

# Guidelines for placing orders and package deliveries at the DNA lab at NHM

## Placing orders

All orders should be registered in the orderlist[year].xslm file located in the Y:\dna-lab\ORDERS folder (path to Y-disk for Mac users: smb://lagringshotell.uio.no/nhm-data). See screenshot below.

Account info. To be filled in by user.		Looked up from User register		Only to be filled in by technicians				To be filled in by user; may be copied from the other sheets							Only to be filled in by purchaser				
Sted*	Project*	Tiltak*	User initials*	Boyer E-mail	Date received	Initials received	Stored where	Send mail	Amount*	Producer	Article name*	Art. number*	Distributor*	Price ex. VAT*	Qty/unit*	Unit*	Total price ex. VAT	Date ordered	PO
280800	000000	806008	JAA	j.a.anmarkrud@nhm.uio.no	03.02.2015	ASN	seq-lab	x	3	Applied Biosystems	10X running buffer	462824	Life Technologies	kr 1 060.00	25	ml	kr 3 180.00	30.01.2015	E15147645
280800	000000	806008	JAA	j.a.anmarkrud@nhm.uio.no	03.02.2015	ASN	seq-lab	x	3	Applied Biosystems	3130M Pop-7 polymer	4363785	Life Technologies	kr 2 090.00	3500	µl	kr 6 270.00	30.01.2015	E15147645
280800	000000	120000	SH	sudun.schroder-nielsen@nhm.uio.no	09.02.2015	JAA	pre-PCR	x	2		Primers for Arme Marte (details given in own file)			kr 215.00			kr 430.00	03.02.2015	E15148329
280800	000000	806008	JAA	j.a.anmarkrud@nhm.uio.no	10.02.2015	JAA	Rotunden	x	10	Next Gen tips (Labcon)	10 µl	732-1481	VWR	kr 420.00	960	stk	kr 4 200.00	05.02.2015	E15148576
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	LT	Rotunden	x	20	Kimtech Science	Small Hansker, Nitrii, KIMTECH SCIENCE* STERLING*	112-4832	VWR	kr 91.00	150	stk	kr 1 820.00	10.02.2015	E15149194
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Rotunden	x	20	Kimtech Science	Medium Hansker, Nitrii, KIMTECH SCIENCE* STERLING*	112-4833	VWR	kr 91.00	150	stk	kr 1 820.00	10.02.2015	E15149194
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Rotunden	x	20	Kimtech Science	Large Hansker, Nitrii, KIMTECH SCIENCE* STERLING*	112-4834	VWR	kr 91.00	150	stk	kr 1 820.00	10.02.2015	E15149194
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Rotunden	x	10	TimeMed	Blå Tape temperaturbestandig	817-1527	VWR	kr 33.00	1	stk	kr 33.00	10.02.2015	E15149194
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Rotunden	x	10	TimeMed	Gul Tape temperaturbestandig	817-1522	VWR	kr 33.00	1	stk	kr 33.00	10.02.2015	E15149194
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Rotunden	x	10	TimeMed	Lavendel Tape temperaturbestandig	817-1533	VWR	kr 33.00	1	stk	kr 33.00	10.02.2015	E15149194
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Office	x	1	Lipton	TE LIPTON ASS. ESKE Å 180 TEPOSER	3801326	LYRECO NORGE AS	kr 23.05	180	stk	kr 23.05	10.02.2015	E15149193
280800	280800	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Office	x	1	AVERY NORDIC	LASERKETT AVERY L4775 LASER 21X29.7 MM HVIT PK20	1100068	LYRECO NORGE AS	kr 375.37	20	stk	kr 375.37	10.02.2015	E15149193
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Office	x	1	STAEDTLER NORDIC A/S	MARKER STAEDTLER LUMOCOLOR PERMANENT SPECIAL 3	2243332	LYRECO NORGE AS	kr 28.40	1	stk	kr 28.40	10.02.2015	E15149193
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Office	x	1	CEP INDUSTRIE	UR CEP 11679 LYDLØST VEGGUR DIAMETER 30CM SORT	6578084	LYRECO NORGE AS	kr 171.14	1	stk	kr 171.14	10.02.2015	E15149193
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	12.02.2015	ASN	Office	x	1	NEWELL RUBBERMAID	CD DVD MARKER SHARPIE TWIN SORT PK Å 2 STK.	3794946	LYRECO NORGE AS	kr 93.51	2	stk	kr 93.51	10.02.2015	E15149193
280800	000000	412387	TMP	t.m.pedersen@nhm.uio.no	11.02.2015	ASN	Freezer	x	1	Qiagen	Type-IT Microsatellite PCR Kit (200)	206243	QIAGEN/QIAGEN N	kr 1 920.00	200	nm	kr 1 920.00	10.02.2015	E15149348
280800	143688	120000	SH	slilje.hogner@nhm.uio.no	13.02.2015	JAA	Room temp	x	1	Thermo Scientific	Geneset Gel extraction kit (50)	40891	Life Technologies	kr 536.00	50	nm	kr 536.00	12.02.2015	E15149394
280800	143688	120000	SH	slilje.hogner@nhm.uio.no	18.02.2015	JAA	Freezer	x	1	NEB	Q5 polymerase (100U)	M635S	Bionordika	kr 954.00	100	U	kr 954.00	12.02.2015	E15149392
280800	000000	806008	ASN	sudun.schroder-nielsen@nhm.uio.no	18.02.2015	JAA	Freezer	x	1	NEB	SbfI-HF	R3642L	Bionordika	kr 2 861.00	2500	U	kr 2 861.00	12.02.2015	E15149391
280800	000000	806008	JAA	j.a.anmarkrud@nhm.uio.no	13.02.2015	JAA	Lib prep room	x	1	Life Technologies	Ion Xpress barcode adapter kit 1	4471250	Life	kr 12 110.00	160	nm	kr 12 110.00	12.02.2015	E15149385
280800	000000	806008	JAA	j.a.anmarkrud@nhm.uio.no	13.02.2015	JAA	-20, machine r	x	1	Thermo Scientific	Thermo Scientific™ GeneRuler™ 1 kb Plus DNA Ladder	10600301	Fisher Scientific	kr 396.00	50	µg	kr 396.00	12.02.2015	E15149390
280800	000000	806008	ASN	sudun.schroder-nielsen@nhm.uio.no	17.02.2015	LT	Rotunden	x	20	VWR	Next gen refill tips (10µl, 1344stk)	613-0735	VWR	kr 149.00	20	stk	kr 2 980.00	13.02.2015	E15149325
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	17.02.2015	LT	Rotunden	x	5	VWR	PCR 8-strip (96) uten IOAK (2ml) 1 * 125 Items	752-1517	VWR	kr 257.00	125	stk	kr 2 862.50	13.02.2015	E15149325
280800	000000	806008	JAA	j.a.anmarkrud@nhm.uio.no	17.02.2015	JAA	In the labs	x	1	NEB	NEBNext Fast DNA Library Prep Set for Ion Torrent™	68278	Bionordika	kr 7 369.00	50	nm	kr 7 369.00	13.02.2015	E15149393
280800	000000	806008	LT	b.i.g.thorbek@nhm.uio.no	17.02.2015	JAA	In the labs	x	2	BORER CHEMIE / DECON	Deconex UNIVERSAL Agende 11kg	DECO500100 25	VWR	kr 147.00	1	kg	kr 294.00	13.02.2015	E15149393
280800	000000	806008	JAA	j.a.anmarkrud@nhm.uio.no	17.02.2015	JAA	In the labs	x	2	Swann-Morton	Skalpellblader	235-5472	VWR	kr 110.00	100	stk	kr 220.00	17.02.2015	E15150387
280600	000000	740000	GM	gunnhil@nhm.uio.no				x	2	Qiagen	Tungsten Carbide Beads, 3 mm (200)	69997	QIAGEN/QIAGEN N	kr 1 050.00	200	stk	kr 2 100.00		

