

## Ordering through EE 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 to 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:** 20/11/2012 ... (DD/MM/YYYY)\*

**Name:** \*

**E-mail:** \*

**Charge To (account):** \*

**Supplier:** Other Supplier (enter below) \*  
If Other Supplier is selected above, enter Supplier here:

**Items required:**

Supplier's Ref	Quantity	Description & Price

Submit to Stores

Add Item

Delete Last Item

The full Stores catalogue can be found at: <http://www.ee.ic.ac.uk/storesweb/contents.html>

All requests for Stores stock should also be placed using this method.

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.

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.

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