

PURCHASING and UNIVERSITY LOGISTICS



Ordering Lab Supplies

Unimarket

Orders for laboratory supplies should be placed via Unimarket, Lehigh's web-based ordering system.

Unimarket features include:

- Easy product selection with key catalog vendors VWR, Fisher, Grainger and more
- Real-time integration with Banner
- Transparent pricing for all pre-negotiated supplier contracts
- **All chemicals should be ordered via Unimarket (not via OneCard)**
- Next day delivery with most catalog vendors
- **Be sure to select Central Receiving as the deliver to location – 1515 Mountain Drive North**

Visit Purchasing.lehigh.edu for more information.

Gases

Orders for gas cylinders are placed via Unimarket. Gases can be ordered through Airgas and Linde (formerly known as Praxair).

Gas cylinders are delivered directly to the lab building's loading docks. Cylinders are not routed via Central Receiving.

Cylinders not removed from the loading dock within 72 hours of delivery will be returned to the vendor.

Transportation carts are available at all cylinder locations. Please return them to ensure availability for other users.

Please note in your Unimarket requisition that empty cylinders should be picked up with new cylinder

Consumables

Lehigh's Bookstore supports the research community by providing on-site inventory of common consumables such as nitrile gloves, safety goggles, paper towels and lab coats.

Ethanol

Ethanol is regulated by the PA Liquor Control Board and a permit is required for delivery. Ethanol is ordered via VWR and supplied by Decon Laboratories. Order Ethanol via VWR's Unimarket catalog.

Be sure to enter 1515 Mountain Drive North as the delivery location, as it is the location that holds the permit. Individual labs do not have permits and Ethanol cannot be delivered directly to the labs. Enter the name, building, and lab in the Unimarket requisition *Attention* line.

Important: Once your order is placed, contact Purchasing at inpur@lehigh.edu with the vendor and your PO number and we will complete the process via the PA Liquor Control Board to release the Ethanol for delivery to Lehigh. If Purchasing isn't notified, your order will not be shipped.

Preferred Vendors

Most lab supplies can be ordered through one of these Unimarket 'catalog' vendors. These vendors offer heavily discounted product lines, order confirmation, and next day delivery.

- Airgas
- Fisher Scientific
- VWR
- Sigma Aldrich
- Thomas Scientific
- Linde (Praxair)

Need help?

If you need assistance with ordering lab supplies, please contact the Purchasing Services team at inepro@lehigh.edu or call 610-758-3840.