

# NIH Supply Center

**Cost, Convenience, Customer Service - We Are Right Next Door!**

## **Message to POTS Users ordering from the NIH Supply Center:**

*The NIH Supply Center* is continuously searching for ways to improve the operations and to better serve the Community. We are planning to institute a new process which will allow us to improve all POTS order processing. The goal is to convert the POTS order into an NBS Internal Requisition process, which will speed up the order processing, track orders status, and provide back-orders to the customers when applicable.

In order to expedite the process, we ask all individuals placing POTS orders through the NIH Supply Center to provide us with the **EXPENDITURE ORGANIZATION** and the EXPENDITURE Type. Please refer to the attached 1861 form as an example.

Alternatively, NIH Supply Center orders can also be placed directly into NBS using iProcurement Internal Requisitions.

Any questions, please contact the NIH Supply Center Customer Service numbers below.

**Customer Services:** 301-496-9156, 301-496-9157 or 301-496-3395

**Website:** <https://nihsc1.od.nih.gov>

**Product Catalog:** <https://nihscatalog.od.nih.gov>

**Fax:** 301-402-8493

**Self Service Stores:** Building 31 – B1 A47 and Building 10 - B2 B41



Medical  
Supplies



Laboratory  
Supplies



Office  
Supplies

BA Approved by Stephanie RUSSELL

<b>Purchase Request</b> POTS Number : 18-001306 Vendor Confirmation # : Credit Card Reference # : NBS Order No : N/A	Instructions: The <b>Requester</b> completes Sections 1, 2, and 3. The <b>Buyer</b> completes the rest of the form.	Date Submitted: 01/25/2018
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**1. Requester**

Requester's Name Josue GONZALEZZAYAS	Organization HNAME27 - OPERATIONS LOGISTICS & ACQUISITION OPERATIO	Date Needed 2/1/2018	
Delivery Point Bldg/Room: GDC/310	Phone No. +13015940646	Internal Approval (signature) Approved by Ralph MEYERS Date: 1/26/2018 7:18:18 AM	Internal Approval (signature) AO Approved by MELENDEZALEJANDRO Date: 2/5/2018 2:12:38 PM

Organization Type

**2. Recommended Sources** (Provide three sources, if possible. Competition is required for open market and non-mandatory FSS orders over \$3,000)

Name of First Vendor IdentiSys, Inc	Company Clerk's Name
EIN	FSS No.
Phone No. 952-294-1206 /	
Name of Second Vendor	Company Clerk's Name
EIN	FSS No.
Phone No.	
Name of Third Vendor	Clerk's Name
EIN	FSS No.

Expenditure Type- 26\_\_\*

**3. Ordering Information**

Item No	Exp Type	Cat	Zone	DESCR	DISC. PRICE	ESTIMATED PRICE	
1	257N	8328587	Zone A	Re install of Printer	0	\$1,683.00	
Total Item : 1 please continue to page 3						<b>Grand Total :</b>	\$1,683.00

**5. Ordering Mechanism**

NIH Stock Requisition     BPA Call (OM)     Purchase Cards/Convenience Checks  
 GSA Fedstrip     SF 44     Purchase Card(s)  
 BPA Call (FSS)     Internal To/Do     Purchase Order(s)

Date Ordered :	Buyer's Name Vernon BUNDICK	For radioisotope orders only : Complete Form NIH 88-1, "Request for Purchase and Use of Radioactive Materials."	Clearance no. of approved radioisotope purchaser
NBS Order No. N/A	BPA/DC Source No.	Competition Required ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clearances Required ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Clearances Obtained ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**6. Mandatory Source Availability**

See section 11 Required Sources list

Are any of the items available from these sources? If "yes," and you are not using the mandatory source, explain why in Item 7.

YES	NO	YES	NO	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7. Justification for Not Selecting Mandatory Source**