Step-by-Step Guide

Select Agent Ordering Process

1. The ordering lab fills out an internal order form for Select Agents. The form is located on the OESO website:
   www.safety.duke.edu/BioSafety/selectagents.htm

2. The ordering lab submits the form to the OESO Biological Safety Office.

3. OESO staff members check to see if the requesting lab is qualified to order select agents.

4. OESO staff members enter the order electronically in Buy@Duke, using the lab’s Cost Object, to create a Purchase Order. In the Internal Note field of the Shopping Cart, they enter “Select Agent.” The order is not faxed to the supplier.

5. Procurement Services staff members print the Purchase Order.

6. Procurement Services staff members e-mail the Purchase Order number to the OESO office.

7. The Purchase Order number is added to the Select Agent order form and faxed to the Supplier.

8. The Supplier ships the Select Agent to the Biological Safety Office at Hock Plaza 1.

9. The Biological Safety Office delivers the Select Agent to the ordering lab.

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