

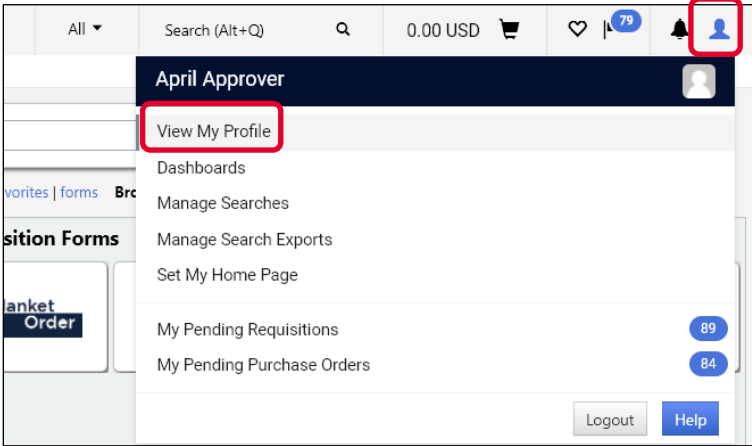
HUSKYBUY UCONN

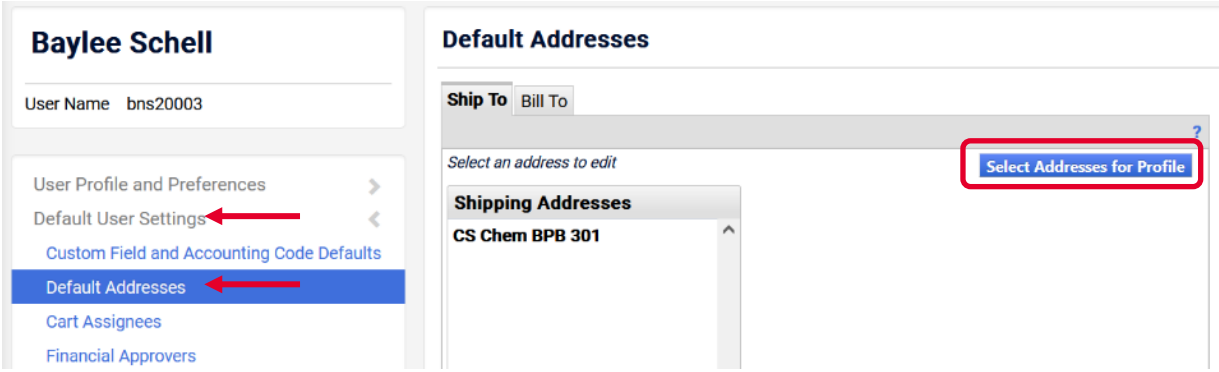
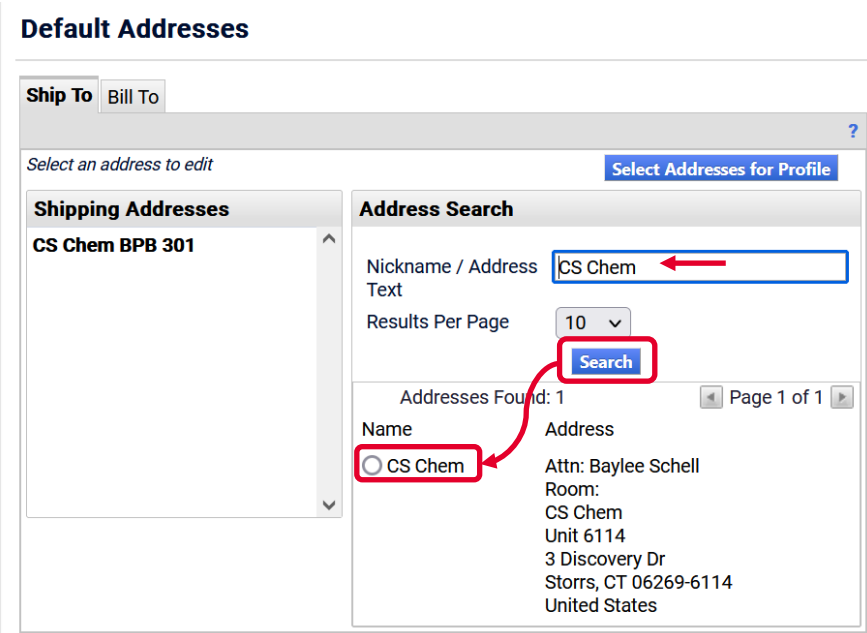
Setting Up a Chemical Shipping Address and Placing Chemical Orders

Support
 (860) 486-2BUY (2289)
HuskyBuySupport@UConn.edu

Overview: Employees at the Storrs and Depot campuses (excluding the Chemistry Building) are required to follow specific procedures to set up a chemical shipping address and place chemical orders through HuskyBuy. Use this Job-Aid to learn the correct procedures. If you have questions or concerns, please email HuskyBuySupport@UConn.edu.

