

# Space Planning & Operations Alcohol Service Center - New Website Ordering Research Alcohol QuickStart For Department Approvers

**Perelman**  
SCHOOL OF MEDICINE  
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Space Planning & Operations

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**Alcohol for Research**

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**Alcohol Service Center**

**Location:** Distribution Services, BRB II/III and Smilow Center for Translational Research (SCTR)  
**Operating Hours:** Tuesdays & Fridays, 2 - 4 PM  
**Phone:** 215-573-8100  
**Alcohol Coordinator:** [Dr. Martin English](#)  
**Associate Director, Business Operations:** [Dr. Alketa Ndoka](#)

[ORDER](#)

**\*New Pricing Effective November 2, 2022. See pricing table below**

[Click Here](#) to sign up for Alcohol Service Center announcements regarding hours, pricing, availability, etc.  
\*You can also use this link to unsubscribe from the listserve

Due to the recent COVID-19 resurgence and supply-chain shortfalls, we are reinstating order limits as follows:

200 Proof Gallons - 1 case (4 gallons)
200 Proof Pints - 1 case (24 pints)
190 Proof Gallons - 1 case (4 gallons)
190 Proof 5-Gallon Pails - 1 pail
Smilow & SPO remain limited to 3 total gallons per order

Remember to print a copy of your pickup approval slip and bring it with you.  
When you arrive, check in at the mailroom window at BRB or SCTR.  
Please do not go directly to the alcohol storage room.



**Ethyl Alcohol Storeroom - BRB II/III Loading Dock and Smilow Center for Translational Research (SCTR)**  
Contact [Martin English](#) 215-573-8100 or [Alketa Ndoka](#) 215-573-8854

You must fill out fields marked with an asterisk \*

**Department**

\*Department Name:

Where will this alcohol be stored once picked up:

\*Building:

\*Floor:

\*Room #:

**Requester**

\*First Name:

\*Last Name:

\*Phone:

\*Email:

**Department Approver**

\*First Name:

\*Last Name:

\*Phone:

\*Email:

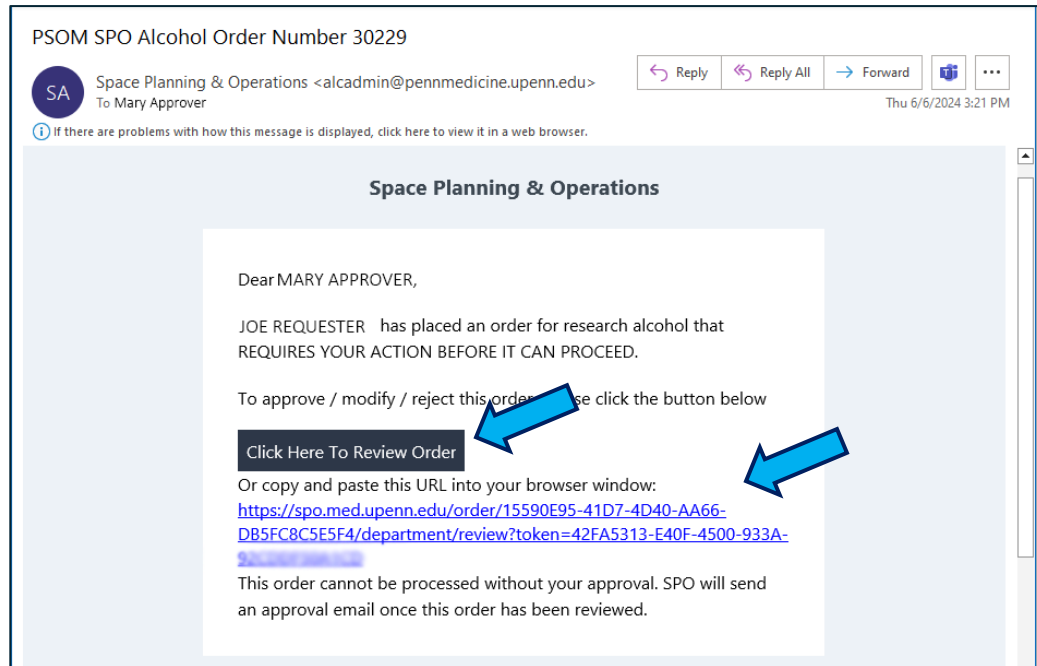
[CONTINUE](#)

**Important! Your alcohol order is not complete until you click "Submit" on the final page**

Having issues with our website? [Contact Us](#)

