Title: Procedure for Submitting Orders to be Processed

Purpose: To provide the laboratorian with complete information to submit orders and receive inventory. Orders are processed and submitted by CLASS personnel in order to keep a continuing supply of disposables and equipment available.

Procedure:
1. Access the CLASS NAS Server: CLASS Users: CLASS Folder: Orders: Epidemiology Order Form which is a Filemaker program.
2. Click the New Record Key.
3. Fill in all boxes with the correct information. In the Requested Date field type the word ‘Normal’. The requested date is up to 2 weeks after the date of the order. If an item needs to arrive before that time, type the word ‘ASAP’ in the field and contact ordering personnel with specifics. If an item is radioactive, check the appropriate box.
4. If unsure regarding the appropriate account to use for the order, check with the Director. Enter the appropriate chartfield information which may be found in the Orders Notebook.
5. Type in the vendor name, address, phone and fax number. This information may be found in a catalog, the internet or searching the Epidemiology CLASS Order Form filemaker program for previous orders. Proceed to fill out the order information such as quantity, catalog number, item description and current cost.
6. If the item is radioactive, be sure to check the radioactive box on the form and include the amount of activity of each item and the total activity on the form. A clearance code must be received and the package must be delivered to Radiation Safety. For specifics, go to www.oeh.umdich.edu/pramf.html.
7. Print the form and obtain approval from the Manager or Director for the order. Include supplemental information in the form of faxes, quotations, or other documentation. Then give the printed form to the Manager or email the record # to the Manager so that ordering personnel may obtain an ePro Requisition, if necessary, and place the order with the vendor.
8. When the merchandise arrives, check the product’s item description and quantity to ensure the order has been properly filled. Initialize the packing slip and include the date and account number. If known that the order was placed on the credit card, write “credit card purchase” on the packing slip as well. Please give the packing slip to ordering personnel as soon as possible for necessary administrative documentation. If an order does not arrive within two weeks, contact ordering personnel to inquire about
the delay. There are several possible reasons for delay including backorders and mistakes made during the ordering process.