



Division of Science Controlled Substances Ordering Instructions in Buy-to-Pay

Please note these instructions are only for those research groups authorized under the FAS Division of Sciences' State and Federal Controlled Substance Licenses. If your research is covered under different licenses, please contact the license holder for ordering instructions.

The Division of Science has accounts for the purchase of DEA controlled substances and prescription drugs with the vendors listed below. If you require a drug that is not available through these vendors please contact Shanna deBlicek at shanna_deblicek@harvard.edu.

- Patterson Veterinary: <http://www.pattersonvet.com/>
- MWI Animal Health: <https://www.mwiah.com>

See attached table for catalog numbers and pricing for commonly ordered items.

Please Note:

- Orders for DEA Schedule II drugs can take up to three weeks. Please plan accordingly.
- Orders for DEA Schedule III – V drugs and prescription drugs can take up to one week, but usually arrive in two to three days.
- You can only order drugs for which you have an IACUC approved animal experimentation protocol (AEP).
- Only pharmaceutical grade drugs can be ordered unless chemical grade drugs (i.e., those from Sigma, Fisher, VWR, etc.) are specified in the AEP or if the drugs are not being used for animal care/treatment.

To place a purchase order for a controlled substance or prescription drug in Buy2Pay, please complete the following:

1. Create a non-catalog order with correct item numbers and current pricing, see attached table.

The screenshot displays the Buy2Pay website interface. At the top, there is a navigation bar with the Buy2Pay logo, a search bar, and a shopping cart icon. The main content area is titled 'B2P Homepage' and includes an 'Organization Message' section with a welcome message and contact information for the Supplier Onboarding Team. Below this, there are 'Action Items' and 'Shopping' sections. The 'Shopping' section features a search bar and a 'Shortcuts' menu. The 'Non-Catalog Item' link in the shortcuts menu is circled in red.

- For each item include a complete description (e.g., 10 mL vial of 100 mg/mL ketamine), quantity, unit price, and supplier information. Add item to cart.

Non-Catalog Item ? X

Enter Supplier

or
Supplier Search

Description	Catalog No.	Quantity	Price	Unit of Measure
5x1 mL vials of Buprenorphine (0.3mg/mL) 214 characters remaining expand clear	07-891-9756	2	79.92	EA - Each

[Product Details](#)

- In the “Requisition Description or Business Purpose” field enter “Controlled Substance Order for XXX Lab” in addition to any required requisition description your department may have.

[Continue Shopping](#)
2 Item(s) for a total of **159.84** USD

Shopping Cart for FASRequestor2 Training

or

Cart Name: 2020-07-23 fasrequestor2 01

Requisition Description or Business Purpose: (Controlled Substance for XXX Lab)

Standing Amount Based PO

Supplier / Line Item Details ?

Show line details For selected line items

Creative Office Pavilion [more info...](#)

Add non-catalog item for this supplier...

Product Description	Catalog No	Unit of Measure	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 5x1 mL vials of Buprenorphine (0.3mg/mL) more info...	07-891-9756	EA	79.92	2 EA	159.84 USD	<input type="checkbox"/>
Supplier subtotal					159.84	USD
Subtotal					159.84	
Total					159.84	USD

or

- When all items you wish to order have been added to your cart, click “Proceed to Checkout”.

Shopping Cart for FASRequestor2 Training

2 Item(s) for a total of **159.84 USD**

[Proceed to Checkout](#) or [Assign Cart](#)

Cart Name: 2020-07-23 fasrequestor2 01
 Requisition Description or Business Purpose: Controlled Substance for XXXla
 Standing Amount Based PO:

Supplier / Line Item Details

Supplier: **Creative Office Pavilion** [more info...](#)

Product Description	Catalog No	Unit of Measure	Unit Price	Quantity	Ext. Price
1 5x1 mL vials of Buprenorphine (0.3mg/mL) more info...	07-891-9756	EA	79.92	2 EA	159.84 USD
Supplier subtotal					159.84 USD
Subtotal					159.84
Total					159.84 USD

[Proceed to Checkout](#) or [Assign Cart](#)

- On the next page in the “Ship To” section click “edit”.

Orders > Search > Requisitions > Draft Requisition - Final Review - Draft Requisition

Accounting Codes Prepared for: FASRequestor2 Training
 Internal Notes and Attachm... Requisition Description or Business Purpose: Controlled Substance for XXXlab
 External Notes and Attach... Standing Amount Based PO: x

Special Handling & AP
 Ad Hoc Approver
 Supplier Information

Final Review

Approvals
 Comments
 Attachment Overview
 PO Preview

Ship to & Bill to

Ship To [edit](#)

ATTN: Sarah Elwell
 Department Division Of Science
 Building/Room Northwest Labs B227.45
 52 Oxford Street
 Cambridge, MA 2138
 United States

Bill To [edit](#)

Harvard University
 Accounts Payable
 P.O. Box 381588
 Cambridge, MA 02238

Click to choose a different address then click “select from org addresses”

Ship To [?](#) [X](#)

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[To choose a different address, click here](#)

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

select from your addresses

select from org addresses

6. Enter "H86079" in the search box. Click "Search" then "Select".

Address Search ?

