

To: Penn Reusable Sharps Container and Regulated Medical Waste Account Representatives

In order to properly invoice Reusable Sharps Container and Regulated Medical Waste removal and disposal, a new Purchase Order (PO) will be to be created annually (01 July, 20XX through 30 June 20XX). The PO will need to be created as follows:

Supplier ID: Curtis Bay Energy (Ben Buys # 404350)

Line-Item Description: Please reference Curtis Bay Account Number, Lab Information and Contact Information. For example: Acct # 6543-0001, Lab 922, 925, 962, 964 jsmith@upenn.edu. If you do not know your specific Curtis Bay Account Number information, please reach out to Curtis Bay Medical Waste at: upenn@curtisbaymws.com.

Type of PO: Create a "Service" Type PO

Quantity: Use the estimated weight amount you expect to generate for the annual period (July 1 through June 30). Example: Quantity - 20,000lbs

Unit Price: Use \$1.00 as the unit price

Invoicing: All invoicing will be sent directly to Accounts Payable Department, not to specific departments, as part of the Procure-To-Pay Process. All invoicing will be available for view in Markview.

If you have any questions about the program, please contact Marie Luise Faber, EHRS Biosafety Officer at mlfaber@ehrs.upenn.edu or at 215-746-6706, or Michael Talley, Procurement Services at mgталley@upenn.edu