- First time users of this file must register initials, name, e-mail and phone number in the 'User register' sheet (this is important in order to get automatic generated e-mails with delivery status).
- The lab manager is the purchaser and will place the order twice a week (Tuesdays and Fridays).
- The yellow columns, containing account info and order details for the specific products, must be filled in by the user.
  - Fill in all yellow mandatory column labelled with '\*'. This will make the ordering process much easier for the purchaser.
  - Make sure to fill in the price in NOK. Please call the local distributor and ask for the prices in NOK if these have not been clarified.
  - Remember to save **and close the document** after registering an order.
  - No need to call or e-mail the purchaser as the order has been registered.
- When an order has been placed by the purchaser. The fields will be filled in blue colors. Purchase order number will also be provided in the respective file.
- When the order arrives, one of the lab technicians will register arrival date and location for storage (red columns). Arrived items will be marked with green color. An e-mail containing order info, storage location and date of arrival will automatically be generated and sent to the relevant user. In other words – no need to send e-mails to the lab technicians asking for ordered goods.

### ***Package deliveries routines***

- Deliveries to the DNA lab users will be stored in one of these respective stations in the machine room (room 011A); room temp, fridge (4°C) or freezer (-20°C). See picture below.



- You will receive a conformation mail when your orders have arrived and been stored in its respective location (see previous page).
- After delivered, please take your ordered items out of the delivery station and store it in your appropriate personal location. The stations for deliveries are not intended for long-term storage!