When someone places an order for research alcohol with Space Planning & Operations (SPO), and inputs your name and contact as their approver, you will receive an email from the alcohol ordering system to approve the order

- 1) In the email, click on the “Click Here To Review Order” button or copy and paste the URL into your browser



- 2) When prompted, enter your PennKey username and password

For PennKey issues, please contact PennKey support:

<https://pennkeysupport.upenn.edu/help>

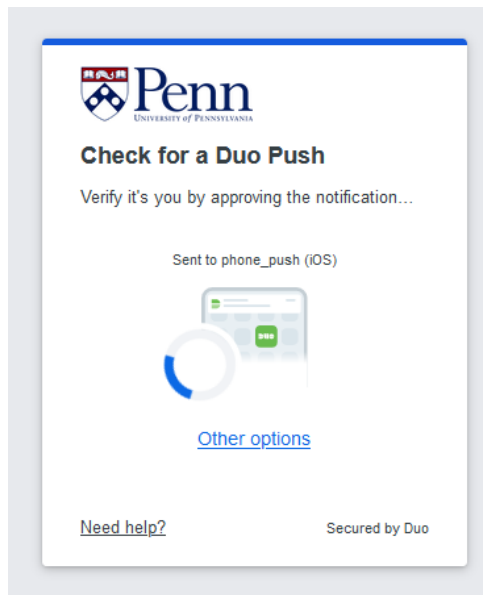


The login screen features the Penn University of Pennsylvania logo at the top. Below it, the heading "Log in with your PennKey" is centered. There are two input fields: "Username" and "Password". A blue "Log in" button is positioned below the password field. At the bottom, there are four links: "Forgot username?", "Forgot password?", "Change my password", and "Test my PennKey". A "Privacy policy" link is also present at the very bottom.

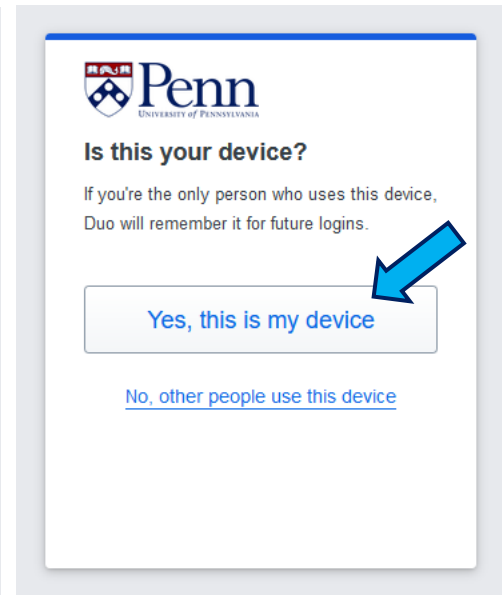
- 3) Approve the Two-Factor request

For issues with Two-Factor, please contact Two-Step support:

<https://upenn.edu/twostep>



The screen displays the Penn University of Pennsylvania logo. The heading "Check for a Duo Push" is centered, followed by the instruction "Verify it's you by approving the notification...". Below this, it says "Sent to phone\_push (iOS)" and shows a graphic of a smartphone with a Duo notification. A circular progress indicator is shown next to the phone. At the bottom, there is a link for "Other options" and a "Need help?" link in the bottom left corner. The text "Secured by Duo" is in the bottom right corner.



The screen displays the Penn University of Pennsylvania logo. The heading "Is this your device?" is centered, followed by the text "If you're the only person who uses this device, Duo will remember it for future logins." Below this is a large blue button that says "Yes, this is my device". A blue arrow points to this button. At the bottom, there is a link for "No, other people use this device".

## APPROVING AN ORDER

4) Review the order and if it is approved to process, enter your initials in the box labeled “Initial here to confirm Budget Code.”

5) Click the “Approve” button

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SPACE PLANNING & OPERATIONS

Please review alcohol order #30230 below and click 'Approve' to place order

**Department**

Department: SPACE PLANNING & OPERATIONS  
Building: ANATOMY CHEMISTRY  
Floor: 3  
Room #: 335  
Storage Location: ☐ SCTR / SPE ☒ Other

**Order**

Description	Unit Price	Qty	Subtotal
GALLON 200 PROOF ETHYL ALCOHOL	\$35.50	1	\$35.50
PINT 200 PROOF ETHYL ALCOHOL	\$6.00	1	\$6.00
CASE (24 PINTS) 200 PROOF ETHYL ALCOHOL	\$144.00	1	\$144.00
GALLON 190 PROOF ETHYL ALCOHOL	\$36.50	1	\$36.50
PAIL (5 GALLONS) 190 PROOF ETHYL ALCOHOL	\$150.00	0	\$0.00
Total:			\$222.00

