Resumption of Research – Procurement Services Guidance
May 15, 2020

The following information is provided to assist departments and researchers in planning for the purchase of supplies needed to support the resumption of research on our campus.

Consider placing orders now. For most supplies, order normally via the Marketplace and Prime Financials. For critical supplies, begin conversations with your suppliers to confirm product availability and lead times. After orders are placed, we encourage confirming due dates with suppliers as some recent PPE orders have been delayed or cancelled. Quantities, sizes, lead times, and prices may not be consistent with past experiences. Early, proactive engagement with suppliers is encouraged.

Items in high demand may need to be centrally managed. Please advise Procurement Services if you learn of any shortages. For items with limited availability, we classify these as both Restricted (items that are centrally managed), and Unrestricted (items that can be ordered by departments).

Restricted items: At this time, no research supplies other than PPE are centrally managed.

This may change as departments resume ordering materials and supplies. Procurement Services will provide updates regarding any supply availability changes.

Unrestricted items: The following are in high demand but generally available and can be ordered by departments though there may be longer lead times or limited size/packaging options:

- Ethanol
- Isopropanol
- Gloves (nitrile and vinyl)

Other considerations:

As orders for research supplies resume, supply shortages may be identified. Suppliers may be operating at reduced capacity or may be experiencing demand surges associated with the widespread resumption of research. Please advise Procurement Services of any shortages you may identify. We can assist with lead times, alternate suppliers, or initiation of a centrally managed process.

Centrally managed items will require close coordination. After investigation, should it be necessary for new items to be centrally managed and purchased, coordination will be important. Similar to PPE, a central coordination point will be needed to gather requirements and ensure distribution once product is received. Procurement Services will track and manage these bulk orders.

Departments may locate supplies from their favored suppliers. If you find a supplier with available stock, please advise Procurement Services. Other departments may need those same supplies.

PPE and related supplies are centrally managed and should be requested from EHS. Details about these items and how to obtain them are found on the EHS website, here.

For year end, orders may be placed through June 30. Prime Financials will be unavailable from 4:30pm on June 30 until 12:00pm on July 2. Details are available for Year End Close, here.

Contact Procurement Services with details of shortages or with questions. For supply shortages, please contact Brian Osbourne, Senior Category Manager via email at brian.osbourne@princeton.edu. Or, for any procurement related question, you may also contact our team at purchase@princeton.edu.