

## Ordering and receiving chemicals/supplies/services

- Research the best source for your chemical considering also the shipping/handling costs, good sources are for example: **SciFinder**, **VWR** (free shipping), **Fisher-Scientific** (free shipping), **Chemglass** (free shipping), **Sigma-Aldrich** (solvents ship free), **Pressure Chemical Co** (for precious metal compounds). Make sure to log in to our accounts to see contract prices. This is especially important for VWR, Fisher-Scientific, Chemglass, Sigma-Aldrich (solvents).
- When buying an item from a different source always ask for a **quote including shipping**. Generally: *It never hurts to ask for a quote but it can save lots of money.*
  
- Go to [quartzy.com](http://quartzy.com) and log in with your credentials.
- Go to *Order requests* and click on *+Add Request*
- Fill out the form, leave *Grant ID*, *Requisition#*, and *PO#* blank (*URL* optional but encouraged especially for non-standard vendors).
- Attach quote if you asked for one (attach forms when ordering elemental analyses).
- Click on *Submit request*.
- After approval by JAG, the order will be placed. You should receive a confirmation email. You can follow the progress of your order on Quartzly (order numbers,...)
  
- Once you see a package for our group in the mail room please bring it to the desk right next to the door of office 418 and **unpack it** (same applies to packages brought to our lab by the stockroom staff). Make sure to keep the packing slip.
- Locate the order form in the black *Chemical Orders* folder on the shelf and staple the packing slip to it.
- Circle the quantity number on the order form or mark if less/more than ordered was received, write your initials and the date next to the item .
- If all items of this specific order have been received, place the order sheet with all packing slips attached in the *Completed Orders* box on the shelf.
- Take solvents (write the date on the bottle/drum) to the wet stockroom, common lab supplies (test tubes, bottles, vials) to the dry stockroom. Leave personal chemicals and anything you don't know where it belongs on the table.
  
- Log in to [quartzy.com](http://quartzy.com) and mark the item as received under the *Order requests* tab (this will trigger an email to the requester). A pop-up window should appear.
- Choose *Add as new item* and specify the location (this can be changed later) and press *Submit*. The item will now show up in the inventory.

## Common vendors – login information

- **VWR**  
https://us.vwr.com/store  
username: gladyszgroup@mail.chem.tamu.edu  
password: chemistry2013
- **Fisher Scientific**  
www.fishersci.com  
username: gladyszgroup  
password: chemistry2013
- **Sigma-Aldrich**  
www.sigmaaldrich.com/  
username: jgrill  
password: chemistry1
- **Chemglass** (check not only for glassware but also syringes, septa,...)  
www.chemglass.com  
username: gladysz  
password: jag2007tx
- **Cambridge Isotope**  
www.isotope.com  
username: gladyszgroup@mail.chem.tamu.edu  
password: jag2007tx
- **TCI Chemicals**  
www.tcichemicals.com  
username: rggladysz@chem.tamu.edu  
password: JAG2007tx
- **ACE Glass**  
www.aceglass.com  
username: gladyszgroup2016  
password: JAG2007tx  
account number: 46200961