**Requester**

Name: JOE REQUESTER  
Email: JOE-REQUESTER@PENNMEDICINE.UPENN.EDU  
Phone: 215-111-1111

**Department Approver**

Name: MARY APPROVER  
Email: MARY-APPROVER@PENNMEDICINE.UPENN.EDU  
Phone: 215-222-2222

**Budget Code**

Journals will post to object code '5229' or '1520'

CNAC	ORG	CTRL	FUND	OBJ	PROG	CREF
111	1111		111111	5229	1111	

Initial here to confirm Budget Code

MA

If the information above is correct, please click "APPROVE" to place your order. To cancel this request, click "REJECT AND CANCEL".

REJECT AND CANCEL APPROVE

Alcohol is distributed every Tuesday and Friday from 2:00pm to 4:00pm.  
Once our staff completes a final review, we will approve and send the pickup slip.  
If you have any questions, contact Martin English 215-573-8100 or Alketa Ndoka 215-573-8854.

Having issues with our website? [Contact Us](#)

With the new system, you will have the ability to make corrections/adjustments on this page. Simply click on the pencil icon next to the section you wish to edit. A Box with open where you can make your adjustments. Click the “Accept” button to commit any changes, or “Close” to cancel

**Budget Code**

Journals will post to object code '5229' or '1520'

*CNAC	*ORG	*CTRL	*FUND	*OBJ
222	1111	1	211111	5229
*PROG	*CREF			
2111	2111			


CLOSE ACCEPT

## APPROVING AN ORDER (continued)

Once you have approved the order, you will be taken a confirmation screen

Once the SPO team review and approve the order, a pickup slip will be emailed to the Requester

*As a reminder, all orders not picked up after 30 days from the date that SPO approves, will be automatically cancelled in the system and a new order will need to be submitted*


SPACE PLANNING & OPERATIONS

**You have APPROVED order number 30230**  
**Once our staff has completed a final review, we will send JOE REQUESTER an approval for pickup**

**Department**  
SPACE PLANNING & OPERATIONS  
Building: ANATOMY CHEMISTRY  
Floor: 3  
Room #: 335  
Storage Location: OTHER

**Order**

Description	Unit Price	Qty	Subtotal
GALLON 200 PROOF ETHYL ALCOHOL	\$35.50	1	\$35.50
PINT 200 PROOF ETHYL ALCOHOL	\$6.00	1	\$6.00
CASE (24 PINTS) 200 PROOF ETHYL ALCOHOL	\$144.00	1	\$144.00
GALLON 190 PROOF ETHYL ALCOHOL	\$36.50	1	\$36.50
PAIL (5 GALLONS) 190 PROOF ETHYL ALCOHOL	\$150.00	0	\$0.00
Total:			\$222.00

**Requester**  
Name: JOE REQUESTER  
Email: JOE-REQUESTER@PENNMEDICINE.UPENN.EDU  
Phone: 215-111-1111

**Department Approver**  
Name: MARY APPROVER  
Email: MARY-APPROVER@PENNMEDICINE.UPENN.EDU  
Phone: 215-222-2222

**Budget Code**  
111-1111-1-111111-5229-1111-1111 Journals will post to object code '5229' or '1520'

**Department Approver's Initials:**  
MA


GO HOME

**Alcohol is distributed every Tuesday and Friday from 2:00pm to 4:00pm.**  
**Your Department Approver will receive an email to confirm this order. Once we receive their approval, our staff will complete a final review, approval, and send your pickup slip.**  
**If you have any questions, contact Martin English 215-573-8100 or Alketa Ndoka 215-573-8854.**

Having issues with our website? [Contact Us](#)

## APPROVING AN ORDER (continued)

This is an example of a pickup slip for an order that has been approved by SPO. The Requester will print a copy of this slip and bring it to pick up their order



SPACE PLANNING & OPERATIONS

**PSOM SPO Alcohol Order Number 30230 is Approved for Pickup**

Please print this pickup approval slip and bring it with you to the service window of Distribution Services, located on the first floor of BRB II/III. If someone picks up the alcohol for you, they will need to bring a copy of the pickup approval slip with them.

