

LABORATORY ORDERING INFORMATION (valid June 2011)

GENERAL

- You can search past orders in the orders (“pinks”) database - search by supplier, item description, catalog number, even name of person who did the order.
The archive of older pinks is password protected. Leave the user name blank and type “copper” for the password.
- Remember the oldest order shows up first, move slider down for latest.
- Don't copy blindly from previous order forms - research the product, shop around as if you were spending your own money! Look out for special offers, promotions etc!
- Don't blindly duplicate previous order forms - prices change, and/or there may be irrelevant comments in the comments box, or an outdated quotation number.
- Pinks that have been through the system are filed in Rm. 5061. If the price of an item has changed, the office will have marked the new price on the pink. Please correct the price on the new order.
- If you enter a product description that is more than one line long, watch out, the second line may be invisible when printed. Enter the second line in the field below.
- Log in where possible to see our UCLA pricing (see below) - don't be afraid to create a company user account if none exists (ideally using merchant+copper as login), or call the company, or ask Joseph Huynh (310-825-3206 jhuynh@chem.ucla.edu) in the office, to check UCLA pricing.
- VWR and Fisher deliver free, so they are the first choice for general chemicals and small equipment.
- Products from many companies are available through Fisher or VWR at LOWER PRICES than from the company itself (Promega is an example, see on for others) so look at Fisher and VWR first. The free delivery brings the price down further.
- NEB delivers free for larger orders (see below), so aggregate NEB orders.
- Aggregate orders from suppliers that charge shipping.

ORDERING / RECEIVING PROCEDURE

- If you see that something is running short, order it. If there isn't enough left to be useful to the next would-be user (e.g. 2 grams of ammonium chloride), order it immediately. If a fast-moving item (e.g. gloves) is running down, order it immediately. Items that are slow to arrive (e.g. the 20 x 100 mm petri plates, qPCR strip lids), order in a timely manner. Less urgent orders may be noted on the form on the door of fridge #1.
- Print out two copies of the pink
- Get one copy signed and take it downstairs
- Put the other copy on the door of fridge #1
- When the item arrives, take the duplicate pink off the fridge and trash it
- If it is a partial delivery, tick off the items that did arrive and note the date,
- If it is a chemical, enter it in the chemical inventory (this is required of us by EH&S)
- Exceptions: phenol, chloroform, methanol/ethanol, acetic/hydrochloric acids, acetone
- Mark container with arrival date and if multiples, mark them e.g. “1 of 6”, “2 of 6” etc.
- Put the item in the appropriate location - important if it needs 4 °C / -20 °C / -80 °C
- Place acids and flammable chemicals in their respective, labeled safety cabinets
- If the item appears to be intended for a particular person, inform him or her of its arrival

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SUPPLIERS (catalogs are in Rm. 5061)

Vendor	URL	User Name	Password
VWR	www.vwr.com	merchant@chem.ucla.edu	copper
	<p>Currently UCLA's preferred supplier. Free delivery. Searching by name doesn't always work well; searching by catalog number is better. The search function works with some other suppliers' catalog numbers (e.g. Sigma's) to show equivalent product(s). Do look through the various alternative products returned by searches, there can be hidden cost-saving gems. Major distributor - lots of products from GE, Promega, Stratagene, etc.</p>		
EMD	www.emdchemicals.com	(no login)	
	<p>Order via VWR to get best pricing. High purity chemicals. Distributors for Calbiochem, Novabiochem and Novagen.</p>		
Fisher	www.fishersci.com	merchant	copper
	<p>UCLA's preferred supplier for the last several years. Theoretically we should now be ordering equivalent items from VWR instead. Comments as for VWR. Free delivery. Major distributor - lots of products from GE, Millipore, Promega, Stratagene, etc.</p>		
OfficeMax	maxbuyer.officemax.com	UCBROWSE	BROWSE4
	<p>UCLA's preferred supplier for office supplies. Note the "maxbuyer" in the URL. The user name and password are case-sensitive (i.e. use all caps).</p>		
USA Scientific	www.usascientific.com	(no login)	
	<p>Our supplier for various pipette tips and Eppendorf tubes. When ordering from USA Scientific, look to see if we are getting low on any of these and add them to the order. We have a pricing agreement for regularly purchased items - a copy is kept inside the paper catalog in the kitchen/office. Quote the pricing agreement code in the "comments" box on the order form. Current quote is # N2R0211C393 which expires 31 JAN 2012.</p>		