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

Setting Up a Chemical Shipping Address		
Step	Action(s)	Screenshot
1.	Log in to HuskyBuy . Click the person icon in the upper right corner of the page and select View My Profile .	

<p>2.</p>	<p>Select Default User Settings and then click Default Addresses.</p> <p>Click Select Addresses for Profile.</p>	 <p>Baylee Schell User Name bns20003</p> <p>User Profile and Preferences > Default User Settings < Custom Field and Accounting Code Defaults Default Addresses < Cart Assignees Financial Approvers</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 CS Chem BPB 301</p>				
<p>3.</p>	<p>Enter CS Chem in the “Nickname/ Address Text” field and click Search.</p> <p>Select CS Chem from the search results to populate the address fields.</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 CS Chem BPB 301</p> <p>Address Search</p> <p>Nickname / Address Text <input type="text" value="CS Chem"/></p> <p>Results Per Page 10</p> <p>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: Baylee Schell 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: Baylee Schell Room: CS Chem Unit 6114 3 Discovery Dr Storrs, CT 06269-6114 United States
Name	Address					
<input checked="" type="radio"/> CS Chem	Attn: Baylee Schell Room: CS Chem Unit 6114 3 Discovery Dr Storrs, CT 06269-6114 United States					

<p>4.</p>	<p>Enter the following information:</p> <p>Nickname: Create a nickname to identify the address (e.g., CS Chem BPB 300).</p> <p>Attn: Enter the principal investigator/lab manager's last name. To add a second individual to an order (e.g., a graduate student, lab technician, etc.), add a slash (/), and the person's last name.</p> <p>Room: Enter the building abbreviation and room number where the chemical will be stored (e.g., BPB 300). This field holds eight characters (including spaces).</p> <p>Click Save.</p>	
<p>5.</p>	<p>The nickname will appear under Shipping Addresses for all future purchases.</p> <p>Repeat steps 2-4 to add additional chemical shipping addresses if the principal investigator/lab manager oversees multiple rooms where chemicals will be stored.</p>	

Placing Chemical Orders		
Step(s)	Action(s)	Screenshot
1.	<p>Add chemical(s) to your shopping cart.</p> <p>Type 85 next to “Commodity Code” laboratory chemicals that require barcoding in the Laboratory Chemical Inventory Program.</p> <p>Click Proceed to Review.</p>	
2.	<p>In the draft Requisition, click the Summary tab.</p> <p>Under Shipping, click the pencil edit button to edit the Ship To address.</p> <p>Add internal comments or attachments under the Comments tab and external (to the supplier) comments/attachments under the Summary tab, in the External section, if necessary.</p>	

3.

In the **Edit Shipping** window, select the appropriate CS Chem address.

Click [Save Changes](#).

Edit Shipping

CURRENT ADDRESS

Attn: ★	<input type="text" value="April Approver"/>	<input type="checkbox"/> Add to my addresses
Room: ★	<input type="text" value="103CU-34"/>	
Contact Line 3	UITS-Temporary Admin Bldg	
Address Line 1	Unit 1138	
Address Line 2	25 Gampel Service Dr	
City	Storrs	
State	CT	
Zip Code	06269-1138	
Country	United States	

UITS-Temporary Admin... - April Approver, 103CU-34, UITS-Temporary Admin Bldg, Unit 1138, 25 Gampel Service Dr, Storrs, CT 06269-1...

CS Chem Joe Professor - CS Chem Joe Professor, BPB 300, CS Chem, Unit 6114, 3 Discovery Dr, Storrs, CT 06269-6114, United States

UITS-Solarium - April Approver, 212, UITS-Solarium, Unit 5193, 6 Ahern Lane, Storrs, CT 06269-5193, United States

★ Required fields

<p>4.</p>	<p>The Ship to address will be populated in the requisition.</p> <p>Prior to submitting the requisition, verify that the principal investigator/lab manager's last name, the last name of the person receiving the package (if applicable), building abbreviation, and lab room number are correct.</p>	 <p>Requisition 3264314</p> <p>Summary PO Preview Comments Attachments</p> <p>General Shipping</p> <p>Cart Name 2021-05-07 approver 01</p> <p>Requester April Approver</p> <p>Shopper April Approver</p> <p>Optional PR Approver <i>no value</i></p> <p>Ship To Attn: CS Chem Joe Professor Room: BPB 300 CS Chem Unit 6114 3 Discovery Dr Storrs, CT 06269-6114 United States</p>
<p>5</p>	<p>After you have completed all required steps for your order, you can either assign the cart or place order.</p>	 <p>All Search (Alt+Q) 10,050.00 USD</p> <p>Assign Cart Place Order</p>