

# UT Direct - The University of Texas at San Antonio

## Basic Information

Enter the information below to continue creating your requisition.

Choose PB4 option from drop-down box

### Enter Basic Information

Enter this text in Summary line

Purchase Order Type:

Summary:

Dept. Req. Number:

REQUIRED: Use a new requisition number (hopefully consistent & continuing on from past #'s used)

Requestor:  Phone:   -

Purchasing Center:   
Environmental Health, Safety & Risk Management  
6900 N. LOOP 1604 W.  
San Antonio, TX. 78249

Bill to:  Alternate Bill to Address  
UTSA-Disbursement's Ofc.  
6900 N. LOOP 1604 WEST  
San Antonio, TX. 78249

Ship to:  Alternate Ship to Address  
UTSA - Central Receiving  
6900 N. LOOP 1604 WEST  
San Antonio, TX. 78249

Enter actual requestor (end user) and contact phone # - to answer any questions about isotope being ordered

Notify On Approval:

Enter room to deliver to here (must be on license)

Departmental Contact:  Lewis, James A   -  [jim.lewis@utsa.edu](mailto:jim.lewis@utsa.edu)

Deliver to Dept:  Building:  Room:

Remarks:

Enter information about date delivery required, company to order from, free shipping expected or not HERE. Information here can potentially be seen by Vendor but may be edited at discretion of Buyer

Comments to Buyer:

Unless you instruct Buyer otherwise in COMMENTS TO BUYER, Buyer will probably place isotope order whether the box is "YES" or "NO"

Information entered here can only be seen by Buyer and others on Approval Routing path at UTSA. If you have information that you want only the Buyer, not the Vendor to see, place it here. If you copy the information placed in REMARKS here, it is more likely to remain intact for documentation purposes and not be edited as REMARKS may be.

Dept. to Review Bids before Award:

Click here when done

& Proceed to Item Information

UTSA

O&SP/LEWIS / 8612002 inbox

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## Item Detail

You may add new items to this Purchase Order.

View: [List of Items](#) [Next Item](#)

### Search for a Commodity Code

Go To Item Number:

Commodity Code: Class:  Item:

Recommended Object Code: 0000 Object Code Unavailable

Quantity:

Unit of measure:

Unit price: \$ 0.00

Item Description:

Requestor Name:

Phone: ()  -

Extended Cost: \$ + 0.00

Discount: \$ - 0.00 or .00%

Handling Charge: \$ + 0.00

Shipping Charge: \$ + 0.00

Item Final Estimate: \$ + 0.00

Inventory Unit Code:

CAS Number:  (no dashes)

For Physical Plant Use Only:

Part Number:

Work Order Number:

Enter commodity code 193-80

Number of unit size specified in item description

current P-E catalog #'s have size specification as part of cat. #

Catalog #  
Description of chemical form (product description)  
Amount in microCuries per unit size

Click to save when done

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Comments to: [System Coordinator](#)  
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## Item Detail

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Confirmation message when item successfully entered

**Item 1 was successfully stored.**  
 You may add another item or click "Select Bidders" to continue.

**NAVIGATION MENU**  
**Bid Inv. Nbr:**  
**30601554**  


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**View:**      [List of Items](#)      [Next Item](#)      [Previous Item](#)

**Search for a Commodity Code**

**Go To Item Number:**

**Commodity Code:** Class:  Item:

**Recommended Object Code:** 0000    Object Code Unavailable

**Quantity:**

**Unit of measure:**

**Unit price:** \$ 0.00

**Item Description:**

**Requestor Name:**

**Phone:** ( )  -

**Extended Cost:** \$ + 0.00

Discount: \$ - 0.00 or .00%

Handling Charge: \$ + 0.00

Shipping Charge: \$ + 0.00

**Item Final Estimate:** \$ + 0.00

**Inventory Unit Code:**

**CAS Number:**  (no dashes)

For Physical Plant Use Only:

**Part Number:**

**Work Order Number:**

If no further radioactive items to add, may go to SELECT BIDDERS (or if VENDOR indicated in REMARKS, Buyer in Purchasing can choose)

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## Bidder Selection

Search the Centralized Master Bidders List (CMBL)

### Automated Bidder Selection (You need a minimum of three bidders for telephone bid solicitation)

Add  bidders for commodity  or  (  Add only HUBs)