Vendor	URL	User Name	Password
Rainin	www.rainin.com	(no login)	
	University pricing is set in a regularly renewed quotation, a copy of which is in the Rainin pinks folder in Rm. 5061. For info contact Randy Chen (randy.chen@rainin.com).		
New England Biolabs (NEB)	www.neb.com	(no login)	
	We get free delivery when our order is > \$312.50 (>\$250 after our 20% discount). So aggregate orders and/or make up the value by ordering the 10 mM dNTP mix (N0447L) that we use lots of for PCR, cDNA synthesis, and RT-PCR.		
Sigma	www.sigmaaldrich.com	merchant	copper29
	High purity chemicals, biochemicals.		
Gold Biotech	www.goldbio.com	(no login)	
	Best prices on X-sulfate ("X-sulfate K"); good prices on X-gal, IPTG, ampicillin.		
Bioland Scientific	www.bioland-sci.com	(no login)	
	Latex gloves, X-ray film, spin column kits for DNA.		
Research Storeroom	www.chemistry.ucla.edu/pages/resStore	Use your personal chemistry department login and password	
	Ethanol, high purity ethanol for RNA/DNA preps. Web form; use SSM/SXM number.		
Illumina	www.illumina.com/	merchant@chem.ucla.edu	copper29
	Next generation sequencing supplies and services.		
Invitrogen	www.invitrogen.com/	merchant@chem.ucla.edu	copper29
	General lab reagents.		

Vendor	URL	User Name	Password
Bio-Rad	www.bio-rad.com/	merchant	copper29
	General lab reagents.		
QIAGEN	www.qiagen.com/	merchant	copper29
	Nucleotide purification kits. Q-PCR reagents.		
Agilent	www.genomics.agilent.com/	merchant@chem.ucla.edu	copper29!
	BioAnalyzer supplies. Note the exclamation point in the password. To see our discounted pricing, you have to put the item in the cart and proceed to checkout.		
Applied Biosystems (ABI)	www.appliedbiosystems.com	merchant@chem.ucla.edu	copper29
	Q-PCR reagents.		

PURCHASING SERVICES - AGREEMENTS

UC has negotiated pricing contracts with numerous suppliers. To view these, go to <http://www.ucop.edu/purchserv/access.php> and select "Display All"

FREQUENTLY PURCHASED ITEMS

General chemicals, disposable pipettes	VWR, Fisher
High purity chemicals	Sigma, EMD
Phenol	VWR
Falcon tubes, Eppendorfs, tips (200 µl and 1000 µl)	USA Scientific
Tips (20, 200, and 1000 µl, and barrier tips for RT-PCR)	Rainin (see quote in folder)
Strips for RT-PCR	Bio-Rad (see quote in folder)
Latex gloves	Bioland
100% Ethanol for DNA/RNA work	Research Storeroom
Paper towels	(no cost) ask the custodian (currently Norma)

LABORATORY ORDERING INFORMATION

DNA SEQUENCING

Beckman Coulter Genomics

www.beckmangenomics.com

You will need to set up an account with your own username and password. Our “Service Quotation Number” is AGEN18800. You will need to obtain a P.O. number - it is convenient to order, say, a dozen or more sequencing reactions at a time. In the comment box on the P.O., write “P.O. number only please, email to xxx@chem.ucla.edu”. We presently pay **\$9.00** per high G+C run. Details of sample submission are online. Samples are submitted in special barcoded tubes and boxes of these are available from the Koehler lab (currently Sam Hasson). You need to also label the tubes yourself, e.g. “1, 2, 3...” or something. On the Beckman Coulter website, navigate to “Genomic Services” → “QuickLane” → “Sample Submission” and fill out the form - the “Tube ID” fields are the “1, 2, 3... or whatever that you labeled the tubes. Select “High G+C” for your reactions when sequencing *Chlamydomonas* DNA. Then submit, print out the confirmation page, put it in a small plastic bag with your tubes, and drop it in the “drop box” outside the Koehler lab (Rm. 4043). Sequencing results will typically be available 2 days after you drop the samples. Log in to your account to download the data. To view the contained ABI files and extract sequence data you need e.g. BioEdit (free at www.mbio.ncsu.edu/BioEdit/bioedit.html), or Chromas Lite (free from www.technelysium.com.au/chromas_lite.html).

OLIGONUCLEOTIDES

Fisher

www.fishersci.com

merchant + copper

We currently order “FisherOligos” via Fisher. You will need a P.O. number - it is convenient to order (say) 200 bases worth of oligos at a time. In this case the “Description” field on the pink should be filled out “FisherOligo oligonucleotides to a total of 200 nucleotides, 10 nanomole scale synthesis”. We currently pay **\$0.17** per nucleotide. In the comment box on the P.O., write “P.O. Number only please, email to xxx@chem.ucla.edu”. Keep track of the number of nucleotides you order on your P.O. and get a new one as necessary. Go to www.fishersci.com, log in, and click on the “Custom Oligos” button on the left. Click on “Customize”, and start. Stay with the default settings of “Salt-Free” and “10 nmole” etc. unless you have a special requirement. Click on “Add to Order”, and continue. When you have entered all your oligos, click on “Review Pricing”, check your order, and if all is well, “Checkout Cart”. Here is a last chance to look over your order. Then proceed to “Checkout”. Here you will be invited to enter our account number (114870-013) and your P.O. number. You will then be invited to enter an identifier for each oligo. “1, 2, 3...” works fine. Then submit. You will get the oligos 2 days later. Aggregate your oligo orders! It will help keep future prices down.