

ETHANOL buying through BUYWAYS AMHERST CAMPUS

Ethanol is now available for purchase through the BuyWAYS, Fisher Scientific punch-out. To access special pricing and correct delivery of your ethanol purchase, **your ship-to must be defaulted to the Chemical Delivery ship-to prior to punching out.**

Only purchase chemicals using this ship-to. Other chemical items can be included with your ethanol order, but please place a separate order for your non-chemical purchases, and make sure you switch your ship-to back to your physical location.

NON-CATALOG Chemical Orders: Quotes for chemicals should only be obtained when item & pricing is not available through the punch-out. Attach quote and update your shipping to 'Chemical Delvry'. Make sure your quote contains the account# **007725-025**.

All chemical orders must have the following address on the order:

Ship-to Code: Chemical Delvry (CHEMS)

**University of Massachusetts
Chemical Delvry Rm 179
710 North Pleasant St
Amherst, MA 01003**

In order for the Chemical Delivery office to be able to deliver your chemicals to you, please make sure you include the following information in the address field:

ATTN line: Professors First Initial & Last Name (ex: P. Chien)**

RM/FL/STE line: Lab Building & Lab Room Number (where item will be stored at) & last name of professor. (ex: LSL N340d, Chien)



Please note that there is a maximum character limit of 25 for both lines combined, so it's important that you abbreviate as stated above so all the info transfers over to the shipping label.

Chemical orders without this address will not be fulfilled.

**There should only be the professor's name. Names of administrators or students should be removed.

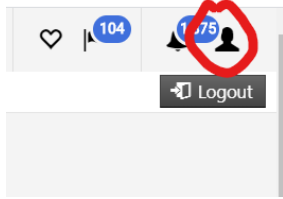
COMMODITY/ACCOUNT CODE for ETHANOL: 739660 / Alcohol, All

CHEMICAL DELIVERY CONTACT:

Glenda L. Pons
Hazardous Materials Tracking Manager/CEMS Program Manager
Environmental Health & Safety, 413.477.3631 (office) 413.329.6845 (cell)
gpons@ehs.umass.edu

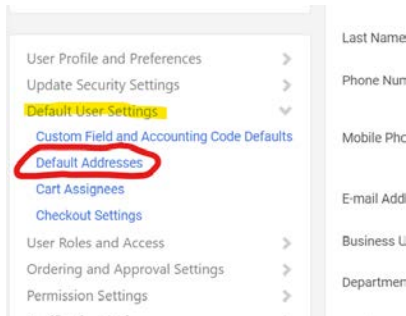
Steps to DEFAULT your ship-to

STEP 1: On home BuyWays page, on upper right corner, click on PROFILE icon (circled below)



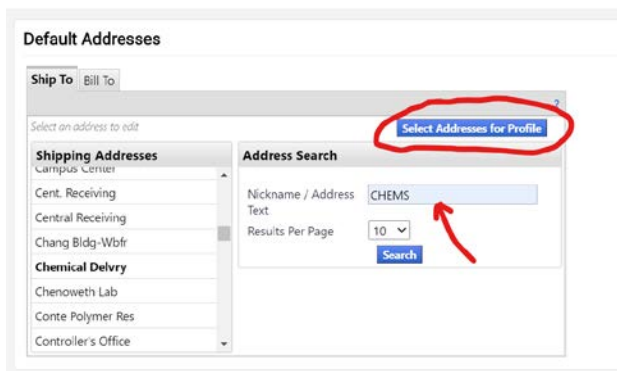
STEP 2: VIEW MY PROFILE

STEP 3: Under 'DEFAULT USER SETTINGS', select DEFAULT ADDRESSES



STEP 4: CLICK on 'Select Addresses for Profile', type in CHEMS, then SEARCH.

Note: under the shipping address box on the left side of this window will be a list of your previous defaults you had set up. If Chemical Delivery is listed there, then all you need to do this select that and move to step 6.



STEP 5: Click on Chemical Delivery radio button

Select Addresses for Profile

Address Search

Nickname / Address Text: CHEMS

Results Per Page: 10

Search

Addresses Found: 1 Page 1 of 1

Name	Address
<input checked="" type="radio"/> Chemical Delvry	Attn: Deborah Fisher Rm/Fl/Ste: University Of Massachusetts Chemical Delvry Rm 179 710 North Pleasant St Amherst, MA 01003 United States

STEP 6: check off DEFALUT checkbox, enter RM/FL/STE info, then SAVE.
Please see address format for this on page 1.

Select Addresses for Profile Delete Address

Edit Selected Address

Nickname: Chemical Delvry

Default:

Current Default: Chemical Delvry

Address

ADDRESS

Attn: * Deborah Fisher

Rm/Fl/Ste: *

Address Line 1: University Of Massachusetts

Address Line 2: Chemical Delvry Rm 179

Address Line 3: 710 North Pleasant St

City: Amherst

State: MA

Zip Code: 01003

Country: United States

Save

Now you can punch-out to FISHER SCIENTIFIC.

FIRST TIME USERS: To ensure you are connected properly, make sure you are seeing the account number **007725-025**. This is the account number needed to access contract pricing for Ethanol purchases. The account number can be found by clicking on 'order by catalog number' on the upper right side of Fisher home page'.

It is **HIGHLY** recommended that after you submit your order that you update your default address back to your original location to:

- Avoid any accidental orders being placed and sent to Chemical Delivery.
- Be able to access any non-chemical quotes that Fisher may provide you.