

# UF clinical/research units ordering from UF Health Shands Integrated Service Center

## Ordering instructions

**Who:** UF Clinical Research Units

**What:** Ordering UF Health Shands Standard Medical Supplies

**When:** Effective May 15, 2014

**Where:** Health Science Center Locations Only (1600 SW Archer Road)

1. Identify the **SHANDS PART NUMBER** and **DESCRIPTION** of clinical/research supplies needed. *If you do not have this information, contact anyone from UF Health Shands staff and they can get the information for you off of the product packaging.*
2. Contact **UF PURCHASING** at [purchasing@ufl.edu](mailto:purchasing@ufl.edu). Provide the part number and description of the product. UF Purchasing will refer to a list of products in the ISC that are available to you and provide UF's pricing.
3. **CREATE A REQUISITION IN MYUF MARKET:**
  - a. Vendor: Owens & Minor
  - b. External Note: Customer Number 60-8010
  - c. Enter part number along with UF pricing provided by UF Purchasing
  - d. In the "ship to" field enter the room number and name of person expecting delivery



Products will be delivered to the department by UF Receiving.

Departments will need to sign for products received and *ensure that the delivery tote is returned* to the UF Health Shands Hospital receiving dock.

**If there is a discrepancy in the product ordered vs. product received, contact Owens & Minor at:**

- ▶ **Samuel Neal III – Office Manager, Dc60**  
Owens & Minor • 4807 NE 63rd Avenue, Gainesville, FL 32609  
352.264.2377 (O) • 352.264.2289 (F) • Voip 60602377 • [samuel.neal@owens-minor.com](mailto:samuel.neal@owens-minor.com)
- ▶ **Hannah Davis – Customer Service Representative**  
Owens & Minor • 4807 NE 63rd Avenue, Gainesville, FL 32609  
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