



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

www.nih.gov

DATE: January 29, 2014
TO: Self Service Store Customers
FROM: Chief, Supply Management Branch, Director of Logistics, Office of Logistics and Acquisition Operations
SUBJECT: Deliveries from the NIH Self Service Stores to Off Campus Customer Locations

The Self Service Stores (in both buildings 10 and 31) will no longer be able to make off campus deliveries effective 10 February, 2014. Please accept our deepest apologies for any inconvenience that this may cause.

In the absence of this service, we are able to offer the alternative of placing an order using NIH iProcurement Internal, via the NBS Acquisition webpage. Placing an internal requisition is easy and can be completed in five simple steps:

1. Search for your item by NSN (National Stock Number- this is the 13 digit code assigned to every product that the NIH Supply Center offers. When searching for an NSN in NBS Acquisition, only use the last 4 digits of the NSN and use the percent symbol (%) before and after the number. For example, %3457%). If you don't know a products NSN, you can search for it on the NIH Supply Center's webpage, <http://nihsc.od.nih.gov/Home.aspx>.
2. Add the selected item and quantity to your shopping cart.
3. View Cart and Checkout (review order).
4. Enter your delivery location, CAN number, and expenditure organization (HN code).
5. Submit your order.

Your order will then be sent directly to the NIH Supply Center warehouse in Gaithersburg, Maryland. The GDC will ship the item to off campus customers within 1-2 business days.

The NIH Supply Center is grateful for your business and we look forward to supplying all of your needs well into the future. If you have any questions regarding this notice, please contact Mr. Eric Jones by phone at 301-451-2072, or by e-mail at: Eric.Jones@nih.gov or Ms. Kimberly Boyd at phone 301-496-3410, or by email at Kimberly.boyd@nih.gov.


Gary A. Marquez
Chief, Supply Management Branch

NIH-SUPPLY CENTER

FAR approved and ISO compliant!

Let us be your first choice for supply support!

Website: <http://nihsc.od.nih.gov>