STEM CELL LABORATORY (STCL)

DOCUMENT NUMBER:

DOCUMENT TITLE:

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STCL-GEN-002 FRM1
Supply Ordering Log

B/O = Backorder, DC = Discontinued, ETA = Estimated time of Arrival

Date Requested	Requestor's Initials	Supply Needed	Qty Requested	Manufacturer Vendor	Catalog #	Date in SAP	Requisition #	Supply Received Y/N? *(If "N", why? B/O, DC, ETA, etc.)*	Date GR Performed

Supply Ordering Log

To be used by staff to inform ordering personnel of items needed.

Date Requested	Enter the date item is requested.
Requester's Initials	Enter the initials of the staff member who requested the order.
Supply Needed	Enter the name of the item requested. Be as complete and as specific as possible to ensure that the correct product is ordered.
Qty Needed	Enter the quantity of the supply needed. Be sure to include units of measure (ie. each, case, box, etc).
Manufacturer/Vendor	Enter the name of the manufacturer who produces the product or the vendor who distributes the product if different from the company who manufactures the product.
Catalog #	Enter the catalog number of the item.
Date in SAP	Enter the date the order is placed in SAP.
Requisition #	The person placing the order in SAP will record the requisition number generated for the order.
Supply Received Y/N	Place Y if supplies received. Place N if supplies not received. If "N", why? Item(s) on BO (backorder), DC (discontinued), ETA (estimated time of arrival), etc.
Date GR Performed	Enter date Goods Receipt (GR) was performed in SAP. This reflects the date the products were delivered in the laboratory so the vendor can be paid for the product ordered.

STCL-GEN-002 FRM1
Supply Ordering Log (*Example*)

B/O = Backorder, DC = Discontinued, ETA = Estimated time of Arrival

Date Requested	Requestor's Initials	Supply Needed	Qty Requested	Manufacturer Vendor	Catalog #	Date in SAP	Requisition #	Supply Received Y/N? (If "N", why? B/O, DC, ETA, etc.)	Date GR Performed
04/02/2012	CMA	250 mL cryocyte bags	1 case	Baxter	RF467891	04/09/2012	R2345678910	Y	04/23/2012

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All dates and times are in Eastern Time.

STCL-GEN-002 FRM1 Supply Ordering Log

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Management

Name/Signature	Title	Date	Meaning/Reason
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Document Release

Name/Signature	Title	Date	Meaning/Reason
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