

Place Orders for Ethyl Alcohol in eProcurement

AUTHORIZATION TO PURCHASE:

Only “authorized users” may place alcohol orders. If you are not already authorized, please click on the link to the authorization form. It must be signed by a unit head such as department chair, administrator, director or Principal Investigator. Fax to (206) 685-3686 or email the authorization form to [eprocure@u](mailto:eprocure@u.washington.edu), per the instructions on the form.

“Authorized users” are those departmental staff who place the orders in eProcurement. By signing the authorization form, the unit head is agreeing to comply with relevant policies regarding the purchase, use and storage of ethyl alcohol within their unit. (See UW APS 15.1.)

- [Authorization Form](#)

Please note that products are not available in as small quantities as were previously available through University Stores. Currently, the smallest quantities available are 24 pints or 4 gallon cases.

NEW ORDERING PROCESS

1. Log into eProcurement <https://ar.admin.washington.edu/AribaBuyer/uw/login.asp>
2. Click on Create - "Requisition"
3. Enter "ethanol" or "alcohol" in the "Search" field (DO NOT PUNCHOUT TO FISHER)
4. Find required item and click on "Add to Cart"
5. Title your requisition on a Summary screen (mandatory)
6. Verify that budget and address are correct (for further instructions see training manual)
7. Click on "Submit" to submit your order

NOTE: In order to assure a smooth transition, all individuals that were previously authorized to purchase ethyl alcohol have been preloaded into the system. New users will be required to submit an authorization form to the eProcurement help desk prior to their first order.

Please remember, this change will not affect the University's continuing need to carefully manage the ordering, storage and use of alcohol. We would also like to remind campus alcohol users to order frequently and limit storage to reduce risk and assure fire code compliance, and to maintain accurate mychem inventories.

If you have questions or need further assistance please contact the eProcurement help desk at 685-3558 or eprocure@u.washington.edu