

Purchasing Procedures Outline:

This procedure applies to any material that requires an Ohio Board of Pharmacies (OBP) License and/or a DEA registration to purchase (note: if a material requires a DEA registration, it will also require OBP licensing information. There is one OBP license for all the materials in Room 15 that supports several DEA registrations along with all other OBP regulated materials). There is a video of the process instructions linked below.

1. Login and open Buyway
2. Select Non-Catalog Item (link above array of vendors icons)
3. Find vendor
 - a. Midwest Veterinary Supply, Covetrus, Henry Schein Medical, and Millipore Sigma currently approved in Buyway, others that supply regulated substances are likely available but if the vendor you would like to use is not in Buyway, Purchasing will need to add them).
4. Add Item information:
 - a. Description if an unusual request that may raise questions (e.g. protocol number reference, direction to consult AV).
 - b. Catalog number from vendor (some vendors will backorder requests therefor if it is an urgent or specific need it may be wise to determine availability before placing order, the online catalog regarding availability for Midwest Vet is generally accurate, others less so).
 - c. Enter Commodity Code under Additional Details: this directs the order to the regulatory process and minimizes delays). For Reguated Materials, the Commodity Code is: **12361500**
 - d. Other documents can be added that can be viewed or stored for documentation in Buyway (approvers and administrators of Buyway can review). This is not required but may be useful to avoid delays. If information in the description text (above) is not sufficient to convey the information needed to expedite the order then it can be added (e.g. AV consultation). This is a internal document, vendors will not have access.
5. Save
6. View Cart (icon) – review and click Proceed
7. Requisition Opens: Required information icons present
 - a. **Shipping address** related to license must be selected. For room 15 (all OBP and DEA Schedule II-V), the code MSC5033 will provide the address for that License. The addresses for other locations (DEA Schedule 1) are available in Buyway. Use of the wrong address will result in delays.
 - b. Add or edit “Attention” information.
 - c. Save
8. Billing: Edit (pencil icon), two choices, select “Bill”: Save
9. Add Account Codes (Index etc, consult with departmental admin).
10. Optional: Add attachments for suppliers (uploading license and registration to Buyway is not recommended, this information risks being available to persons not authorized).
 - a. Save
11. A temporary order number will be generated, the permanent PO number will be assigned upon approval (designated POxxxxxx). This is the ID that should be used in any correspondence.
12. Forward PO to sullivnh@miamioh.edu (pre-notification to compliance approver)
13. When material received, Add to inventory records.

Notes: Process flow can be viewed under “What’s next for my order?”,

Controlled Substances Page: <https://compliance.miamioh.com/CS/index.html>

Buyway Video: https://compliance.miamioh.com/CS/buyway_cs_ordering.mp4