



ENVIRONMENTAL HEALTH & SAFETY | RADIATION SAFETY

Ordering RAM in CU Marketplace

Approved by:

Date:

All radioactive material purchases must be pre-approved by Radiation Safety. Purchasing RAM without approval is a violation of the university radioactive materials license, and could result in suspension of RAM use in the violating lab.

The license requires that all RAM purchases be delivered to the EHS Support Facility for processing. If a delivery is made to the lab, the package must be secured from unauthorized access, and EHS staff must be alerted. The package will be picked up by EHS, processed at the Support Facility, and returned to the lab.

An order for RAM in CU Marketplace must not be combined in the same shopping cart with any other purchases. The shipping address must be edited to direct all RAM purchases to the EHS Support Facility, with the pre-approved requisition number -- supplied by Radiation Safety -- and the PI name included on the "FLR/RM/STE" line. See the following pages for a step-by-step guide.

The shipping address for the EHS Support Facility is:

Environmental Health and Safety
[Enter requisition number and PI name here]
13178 E. 19th Ave.
Aurora, CO 80045

Contact Radiation Safety at 303-724-0109 or 303-724-0128 with any questions.

To create a “Ship To” address for the EHS Support Facility:

The screenshot shows the CU Marketplace website interface. The user is logged in as Jeremy Byble. A red box highlights the user profile dropdown menu, which contains the following options:

- View My Profile
- Set My Home Page
- Logout
- My Recently Completed Requisitions
- My Recently Completed Purchase Orders

The main content area displays a grid of supplier logos and categories under the heading "CU Contracts". The categories include:

- Office Supplies (STAPLES)
- Computer Equipment (DELL)
- Preferred Scientific Supplier (Fisher Scientific)
- Scientific Supplies (Agilent Technologies)
- Computer Equipment (Apple)
- Photo, Video, & Audio Supplies (BH)
- Scientific Supplies (BioExpress)
- Scientific Supplies (BIO-RAD)
- IT Products (CDWG)
- Scientific Supplies (Contextek)
- Furniture (CALZADAZO)
- Books and Subscriptions (CB Complete Book)
- Electronic Supplies (Digi-Key)
- Scientific Supplies (eBioscience)
- Scientific Supplies (M)
- IT Products (GigaConnect)
- MRO & Hardware Supplies (GRAINGER)
- Dental Supplies (HENRY SCHENK)
- Scientific Supplies (IDT)
- Copier Rentals (KONICA MINOLTA)
- Scientific Supplies (Life Technologies)
- Scientific Supplies (LIGHTLABS)
- Medical Supplies (MCK)
- Scientific Supplies (BioLabs)
- Scientific Supplies (Parker)
- Sample & Assay Technologies (QIAGEN)
- Scientific Supplies (Roche)
- Scientific Supplies (Santa Cruz Biotechnology)
- Scientific Supplies (SIGMA-ALDRICH)
- Scientific Supplies (USA Scientific)
- Scientific Supplies (VWR)
- Copier Rentals (XEROX)

Below the "CU Contracts" section, there is a "CU Forms" section with the following forms:

- Non- Catalog Form
- Standing Purchase Order Form
- Payment Voucher Form
- Sole Source Justification Form
- After the Fact
- Standing Purchase Order - Sole Sour...
- SPO - Sponsored Project Subcontract

My Profile - Google Chrome

https://solutions.sciquest.com/apps/Router/MyProfileUserIdentification?tmstmp=1468504027385

Apps Device Reservation Environmental Health PassportID Web Login Instadose Outlook Web App Rad Pro Calculator: Fr Health Physics Society Radiation managemer EHS Items EHS Login Log In to Canvas - Ca Other bookmarks

Jeremy Byble 0.00 USD Search (Alt+Q)

Marketplace

My Profile > User's Name, Phone Number, Email, etc.

Jeremy Byble

User Name BYBL000001

User Profile and Preferences

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings
- App Activation Codes
- Hardware Security Settings
- Default User Settings
- Custom Field and Accounting Code Defaults
- Default Addresses
- Cart Assignees
- Checkout Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History

User's Name, Phone Number, Email, etc.

| | |
|---|---|
| First Name | Jeremy |
| Last Name | Byble |
| Phone Number | +1 (303) 724-0128 |
| Country Code, Area, Phone Number, Extension | |
| E-mail Address | JEREMY.BYBLE@UCDENVER.EDU |
| Department | 60078-ADM AVCRC EH&S Anschutz (60078-ADM AVCRC EH&S Anschutz) |
| Position | |
| User Name | BYBL000001 |

Select "Default User Settings", then "Default Addresses"

The screenshot shows the 'My Profile' page in the CU Marketplace. The left sidebar lists various settings for 'Jeremy Byble', with 'Default Addresses' selected. The main content area is titled 'Default Addresses' and has tabs for 'Ship To' and 'Bill To'. Under the 'Ship To' tab, there is a list of shipping addresses: 'EHS Support Facility' and 'Jeremy's Office'. A blue button labeled 'Select Addresses for Profile' is circled in red. A red rectangular box with the text 'Click "Select Addresses for Profile"' points to this button. The browser's address bar shows the URL: <https://solutions.scquest.com/apps/Router/MyProfilePurchasingAddress?tmstmp=1468504063440>.

