



Dry Ice Facility Core Ordering Procedure:

1. The Dry Ice Facility Core provides a variety of dry ice products to end users across campus for their research and instructional needs. The dry ice facility core is operated out of McCourtney Hall under the direction of Notre Dame Research.

2. Rates FY2020:

	<u>Billing Rate</u>
Standard Block (lb)	\$0.47
Pellets (lb)	\$0.47

3. Ordering:

Ordering is broken down into three categories: standing order, self-fulfilled and delivery. All dry ice block products will fall into the “standing order” category, as it is ordered on an “as needed basis”.

3.1. **Standing order-** orders needed by end users on a recurring weekly basis and delivered directly to the facility where the end users are located on campus. Deliveries will be made on Mondays to these facilities after the vendor makes its bulk delivery to McCourtney Hall. Once the deliveries to the facilities are completed, all orders will automatically be uploaded into the Cores system and billed to the end user. Standing orders are to be placed directly with the Dry Ice Facility Core Manager (see contact information in section 5 of this document) and the following information must be provided: PI’s name, FOP, dry ice product and quantity needed. Once the order is placed, the same product and quantity will be ordered every week until the core manager is informed otherwise. New standing orders or changes to existing standing orders must be sent to the core manager by 4:30pm on Thursday to make the following Monday’s delivery, this also includes changes in funding.

3.2. **Self-fulfilled order-** orders for pellets placed through the Cores system and the end user will fulfill the order at McCourtney Hall in room B60 (for access to B60 please contact core manager). End users will use the scale provided in B60 to weigh their own containers and input the amount into the Cores system. Orders for pellets up to 29lbs must be self-fulfilled. Orders of 30lbs or more may be setup for delivery, please see section 3.3 Delivery Order.

3.3. **Delivery order**- unscheduled orders for pellets that meet or exceed 30lbs and placed through the Cores system. Orders placed by 12:00pm will be delivered the same day, any order placed after 12:00pm will be delivered the morning of the following day.

4. **Cores System**

4.1. **New users**- Will need to contact the Cores System Administrator (see contact information in section 5 of this document). End users will need to provide the following information to be setup in the Cores system: Full name, Net ID, PI and Campus Phone Number.

4.2. **Ordering-**

4.2.1. From the **Entry** dropdown menu, click **Order Entry**.

4.2.2. If only one core or resource is displayed, skip to Step 3. If multiple cores or resources are displayed, select a **core “Dry Ice Facility Core”**.

4.2.3. Select the **FOP number** to charge the order to.

4.2.4. Select the **Category** and **Description** from the dropdown menus and modify Quantity as appropriate. The Price and Subtotal will auto populate.

4.2.5. You may use the following options, as available:

- To add line item comments, click  and then **Close**.

4.2.6. To add additional line items, click **Add item**.

4.2.7. Type any **order-specific comments** into the Comments box. All users can view these comments with access to this order.

4.2.8. In the Purchaser’s Last Name box, enter the last name of the person placing the order.

4.2.9. Click **Save Open Order**. In the pop-up window, select **OK** to save this as an open order for later review and submission by Core Manager.

4.2.10. A separate Print Open Order Ticket window will open. You can click Print Receipt to print a copy of the receipt or click **Close** if no copy is needed.

NOTE: If you do not see this function, enable pop-ups in your internet browser.

4.2.11. Click **Cancel** to return to the Resource User Portal.

5. **Core Contact Information**

Core Manager:

Barry Cybulski
Email: bcybulsk@nd.edu
Phone: 631-1759

Cores System Administrator:

Megan Sheraton
Email: mujdak@nd.edu
Phone: 631-6939