Step I. Visit Vendor's Website

- Lists of common vendors:

    - Fisher Scientific

    - Grainger

    - Sigma-Aldrich

    - VWR

    - Dell

    - Eppendorf

    - CDWG

Step II. Search for items

- Make a pdf file of the page for the item. If you are inquiring about multiple items, make a separate pdf file for each accordingly.
- The printed pdf file(s) should include the following information:
  - Name or description of the item
  - Price (if it is not available, inquire quote from vendor)
  - Required quantity (if it is not indicated in the pdf file, it will be considered as zero)
  - If required, specify information about volume/mass/purity and/or other options

Step III. Email to Lab Purchasing Officer

email address   ← recipient: Lab Purchasing Officer

Purchase Request   ← Subject of email

Hi OOO,

I attached pdf file(s) of items to this email.

(1) ACS materials:
SBA-15, ###(product code in website), 10 g (mass of the product), $ 234 (price), 1 each (required quantity)

(2) Duniway:
Copper Gaskets for 2.75" OD CF Flange (OD 1.895", ID 1.451"), 10/pkg, $ 35, 1 pkg

Best Regards,
aaa

SBA-15 - Mesoporous Silica _ ACS Material.p... (1,959K)   ×

↑ pdf file of the item
(the file name should be related to the item)
You can also include URLs as additional info

- If you are inquiring about regular basic items (e.g., gasket), please include the following information:
  - Vendor
  - Name or description of the item
  - Price (if not available, inquire quote from vendor)
  - Required quantity (if not indicated in the pdf file, it will be considered as zero)
  - If required, specify information about volume/mass/purity and/or other options
- If you are inquiring about non-regular items, ask Dr. Zaera and forward his comments.
- Avoid requesting spare or back-up items.

Step IV. Keep track on your purchase request

example email from the Lab Purchasing Officer

Hi OOO,

I've submitted a purchase request as attached.

Best Regards,
aaa

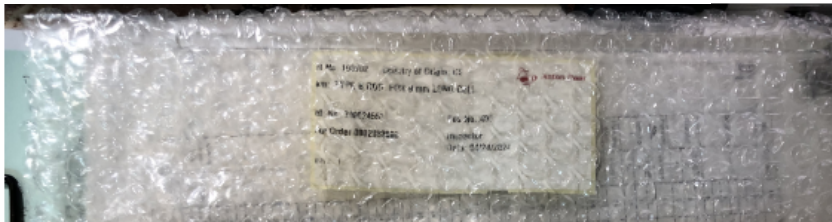UCRR1234567.pdf (2,368K)   ×

↑ pdf file of purchase request

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example email after you received the item(s)

Hello   ooo

aaa was (were) delivered as shown in the attached image.

Best,

- Once your order is requested, the Lab Purchasing Officer will inform you and provide you with a 'request number'

- It doesn't necessarily mean that your purchase order has been placed. It can be declined for a variety of reasons. Please be patient with the purchase request process.

- When you receive your item(s), please inform the Lab Purchasing Officer

- If you haven't received the item(s) after a reasonable period of time, reach out to the buyer from the department (Natasha, natasha.Gonzales@ucr.edu), using your request number as the reference