My Profile - Google Chrome

https://solutions.sciquest.com/apps/Router/MyProfilePurchasingAddress?UserId=1164454&LeftNav=&tmstmp=1468504391873

Apps Device Reservation Environmental Health PassportID Web Login Instadose Outlook Web App Rad Pro Calculator: F Health Physics Society Radiation management EHS Items EHS Login Log In to Canvas - Ca Other bookmarks

Jeremy Byble 0.00 USD Search (Alt+Q)

Marketplace

My Profile > Default Addresses

Jeremy Byble

User Name BYBL000001

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings >
- Custom Field and Accounting Code Defaults
- Default Addresses**
- Cart Assignees
- Checkout Settings
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >

Default Addresses

Ship To Bill To

Select an address to edit

Select addresses for Profile

Shipping Addresses

EHS Support Facility

Jeremy's Office

Address Search

Nickname / Address Text: 2HSSF

Results Per Page: 10

Search

Addresses Found: 1 Page 1 of 1

| Name | Address |
|--|--|
| <input checked="" type="radio"/> 2HSSF | ATTN: Jeremy Byble RM/FLR/STE 13178 East 19th Ave Environmental Health and Safety Building Aurora, CO 80045 United States |

Enter "2HSSF" in "Nickname/Address Text" field, click Search.

Select radio.

The screenshot shows the 'Default Addresses' page in the CU Marketplace. The left sidebar contains a navigation menu with 'Default Addresses' selected. The main content area shows a list of shipping addresses. A red circle highlights the 'Edit Selected Address' form for the address '2A401'. The form includes fields for Nickname (2HSSF), Address Line 1 (13178 East 19th Ave), Building (Environmental Health and Safety Building), City (Aurora), State (CO), Zip Code (80045), and Country (United States). A 'Save' button is at the bottom of the form.

Enter a nickname, e.g., EHS Support Facility, or RAM Shipping Address.
DO NOT CHECK "Default".
Click "Save".

The new address name will appear in the "Shipping Address" column of the window (left side). Assign this address to all RAM purchases.

Receiving RAM from a vendor at any location other than the EHS Support Facility is a violation of the RAM authorization.

To select the EHS Support Facility shipping address on a RAM order:

Shopping Cart for Jeremy Byble

Name this cart: 2014-03-27 BYBL000001.01

Have you made changes? [Update](#)

PerkinElmer Health Sciences Inc [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?
Line(s): 1

| Product Description | | Unit Price | Quantity | Total |
|----------------------------------|--|------------|----------|------------|
| Item added on Mar 27, 2014 | ATP, [α-³²P]- 800Ci/mmol 10mCi/ml, 250 µCi | 112.35 USD | 1 | 112.35 USD |
| Add to Favorites | Part Number: BLU003X250UC | PC | | |
| Remove | Contract: PSC11-016 more info... | | | |
| More Actions | Lab Supplies change... | | | |
| | Commodity Code: 15 - Scientific / Laboratory / Medi... | | | |

[view cart history](#)

Select "Add Speedtype/Shipping/etc." in the Marketplace shopping cart.

Marketplace

Jeremy Byble | Action Items | Notifications | 112.35 USD

Shop | My Carts and Orders | Open My Active Shopping Cart | Shipping - Draft Requisition

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Order or Assign Cart

Go to Express Checkout | Return to shopping cart | Continue Shopping

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: Billing. Go straight to the end: Final Review.

Requisition | PB Approvals | PO Preview | Comments | Attachments | History

Summary | **Shipping** | Billing | Accounting Codes | Supplier Info | Shipping and Handling

Shipping

These values apply to all lines unless specified by line item

Ship To
Shipping address
ATTN: Jeremy Byble
RM/FLR/STE RM 204
1784 Racine St
Bldg 401
Aurora, CO 80045
United States
edit

Delivery Options
Ship Via
Best Carrier-Best Way
edit

Under the Shipping tab, select edit in the Shipping box to change the address from the default to the EHS Support Facility.

PerkinElmer

| | Unit Price | Quantity | Ext. Price |
|--|------------|----------|------------|
| 1 ATP, [α-32P]- 800Ci/mmol 10mCi/ml, 250 µCi | 112.35 | 1 PC | 112.35 USD |

Ship To (same as header) edit

Delivery Options (same as header) edit

Supplier subtotal 112.35
Shipping 0.00

The screenshot shows the 'Ship To' dialog box in the CU Marketplace. A red box highlights the 'RM/FLR/STE' field, which contains 'Jeremy Byble'. A red arrow points from a text box to this field. Another red box highlights the 'Address Line 1' field, which contains '13178 East 19th Ave'. A third red box contains instructions to review the shipping address and click 'Save'.

List the EHS-assigned RAM Purchase Requisition # and the PI's last name in the "RM/FLR/STE" box.

Review to ensure the shipping address is:
13178 E. 19th Ave.
Aurora, CO 80045
Click "Save".
Finalize the purchase.