Nickname / Address Text

Results Per Page **Addresses Found: 1** Page 1 of 1 ?

Name	Address	
52 Oxford Street	ATTN: FASRequestor2 Training Department Building/Room 52 Oxford Street Cambridge, MA 2138 United States	<input type="button" value="select"/>

7. Then enter the following in the first two fields:

ATTN Name/Department: Sarah Elwell, Attn: Dept. Chair
Building/Room: Division of Science/Northwest Labs B227.45

The address should be 52 Oxford Street. Then click "Save". If you will routinely order scheduled controlled substances or prescription drugs in the future, check the box for "Save this address for future use." Name this address to easily select in the future.

Ship To

? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[select from org addresses](#)

Address Details

ATTN: Sarah Elwell
Department: Division Of Science
Building/Room: Northwest Labs B227.45
Address Line 1 52 Oxford Street
City Cambridge
State MA
Zip Code 2138
Country United States

Save this address for future use

The vendor will reject the order if not addressed to Sarah Elwell at this location.

- The Billing address should be Harvard University Accounts Payable.

Bill To

[edit](#)

Harvard University
Accounts Payable
P.O. Box 381588
Cambridge, MA 02238
United States

- Click "Accounting Codes" in the left navigation bar and click "edit" to enter the appropriate chart of accounts for each line.

Accounting Codes

Tub	Org	Object	Fund	Activity	Subactivity-Activity	Root
310	27880	6640	000001	582100	0000-582100	00000
FCOL^FAS College Life+Student Svcs	FCOL^Winthrop	Office Supplies+Materials, GENERAL	Unrestricted Undesignated	FCOL^Admin Genl (A09)	582100^Unspecified	Unspecified

10. Click “Ad Hoc Approver” in the left navigation bar.

This order is ready to be placed.

Requisitions
2020-07-23 fasrequestor2 01

Status: **Draft**
Document Total: **124.94 USD**
What's next for my order?

Requisitions ▾

- General ✓
- Ship to & Bill to ✓
- Accounting Codes ✓
- Internal Notes and Attachm... ✓
- External Notes and Attach... ✓
- Special Handling & AP ✓
- Ad Hoc Approver** ✓
- Supplier Information ✓
- Final Review ✓

Final Review

General

Cart Name	2020-07-23 fasrequestor2 01
Accounting Date	no value
Prepared by	FASRequestor2 Training
Prepared for	FASRequestor2 Training
Requisition Description or Business Purpose	Controlled Substance for XXXlab
Standing Amount Based PO	x

Ship to & Bill to

PO Comments	no clause
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11. In the Ad Hoc Approver section click “edit”.

Ad Hoc Approver Document Actions ▾ History ? ?

RequiresReview x **edit**

Check the box and click “Save”.

Ad Hoc Approver ? X

RequiresReview

Save Cancel

Click “Approver is not selected”.

Ad Hoc Approver Document Actions ▾ History ? ?

RequiresReview **edit**

Next approver

no value
x Approver is not selected

Then click “Search for an approver...”

Ad Hoc Approver ? X

RequiresReview

Next approver

no value

Search for an approver...

Approver is not selected

User Search

Last Name ?

First Name ?

User Name ?

Email ?

Business Unit ?

TUB ?

Role ?

Results Per Page

12. Find Shanna deBlieck and click “select” then click “Save”. This will add Shanna as an Ad Hoc approver.

Ad Hoc Approver ? X

RequiresReview

Next approver

Sample Administrator

Search for an approver...

Add to profile

In the “Internal Note” field list the IACUC Protocol/AEP # that each drug is approved under (e.g., *For IACUC Protocol/AEP # 99-9*). If the drug will not be used for animal care/treatment, please indicate this in the line level notes. Then click “save”.

Edit Line

Product Description	Catalog No	Unit of Measure	Unit Price	Quantity	Ext. Price
1 20mL bottle of Butorphanol (10mg/mL)	07-893-2123	EA	62.47	2 EA	124.94 USD

Taxable

Capital Expense

Asset Tag

Internal Note IACUC Protcol/AEP#99-9

978 characters remaining [expand](#) | [clear](#)

External Note

1000 characters remaining [expand](#) | [clear](#)

Save

14. After you have reviewed each line item, click the “Submit Request” button at the top right of the page. This will submit the requisition to Shanna followed by the appropriate approvers for each org that is being charged.

< Return to shopping cart

This order is ready to be placed. Submit Request

Requisitions

2020-07-23 fasrequestor2 01

Status: Draft

Document Total: 124.94 USD

What's next for my order?

Final Review

Document Actions | History | ?