### Manual Bidder Selection

Generate a Temporary Vendor ID (Use GGV in \*DEFINE to create a Permanent Vendor ID)

By Vendor Name:

By Vendor ID:

By Commodity:  or    HUBs Only

Enter name of preferred vendor here (or known Vendor ID)

#### Name -- Address (Hub Status)

- Dimensions Medical Supply Group Inc -- 6901 K Ave Ste 109, Plano, TX (BLF)
- Dimensions Medical Supply Group Inc -- 6913 K Ave Ste 315, Plano, TX (BLF)
- Technical Services International -- 711 S Grove Rd, Richardson, TX (ASM)
- Expotech Usa Inc -- 10700 Rockley Rd, Houston, TX (ASF)
- Kerr Lab Supplies, Llc -- 175 Woodhill Rd, Kerrville, TX (WHF)
- Arriba Scientific Inc. -- 440 County Road 441, Thorndale, TX (WHF)
- Fox Scientific Inc -- 8221 E Fm 917, Alvarado, TX (HIM)
- Vitacare Inc -- Po Box 796833, Dallas, TX (BLF)
- Products Unlimited Inc -- Po Box 339, Justin, TX (WHF)
- Miller Scientific -- 4203 Cobblers Ln, Dallas, TX
- Medical Wholesale, Inc. -- 21240 Gathering Oak, San Antonio, TX (WHF)
- Burgoon Company -- Po Box 1168, Galveston, TX (WHF)
- Shaikh, Rahim -- 711 S Grove Rd, Richardson, TX
- Dmsi Contract Services -- 5800 Ranchester Dr Ste 142, Houston, TX (BLM)
- Kerrville Scientific & Chemical Inc -- 819 Water St Ste 380, Kerrville, TX (WHF)
- Davis Professional Services -- 1003 Ridgeline Dr, Round Rock, TX (BLM)
- Dmsi Contract Services -- Po Box 571814, Houston, TX (BLM)
- Key Scientific Products -- 1402 Chisholm Trl Ste D, Round Rock, TX (WHF)

[View Vendors:](#)

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## Bidder Selection

Search the Centralized Master Bidders List (CMBL)

### Automated Bidder Selection (You need a minimum of three bidders for telephone bid solicitation)

Add  bidders for commodity  or  (  Add only HUBs )

### Manual Bidder Selection

Generate a Temporary Vendor ID (Use GGV in \*DEFINE to create a Permanent Vendor ID)

By Vendor Name:

By Vendor ID:

By Commodity:  or    HUB

Name -- Address (Hub Status)

- Perkinelmer Inc -- 35 Congress St, Salem, MA
- Perkinelmer Inc -- Po Box 92813, Chicago, IL
- Perkinelmer Inc -- Po Box 751109, Charlotte, NC
- Perkinelmer Inc -- Po Box 101645, Atlanta, GA
- Perkinelmer Inc -- Po Box 101668, Atlanta, GA
- Perkinelmer Inc -- Po Box 101122, Atlanta, GA
- Perkinelmer Instruments Llc -- Po Box 101668, Atlanta, GA
- Perkinelmer Instruments Llc -- 710 Bridgeport Ave, Shelton, CT
- Perkinelmer Las Inc -- Po Box 101645, Atlanta, GA
- Perkinelmer Las Inc -- 549 Albany St, Boston, MA
- Perkinelmer Las Inc -- Po Box 101645, Atlanta, GA
- Perkinelmer Las Inc -- Po Box 101645, Atlanta, GA
- Perkinelmer Las Inc -- 9238 Gaither Rd, Gaithersburg, MD
- Perkinelmer Las Inc -- Po Box 101668, Atlanta, GA
- Perkinelmer Las Inc -- Po Box 951714, Dallas, TX
- Perkinelmer Las Inc -- 710 Bridgeport Ave, Shelton, CT
- Perkinelmer Las Inc -- 710 Bridgeport Ave, Shelton, CT
- Perkinelmer Las Inc -- 2200 Warrenville Rd, Downers Grove, IL
- Perkinelmer Las Inc -- Po Box 101668, Atlanta, GA
- Perkinelmer Las Inc -- 13633 Collection Center Dr, Chicago, IL

List of vendor locations will appear (or specific vendor if known Vendor ID used)

As shown for Perkin-Elmer, list can be confusing and hard to use - reason for letting Buyer chose correct vendor from vendor indicated in REMARKS

There really should be a Vendor Favorites!

