

How to submit a cart for a Purchase Order

Catalog

1. Log into Minermall
2. Below are catalog and punch out suppliers to select from.

▼ Hosted Suppliers ?					
▼ Forms ?					
New Supplier Request	Change Order Request	Exclusive Acquisition - Sole Sou...	Non- Standard Computer Requisition	Direct Pay Form	RICOH Print Shop Order Form
Coca-Cola Order Form					
▼ Punch-out Suppliers ?					

3. Search for any items through the hosted suppliers and art items to cart
4. For punch out you will be redirected to the supplier website, search for your items and follow the prompts to add the cart back to Minermall

Fisher Scientific | Fisher Healthcare | Fisher Science Education

Welcome, PMUTXELP Admin | Live Chat | Sign-up for Email |

Chemical Structure | Safety Data Sheets | Certificates | Order Status | Special Offers | Order By Catalog Number

Shop Products | Search All | pippette | Your Account PMUTXELP |

Home > Products > NC1127182 | |

Osi Batteries ^{OSB} EASYPET PIPPETTE BATTERY ^{encompass}

Manufacturer: Osi Batteries ^{OSB} C2/3AA450F

This product was recently added by customer request, and is available for your convenience. We strive to provide our customers with a one-stop shop for the entire scientific supplies category. More relevant content may be added as customer demand increases.

Catalog No. NC1127182

\$4.65 / Each

Qty

→ Ships from Manufacturer
Usually Ships in 5 Business Days

[Add to cart](#)

[+ Add to List](#)

Shopping Cart

Print Share


Active Account

Account Name: 067176001 PMUTXELP

Shipment Setting: Multi Ship

Cancel This Session

Add all items to a List

Items in Your Cart	Price	Quantity	Availability	Item Subtotal
 NC1127182 EASYPET PIPPETTE BATTERY	\$4.65 / Each	1	Ships from Manufacturer Usually Ships in 5 Business Days	\$4.65
X Remove Item Add to List				
Order Subtotal				\$4.65

Add all items to a List Empty Cart

Promo Code? *

APPLY

Cart Total

\$4.65


Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

Keep Shopping

Return Cart to Purchasing Application

- Once you have your shopping cart search for an assignee
- Add notes such as cost center, department, name of professor, and where items will be delivered and stored.

Have you made changes?

 **Possible Missions, Inc.** [more info...](#)
Free Shipping

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) | Item(s) was retrieved on: 8/16/2018 4:08:03 PM
Line(s): 1

Product Description

EASYPET PIPPETTE BATTERY

Part Number: NC1127182
Manufacturer Info: C2/3AAA450F - (OSI BATTERIES)
Commodity Code: 41120000 Emulsifiers

Assign Cart

Selected Assignee: -

Assign Cart To:

Note To Assignee:

Non-Catalog Orders

1. Get quote from vendor
 - a. If over 15,000 3 quotes will be needed or a sole source form.

Forms

New Supplier Request Change Order Request Exclusive Acquisition - Sole Sou... Non- Standard Computer Requisition Direct Pay Form RICOH Print Shop Order Form

Coca-Cola Order Form

2. To create cart select non-catalog order

Shop Everything Go

Go to: advanced search | favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts

3. Search for vendor and create line items to match the quote

Non-Catalog Item

Enter Supplier or Supplier Search

Detailed Product Description	Catalog No.	Quantity	Price Estimate	Packaging
				EA - Each

254 characters remaining expand | clear

Product Details

Commodity Code
Manufacturer Name
Manufacturer Part No

Controlled substance
Recycled
Hazardous material
Radioactive
Rad Minor
Select Agent
Toxin
Energy Star
Green

Save and Close Save and Add Another Close

- a. If vendor is not in the system proceed to submit a New Supplier Request

Forms

New Supplier Request Change Order Request Exclusive Acquisition - Sole Sou... Non- Standard Computer Requisition Direct Pay Form RICOH Print Shop Order Form

Coca-Cola Order Form

4. **Once you have your shopping cart search for an assignee**
5. **Add notes such as cost center, department, name of professor, and where items will be delivered and stored.**

Do

1. **Always provide a quote with non-catalog orders**
2. **Always provide cost center, department, name of professor, and where items will be delivered and stored.**
3. **Create a separate car for different vendors**
4. **Provide alternative ship address on comments if items will not be delivered to UTEP.**

Don't

1. **Create one cart with multiple vendors. This create a delay in processing at Purchasing.**
2. **Don't receive services without a PO.**