



## DEPARTMENT OF **CHEMISTRY**

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### **PURCHASING**

Purchasing procedures in the Department of Chemistry are currently being updated in order to better streamline the purchasing process and minimize delays. To ensure that our process runs smoothly, we ask that you please read the information below and follow these guidelines going forward.

#### **General Purchasing**

All order requests (including p-card purchases) must be submitted to [chemreq@indiana.edu](mailto:chemreq@indiana.edu) via the Chemistry Procurement Form (want sheet) found [here](#). Orders submitted without a want sheet will not be processed. If you assign a cart in Buy.IU, a want sheet is not required, but you will need to contact the assignee to alert them they have a cart waiting to be processed.

There are several required fields on the procurement form. If these fields are not filled in, the form will not route to chemreq. If your form is properly submitted, you will receive an email with a confirmation number. If you do not receive a confirmation number, you will need to resubmit your form.

#### **New Suppliers**

When IU made the switch from KFS to Buy.IU, vendors/suppliers were not automatically entered into the new system. This means that even if you've ordered from this vendor in the past, they may not be in the current system and will have to be added. In these situations, there will be delays in processing the order. The process of adding a vendor can take up to several weeks and depends on how quickly the supplier enters their information into the system. Chemistry purchasing representatives do not have control over this process, but receive a notification when the supplier has been successfully added.

#### **Packing Slips and Receipts**

If you have items shipped to your home address, or make a purchase with a department p-card, please be sure to send all packing slips and receipts to [chemreq@indiana.edu](mailto:chemreq@indiana.edu).

#### **Software purchases**

Software purchases require approval prior to the order being placed. Before submitting the request to chemreq, you must first complete the Software & Services Selection Process

Form (SSSP) found [here](#). Once approval is received, attach the SSSP form to the online want sheet and submit your request to chemreq.

## **Capital Equipment Purchases**

If you are purchasing capital equipment (equipment over \$5K), please include on the want sheet, the building and room number where the asset will be located once in place. If there are additional items included with your capital equipment order, please specify if those components are necessary for the equipment to function, or if they are simply additional accessories. Having this information included on the want sheet will help streamline the process for purchasing capital equipment. If you are unsure if your purchase is considered capital equipment, please reach out to Ashley Mills ([millsad@indiana.edu](mailto:millsad@indiana.edu)) for guidance.

Please note that the purchase of capital equipment requires additional routing and approvals, and more time will be necessary to process these orders. Purchases over \$25K will also be subject to a bidding process, even when a single supplier is identified/preferred by the end user. The bidding process will also increase the time it takes to for the purchase order to reach the supplier. To better streamline the capital purchase process, it is strongly suggested that Ashley be consulted prior to submitting the request to chemreq.

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# **CHEMISTRY STORE**

## **Appointments**

The Chemistry Store is still operating by appointment only. Only one shopper will be allowed in at a time, and individuals will not be let into the store without a scheduled appointment. Please be mindful of your appointment time and be sure you arrive on time and complete your purchase prior to the start of the next appointment. Appointments are set at 20-minute intervals, but our goal is to allow Chemistry Store personnel five minutes between appointments to wipe down surfaces, so please complete your purchase in 15 minutes. Appointments can be made using the [online scheduler](#).

## **Tanks and Dry Ice**

Appointments are not necessary if you are picking up a tank or purchasing dry ice as you do not need to enter the store for these items. Tank and dry ice purchases can be done at your convenience.

## **Online Orders**

The Chemistry Store does not offer an online order option and will not collect items requested online. The online order form acts as a catalog, and should not be used to place orders for pickup. If your group needs an item from the Chemistry Store, you must schedule an appointment and make the purchase in-person.

## **Percent Increase on store purchases**

Beginning September 1, 2020 there will be a 25% increase to cost on items purchased at the Chemistry Store. This increase is necessary to sustain the services that the Chemistry Store offers to multiple departments on campus.

Items that can be purchased at the Chemistry Store should not be purchased by individual groups via Buy.IU as this will cause more delays in purchasing. Before placing orders for common items via the want sheet, please be sure those items are not available at the Chemistry Store. As a reminder, the Chemistry Store now also sells printer paper by the case as well as by the ream.