After highlighting preferred vendor, click here

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## Bid Tabbing Entry

**This VID has already been entered as PERKINELMER LIFE SCIENCES INC**

Would you like to save the vendor information and quotes entered here on that bid?

[Yes](#)   [No](#)

Bid Invitation Number	Dept. Requisition Number	Estimated Total
30601554	06JAL04	\$ 1.00

[Generate a Temporary Vendor ID](#)

Vendor ID:

Vendor Contact:

Phone: (  )  -

Contact Date:  /  /

Bid Status:  No Bid    No Response    Not Delivered

Terms:

F.O.B.:

Delivery:  Days  or Date:  /  /

Information on a specific quote could be added using this screen, including contact, expected delivery date, item cost, shipping etc., if a Vendor were already chosen on SELECT BIDDERS, you might have to reenter VID

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## Item Bid Information

Click on "Extended Item Information" to view shipping, handling and discount info for any item. You can click on this link to [Show or Hide all extended information](#).

Item	Item Qty.	Unit of Measure	Unit Price	Extended Cost
1	<input type="text" value="1.0000"/>	<input type="text" value="each"/>	<input type="text" value="49.00"/>	<input type="text" value="or..."/>

[Extended Item Information](#)

## Overall Bid Information

Shipping: \$

Handling: \$

Discount: \$ -  or  %

Click here to update information entered

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## Basic Information

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Departmental Requisition Number 06JAL04 for Purchasing Center U-099 awaits approval.

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**Bid Inv. Nbr:**  
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**Purchase Order Type:** Purchasing Office Prepared Requisition

**Status:** Created

**Document ID:** R3PB4

Clicking here allows you to review basic information before approving and routing PB4. Screen is ~somewhat redundant to ORDER SUMMARY screen but COMMENTS TO BUYER only shows up on this screen

**Billing Status:** Partial

**Summary:** Radioactive Material-PLEASE EXPEDITE APPROVAL

**Dept. Req. Number:** 06JAL04

**Fiscal Year:** 05 - 06

**Requestor:** Jim Lewis Phone: (210) 458 - 5807

**Purchasing Center:** U-099  
Environmental Health, Safety & Risk Management  
6900 N. LOOP 1604 W.  
San Antonio, TX. 78249

**Bill to:** U-002 Alternate Bill to Address  
UTSA-Disbursement's Ofc.  
6900 N. LOOP 1604 WEST  
San Antonio, TX. 78249

**Ship to:** U-003 Alternate Ship to Address  
UTSA - Central Receiving  
6900 N. LOOP 1604 WEST  
San Antonio, TX. 78249

**Notify On Approval:** XNJAL

**Departmental Contact:** XNJAL James A Lewis (210) 458 - 5807 jim.lewis@utsa.edu

**Deliver to Dept:** ENVIRONMENTAL HEALTH, Building: BSA Room: 1.01.18

**Remarks:** (up to 80 lines will be saved)  
Please place order for delivery on 10/7/05.  
Order from Perkin-Elmer

**Comments to Buyer:**

**Dept. to Review Bids before Award:** (for orders requiring bids) Yes

Update

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## Purchase Order Summary

Click here to begin approval and routing process

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Pick Verify option from dropdown box, then GO

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VER - Verify document is correct

**Departmental Requisition Number 06JAL04 for Purchasing Center U-099 awaits approval.**

<b>Status:</b> Created	<b>Document ID:</b> R3PB4998105
<b>Dept. Req. Number:</b> 06JAL04	<b>Bid Invitation Number:</b> 30601554
<b>Purchasing U-099 Center:</b> Environmental Health, Safety & Risk Management 6900 N. LOOP 1604 W. San Antonio TX 78249	<b>Vendor ID:</b> No Vendor Selected
<b>Order Date:</b>	<b>Vendor Name:</b>
<b>Deliver to:</b> ENVIRONMENTAL HEALTH, SAF BSA 1.01.18	<b>Address:</b>
<b>Department Contact:</b> James A Lewis (210)458-5807 jim.lewis@utsa.edu	<b>Vendor Contact:</b>
<b>Phone:</b> 05500	<b>Fax:</b>
<b>Mail Code:</b>	<b>Ship To:</b> UTSA - Central Receiving 6900 N. LOOP 1604 WEST San Antonio TX 78249
	<b>Invoice To:</b> UTSA- Disbursement's Ofc. 6900 N. LOOP 1604 WEST San Antonio TX 78249
	<b>FOB:</b>

