How to acquire a Purchase Order (PO) and place a Eurofins order through the Biology Business Office (BBO)

The Division of Biology procedure for placing Eurofins orders through the BBO:

1. Complete a BBO Order form to request an order number to include on the Eurofins online order form.

2. When completing the Eurofins order form, be sure the “Ship to” and “Bill to” addresses specify:

   University of Tennessee-Knoxville
   1311 Cumberland Ave.
   217 Mossman Bldg.
   Knoxville, TN 37996

3. The invoice will be emailed to the person who places the order. It is extremely important that the invoice be sent to BBO Accounts Payable as soon as possible. Please make note in your email to BBO that you have received the sequences that were ordered.

Please confirm with Sherry Roberts (srober25@utk.edu) that it is okay for your department to issue PO’s for Eurofins Genomics to the researchers in your department.