<b>Department:</b>		<b>SPACE PLANNING &amp; OPERATIONS</b>	
Building:	Floor:	Room Number:	Storage Location:
ANATOMY CHEMISTRY	3	335	OTHER
<b>Requester:</b>		<b>JOE REQUESTER</b>	
Email:		Phone:	
MARPHI@PENNMEDICINE.UPENN.EDU		215-111-1111	
<b>Department Approver:</b>		<b>MARY APPROVER</b>	
Email:		Phone:	
MARY-APPROVER@PENNMEDICINE.UPENN.EDU		215-222-2222	
<b>Budget Code:</b>		<b>111-1111-1-111111-5229-1111-1111</b>	

**Order**  
This order will be valid for 30 days. If not picked up by 07/06/2024 it will be canceled in our system, and you will need to place a new order.

Description	Unit Price	Quantity	Subtotal
GALLON 200 PROOF ETHYL ALCOHOL	\$35.50	1	\$35.50
PINT 200 PROOF ETHYL ALCOHOL	\$6.00	1	\$6.00
CASE (24 PINTS) 200 PROOF ETHYL ALCOHOL	\$144.00	1	\$144.00
GALLON 190 PROOF ETHYL ALCOHOL	\$36.50	1	\$36.50
PAIL (5 GALLONS) 190 PROOF ETHYL ALCOHOL	\$150.00	0	\$0.00
<b>Total:</b>			<b>\$222.00</b>

Alcohol is distributed every Tuesday and Friday from 2:00pm to 4:00pm. If you have any questions, contact Martin English 215-573-8100 or Alketa Ndoka 215-573-8854.

PRINT FOR PICKUP

Having issues with our website? [Contact Us](#)

## REJECTING AN ORDER

If you need to reject an order click on the “Reject And Cancel” button


SPACE PLANNING & OPERATIONS

Please review alcohol order #30230 below and click "Approve" to place order

**Department**
Department:
SPACE PLANNING & OPERATIONS
Building:
ANATOMY CHEMISTRY
Floor:
3
Room #:
335
Storage Location:
☐ SCTR / SPE ☒ Other

**Order**

Description	Unit Price	Qty	Subtotal
GALLON 200 PROOF ETHYL ALCOHOL	\$35.50	1	\$35.50
PINT 200 PROOF ETHYL ALCOHOL	\$6.00	1	\$6.00
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PAIL (5 GALLONS) 190 PROOF ETHYL ALCOHOL	\$150.00	0	\$0.00
Total:			\$222.00

**Requester**
Name:
JOE REQUESTER
Email:
JOE\_REQUESTER@PENNMEDICINE.UPENN.EDU
Phone:
215-111-1111

**Department Approver**
Name:
MARY APPROVER
Email:
MARY\_APPROVER@PENNMEDICINE.UPENN.EDU
Phone:
215-222-2222

**Budget Code**

Journals will post to object code "5229" or "1520"

CNAC	ORG	CTRL	FUND	OBJ	PROG	REF
222	1111	1	211111	5229	2111	2111

Initial here to confirm Budget Code

If the information above is correct, please click "APPROVE" to place your order. To cancel this request, click "REJECT AND CANCEL".

REJECT AND CANCEL
MODIFY

Alcohol is distributed every Tuesday and Friday from 2:00pm to 4:00pm.  
Once our staff completes a final review, we will approve and send the pickup slip.  
If you have any questions, contact Martin English 215-573-8100 or Alketa Ndoka 215-573-8854.

Having issues with our website? [Contact Us](#)  
[Admin Dashboard](#)

### REJECTING AN ORDER (continued)

Select one of the reasons from the list, or you can select “Other” and add a note. Click the “Submit” button to reject the order. Click “Close” to go back to the prior screen without rejecting the order

\* Please select rejection reason:

- ☒ Budget Code is incorrect
- ☐ Adjust order items
- ☐ Department Approver needs correction
- ☐ Other (please explain in comment box)

please update budget code and resubmit

CLOSE

SUBMIT


When an order is rejected, the Requester will be notified, via email. If the alcohol is still needed, a new order will need to be placed

PSOM SPO Alcohol Order Number 30230 HAS BEEN REJECTED AN...

SA

Space Planning & Operatio  
 To: English, Martin  
 Cc: MARY\_APPROVER@PENNMEDICINE.UPENN.EDU

4:43 PM  
 Archive: Never


 If there are problems with how this message is displayed, click here to view it in a web browser.

Space Planning & Operations

Dear JOE REQUESTER,

MARY APPROVER has REJECTED AND CANCELED research alcohol order 30230 due to the following reason:

BUDGET CODE IS INCORRECT

If you would like to resubmit your request, please start a new order here:

[Click Here To Submit New Request](#)  
 Or copy and paste this URL into your browser window:  
<https://spo.med.upenn.edu>