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Order & Shipping Instructions for Chemicals

Overview There are special rules and regulations for ordering chemicals. Use this Job-Aid to help you through the process.

- Related Job-Aids**
- [Setting Your Profile Preferences](#)
 - [Draft Requisitions](#)

- Contents** Included within this user-guide you will find:
- *Set up the Chemical Shipping Address in Your Profile*
 - *Placing Orders*

Process Steps:

Step	Action	Screenshot
Set up the Chemical Shipping Address in Your Profile		
1	Click on your name in the upper right section of the page and select View My Profile In the pop-up menu.	
2	Go to, Default User Settings and select Default Addresses . (Here you can add your shipping addresses or review/edit an existing address.) Click on Select Addresses for Profile to search for a shipping address for chemicals.	

Step	Action	Screenshot				
3	<p>Enter: CS Chem</p> <p>for the search term and click Search.</p> <p>Note: Search terms are not case sensitive.</p> <p>Select CS Chem from the resulting search list and the information will populate as shown below.</p>	<p>Default Addresses</p> <p>Ship To Bill To</p> <p>Select an address to edit Select Addresses for Profile</p> <p>Shipping Addresses Acad Ctr For Ent Students-ACES</p> <p>Address Search Nickname / Address Text: CS Chem Results Per Page: 10 Search</p> <p>Addresses Found: 1 Page 1 of 1</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> CS Chem</td> <td>Attn: April Approver Room: CS Chem Unit 6114 3 Discovery Dr Storrs, CT 06269-6114 United States</td> </tr> </tbody> </table>	Name	Address	<input checked="" type="radio"/> CS Chem	Attn: April Approver Room: CS Chem Unit 6114 3 Discovery Dr Storrs, CT 06269-6114 United States
Name	Address					
<input checked="" type="radio"/> CS Chem	Attn: April Approver Room: CS Chem Unit 6114 3 Discovery Dr Storrs, CT 06269-6114 United States					
5	<p>Create a nickname to easily identify the address.</p> <p>Enter the faculty member's name.</p> <p>Enter the building abbreviation and the room number where the chemical will be housed. This field holds eight characters (including spaces).</p> <p>Note: Additional instructions may be added to the requisition in the External Notes section.</p> <p>Click Save.</p>	<p>Default Addresses</p> <p>Ship To Bill To</p> <p>Select an address to edit Select Addresses for Profile Delete Address</p> <p>Shipping Addresses Acad Ctr For Ent Students-ACES</p> <p>Edit Selected Address</p> <p>Nickname: CS Chem Joe Professor Default: <input type="checkbox"/> Current Default Address: Acad Ctr For Ent Students-ACES</p> <p>ADDRESS</p> <p>Attn: Joe Professor Room: BPB 300 Contact Line 3: CS Chem Address Line 1: Unit 6114 Address Line 2: 3 Discovery Dr City: Storrs State: CT Zip Code: 06269-6114 Country: United States</p> <p>Save</p>				

Step	Action	Screenshot
6	<p>The address now appears as a selection under your Shipping Addresses and is available for all future orders.</p>	<p>The screenshot shows a 'Ship To' dropdown menu with 'Bill To' as an alternative. Under 'Shipping Addresses', 'Acad Ctr For Ent Students-ACES' is expanded, and 'CS Chem Joe Professor' is highlighted with a red arrow.</p>
<p>Placing Orders</p>		
1	<p>In your shopping cart, always use Commodity Code 85 for chemicals.</p> <p>Proceed to Review the requisition.</p>	<p>The screenshot shows the 'Shopping Cart' for 'April Approver'. A 'Proceed to Review' button is circled in red. Below, the 'Commodity Code' field is set to '85' and circled in red, with a red arrow pointing to it and the text 'Use 85'.</p>
2	<p>In the Draft Requisition, go to the Shipping tab and click the edit button to edit the Ship To address</p>	<p>The screenshot shows the 'Draft Requisition' page for 'April Approver'. The 'Shipping' tab is selected and circled in red. An 'edit' button is highlighted with a red box and a red arrow, with a tooltip that says 'Edit section "Ship To"'. A yellow notification box at the top states: '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.'</p>

Step	Action	Screenshot
3	<p>In the Ship To popup box, select the CS Chem address we created above.</p> <p>Click Save.</p>	<p>Ship To ? X</p> <p>Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.</p> <p>Shipping address: select from your addresses</p> <p>To choose a different address, click on the address you want to use.</p> <p>Address Details</p> <p>Attn: April Approver</p> <p>Room: 101</p> <p>Contact Line 3: Acad Ctr For Ent Students-ACES</p> <p>Address Line 1: Unit 4218</p> <p>Address Line 2: 368 Fairfield Way</p> <p>City: Storrs</p> <p>State: CT</p> <p>Zip Code: 06269-4218</p> <p>Country: United States</p> <p>Save Cancel</p>
4	<p>The Ship to Shipping address is now selected in the requisition.</p> <p>See the Draft Requisitions Job-Aid for more information if needed.</p>	<p>Requisition PR Approvals PO Preview Comments Attachments History</p> <p>Summary Shipping Accounting Codes Supplier Info</p> <p>Shipping ?</p> <p>These values apply to all lines unless specified by line item</p> <p>Ship To edit</p> <p>Shipping address: Attn: Joe Professor Room: BPB 300 CS Chem Unit 6114 3 Discovery Dr Storrs, CT 06269-6114 United States</p> <p>Delivery Info edit</p> <p>via</p>