the ‘ITEMS’ section, which is probably the most fiddly section.

- First, click on ‘Setup Distribution’:

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- This will allow you to input the account number you’re using, the object code (usually **6540** for general lab supplies) and if necessary, the percentage that is allocated to that account. In most circumstances that will just be 100% unless you want to split charges across more than one account. I’ve never needed to do that.

- Then click on the ‘Add’ sign (I suppose this is in case you want to add another account):

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- Then click on ‘Distribute to Items’:

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- The last section that needs information is ‘Additional Institutional Info’.

- This just needs your telephone number again, in the ‘Requestor Phone’ box.

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- Then click ‘Calculate’. It will bring up any missing information, or if nothing, then you’re all set to press ‘Submit’.

- Remember to sign out. I’ve had issues with my browsers if I don’t sign out properly:

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- Close browser/window.

My current ‘favorites’, a.k.a things I order reasonably frequently and/or are tricky to find on e-shop when I’m in a rush ☺

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