**Remarks:** Please place order for delivery on 10/7/05. Deliver to 2.03.42 BSB. Order from Perkin-Elmer THIS IS A TEST. DO NOT PLACE ORDER

**NOTE:** Extended cost for an item may include additional charges; see item for detail.

Item Number	Commodity Code	Description	Quantity	Unit	Unit Cost	Extended Cost	Requestor
1	19380	Catalog #BLU502A 250UC Easytides Adenosine 5' triphosphate (gamma 32P) 250 uCi	1.0	each	\$ 0.00	\$ 0.00	Jim Lewis (210)458-5807

(No shipping charges specified for entire order)

(No handling charges specified for entire order)

(No discounts specified for entire order)

**Order Total: \$ 1.00**

Account Number	Amount
3018601550	\$ 1.00

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If all is well, Confirmation Message is displayed

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Select an Action

Purchase order data passed all audits and document may now be approved.

<b>Status:</b> <b>Created</b>	<b>Document ID:</b> R3PB4998105
<b>Dept. Req. Number:</b> 06JAL04	<b>Bid Invitation Number:</b> 30601554
<b>Purchasing U-099 Center:</b> Environmental Health, Safety & Risk Management 6900 N. LOOP 1604 W. San Antonio TX 78249	<b>Vendor ID:</b> <b>No Vendor Selected</b>
<b>Order Date:</b>	<b>Vendor Name:</b>
<b>Deliver to:</b> ENVIRONMENTAL HEALTH, SAF BSA 1.01.18	<b>Address:</b>
<b>Department Contact:</b> James A Lewis (210)458-5807 jim.lewis@utsa.edu	<b>Vendor Contact:</b>
<b>Phone:</b> 05500	<b>Fax:</b>
<b>Mail Code:</b>	<b>Ship To:</b> UTSA - Central Receiving 6900 N. LOOP 1604 WEST San Antonio TX 78249
	<b>Invoice To:</b> UTSA- Disbursement's Ofc. 6900 N. LOOP 1604 WEST San Antonio TX 78249
	<b>FOB:</b>

**Remarks:** Please place order for delivery on 10/7/05. Deliver to 2.03.42 BSB. Order from Perkin-Elmer THIS IS A TEST. DO NOT PLACE ORDER

**NOTE:** Extended cost for an item may include additional charges; see item for detail.

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(No shipping charges specified for entire order)

(No handling charges specified for entire order)

(No discounts specified for entire order)

**Order Total: \$ 1.00**

Account Number	Amount
3018601550	\$ 1.00

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## Purchase Order Summary

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Select APPROVE and ROUTE FORWARD from dropdown box and your isotope order will be sent

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APP - Approve and route forward

Purchase order data passed all audits and document may now be approved.

**Status:** Created  
**Dept. Req. Number:** 06JAL04  
**Purchasing Center:** U-099 Environmental Health, Safety & Risk  
 Manage 6900 N San An  
**Order Date:**  
**Deliver to:** ENVIR BSA 1.01.18  
**Department Contact:** James A Lewis (210)458-5807  
**Phone:** jim.lewis@utsa.edu  
**Email Address:** 05500  
**Mail Code:**  
**Document ID:** R3PB4998105  
**Bid Invitation Number:** 30601554  
**Vendor ID:** No Vendor Selected  
**NOTE:** Several financial approvals may be necessary before RSO approval. Allow 24 hours for order placement. For last-minute rush orders, follow the ROUTING in Point Plus and notify individuals when the request arrives on their Point Plus DESK that you need immediate approval. Planning ahead works best.  
 TSA - Central Receiving  
 900 N. LOOP 1604  
 WEST  
 San Antonio TX  
 78249  
**Invoice To:** UTSA- Disbursement's Ofc. 6900 N. LOOP 1604 WEST San Antonio TX 78249  
**FOB:**

**Remarks:** Please place order for delivery on 10/7/05. Deliver to 2.03.42 BSB. Order from Perkin-Elmer THIS IS A TEST. DO NOT PLACE ORDER

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(No shipping charges specified for entire order)

(No handling charges specified for entire order)

(No discounts specified for entire order)

**Order Total: \$ 1.00**

Account Number	Amount
3018601550	\$ 1.00

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