[Expand All](#) | [Collapse All](#)

▼ **General**

15. Once the requisition receives its final approval and becomes a PO, providing it is for a controlled substance or prescription drug the laboratory is authorized to use, Shanna will place the order with the vendor.
16. Please note the pickup location has been moved to the Office of Animal Resources at the Biological Laboratories, 16 Divinity Ave, room 2096. You will receive notification from Shanna deBlieck that your order has been placed, and you will make an appointment with the OAR (oar@fas.harvard.edu) to pick up your prescription drugs and scheduled controlled substances. Office hours for controlled substance and prescription drug pick-ups are Tuesdays from 10am - 12pm and Wednesdays 12pm - 2pm in Biolabs 2102. You are required to call the OAR at 6-9989 before coming to the office to ensure social distancing. Please note only an Authorized Researcher in the lab can pick up scheduled controlled substances and prescription drugs. Labs can also obtain scheduled controlled substance logbooks at the OAR.
17. The OAR will receive items in Buy2Pay.

Patterson Veterinary Supply: http://www.pattersonvet.com/		
Item Description	Catalog #	Price/Unit
DEA Scheduled Drugs		
5 X 1 mL vials of Buprenex Buprenorphine (0.3 mg/mL) by Patterson Vet Generics	07-892-5235	\$98.96
20 mL bottle of Butorphanol (10 mg/mL) by Patterson Veterinary	07-893-2123	\$62.47
100 mL vial of Euthasol by Vibrac Animal Health	07-805-9296	\$57.75
10 mL vial of Ketaset Ketamine (100 mg/mL) by Zoetis	07-803-6637	\$14.25
10 mL vial of KetaVed Ketamine (100 mg/mL) by Vedco	07-890-8598	\$6.92
Prescription Drugs		
20 mL bottle of Anased Xylazine (20 mg/mL) by Akorn Inc	07-808-1947	\$22.49
10 mL bottle of Antisedan Atripamezole (5 mg/mL) by Zoetis	07-867-7097	\$204.55
100 mL Atropine Sulfate Injection [Small Animal] (1/120 g) by Vedco	07-869-6061	\$9.47
100 mL Baytril 100 Injectable by Bayer	07-891-6228	\$54.94
100 mL bottle Dexamethasone (2 mg/mL) by Vedco	07-869-6228	\$4.67
100 mL bottle of Isoflurane by Patterson Veterinary	07-893-2374	\$9.78
250 mL bottle of Isoflurane by Patterson Veterinary	07-893-1389	\$21.22
32 mL vial of Loxicom Meloxicam (5 mg/mL) by Norbrook	07-892-0548	\$24.09
100 mL Mannitol 20% Injection by Vedco	07-869-7681	\$8.46
20 mL vial of Rimadyl Carprofen Injectable (50 mg/mL) by Zoetis	07-844-7425	\$127.35

MWI Animal Health: https://www.mwivet.com/		
Item Description	Catalog #	Price/Unit
DEA Scheduled Drugs		
5 X 1 mL vials of Buprenex Buprenorphine (0.3 mg/mL) by Indivior	056163	\$92.69
10 x 10 mL vial of Diazepam (5 mg/mL) by Hospira	047951	\$469.47
100 mL vial of Euthasol by Vibrac	011355	\$57.75
10 mL vial of Ketaset Ketamine HCL (100 mg/mL) by Zoetis	000680	\$14.25
10 mL vial of Midazolam Inj (5 mg/mL) by Akorn	047786	\$7.57
10 mL vial of Zetamine Ketamine HCL (100 mg/mL) by VetOne	501072	\$5.52
Prescription Drugs		
20 mL vial of Anased Inj SA [Xylazine](20 mg/mL) by Akorn	003437	\$23.39
10 mL bottle of Antisedan Atripamezole HCl (5 mg/mL) by Zoetis	032800	\$204.55
20 mL Atropine Sulfate Injection (0.4 mg/ml) by West-Ward	040407	\$46.32
10 mL Bupivacaine HCl Injection 0.5% by Auromedics Pharma	065627	\$1.94
50 mL Bupivacaine HCl Injection 0.5% by Hospira	096230	\$86.43
10 mL Chorulon [Human Chorionic Gonadotropin] (10,000 IU) by Merck	065851	\$176.45
100 mL bottle Dexamethasone (2 mg/mL) by VetOne	501012	\$3.82
100 mL bottle of Fluriso Isoflurane by VetOne	501017	\$11.28
250 mL bottle of Fluriso Isoflurane by VetOne	502017	\$24.11
25 x 20 mL vial Lidocaine HCL (20 mg/mL) by Hospira	038127	\$62.11
100 mL Mannitol 20% Injection Sterile Solution by VetOne	501050	\$8.81
20 mL vial of Rimadyl Carprofen Injectable (50 mg/mL) by Zoetis	026357	\$127.35
25 x 10ml bottles Sodium Chloride 0.9% Inj by Hospira	033500	\$30.33

This is not an exhaustive list. If an item you need is not listed above and you need catalog or pricing info, contact Shanna deBlieck at shanna_deblieck@harvard.edu.

Last Updated: 08.11.20