

Ordering through Stores

All orders, unless otherwise instructed by a project supervisor, should be placed via the online ordering form (below), which can be found at:

<https://intranet.ee.ic.ac.uk/scripts2/stores/order.asp>

The form requires a College log-in. Complete all fields, including the account name, or code if known. Select the required supplier from the drop list.

If you require Stores' stock, select 'EEDStores' from the list.

EEE Stores Order Form

*Incorrect information may delay your order being placed and incorrect part numbers will not be processed.
Note *s indicate required fields and the correct account code must be entered.
Items known to be out of stock will not be ordered, and referred back to you.
Enter the price per item, where known, in the description.
If you don't receive notification by 15:30 hrs contact us on 46162.*

Date: (DD/MM/YYYY)*

Name: *

E-mail: *

Charge To (account): *

Supplier: *

If Other Supplier is selected above, enter Supplier here:

Items required:

Supplier's Ref	Quantity	Description & Price
<input type="text"/>	<input type="text"/>	<input type="text"/>

If the required supplier is not on the list, select 'OTHER SUPPLIER', which is the default setting, then type the supplier's name in the 'Other Supplier' field. You will be notified by e-mail if the supplier not a College preferred supplier and asked to submit an alternative order.

Enter the SUPPLIER'S reference (not manufacturers), quantity (this is a numeric-only field) and paste the description. Please provide a price. Delivery charges should be entered as a separate line.

Note that some suppliers do not always highlight which items carry a delivery charge. Onecall show items source as either 'Farnell', 'CPC' or 'Newark Direct'. Newark is their US operation and carries a £15.95 shipping charge. RS offer an extended range of items from the US, which have 10-digit stock codes, beginning '250-'. These items carry a £10 shipping fee. Please consider this when ordering, as all charges will be applied to your order. There may also be customs charges if items are sourced from outside the EU.

As part of the new NUWPEC agreement, RS have changed their offer to the College. As a result, there is increased discount, but all orders under £20 (exc. VAT) will be subject to a £4.95 carriage charge. Because our orders contain multiple requests, we can't split the cost between all recipients. Therefore we have decided to defer ordering until the minimum amount has been reached. This may mean a slight delay in delivery times, but it is anticipated that the impact to the department will be minimal. If your order is urgent, we will place the order, but you will have the full cost of delivery applied to your order.

If you want to submit multiple lines, press 'Add Item'. Do not submit blank lines, blank lines can be deleted by clicking 'Delete Last Item'.

Requests for multiple suppliers need to be submitted separately.

The e-mail address used on the form will be used to send a confirmation once the order has been processed, but subsequent notifications will be sent to College email addresses only.

A notification will be sent once the goods are ready for collection. A notification will be sent if an item is known to be out of stock with a supplier.

To order from our stock, select EEDStores from the supplier list. Copy & paste the items required directly from the catalogue. Proceed in the normal manner. To reduce the flow of random counter traffic, we request that all orders be placed this way. If the items remain uncollected in 7 days, they will be returned to stock and the ordering process must be repeated.

Please note that we are unable to accept undergraduate orders for cash from external suppliers, only orders for Stores' stock.