Emory Express
BioSafety Service and Certification Requests
April 11, 2011
Objectives

The purpose of this document is to describe the process of properly submitting an order for a specific service in Emory Express. Our goals are:

- Explain the reason for this process
- Perform the tasks associated with the process
- Incorporate appropriate questions and tips that may be helpful during your use of the form
- Ultimately, simplify and expedite older processes

Key Points

- This is a general guide that may not fit your exact situation. Please take time to read and understand how each step may be applied for your specific need.
- Processes do change as technology or requirements evolve. This process is no exception and may change as time goes by.
- It is understood that some terminology in this guide may be unknown to you if you are not a regular user of Emory Express. Please seek assistance if a portion of the directions below do not make sense from your perspective.
- The form and process referenced in this document are not restricted by access level in Emory Express. However, you must have a valid Emory Express login and have permission to submit orders in Emory Express. Access to Emory Express may be obtained by registering at:
- Information required within this process was determined by federal and organizational policies.

Helpful Hints

Before you begin, this information could be useful when completing the form:

- Principle Investigator’s Contact Information
- Building Name (where devices are located)
- Devices/Cabinets Needing Service
- Serial Numbers for Devices/Cabinets Needing Service

Process and Navigation

Step-by-Step
This exercise demonstrates how to complete a requisition/order utilizing the “Biosafety Cabinet” form in Emory Express. Screen shots on the next pages flow with the numbers in parenthesis.

1. **Login** to Emory Express and navigate to the **Shop** tab (1).
2. **Find** the **BioSafety Cabinet form** (2) under Showcased Services and **Select** the form.
3. **On** the selected form, read the **General Information** section (3) for specific direction.
4. **Complete** the form fields as necessary for your needs, selecting the appropriate supplier (4a) and service information (4b) for that supplier.
5. **Add** your completed form to your cart and **Click Go** (5).
6. **Proceed to Checkout** (6) and **Place Order** (7) to route the requisition for approval.
7. Requisition (with form) will route for appropriate approvals (8) and be distributed to the selected vendor as an Emory Purchase Order.
### Biosafety Cabinet Certification Request

#### General Information

- **Equipment Description**: [Insert description]
- **Date**: [Insert date]
- **Location**: [Insert location]

#### Supplier Information

- **Device Type**: [Insert type]
- **Model Number**: [Insert number]
- **Serial Number**: [Insert number]

#### Device Details

- **Device Description**: [Insert description]
- **Unit Price**: [Insert price]
- **Quantity**: [Insert quantity]
- **Unit Price**: [Insert price]

#### Safety Plus Service Information

- **Device Description**: [Insert description]
- **Unit Price**: [Insert price]
- **Quantity**: [Insert quantity]
- **Unit Price**: [Insert price]

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**Available Actions**: Click here for details: Add and go to Cart

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**Shopping Cart**

- **Shopping Cart Item**: Biosafety Cabinet Certification Request
- **Unit Price**: $170.00
- **Quantity**: 1
- **Total**: $170.00

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**Continue Shopping**