

## Step I. Visit Vendor's Website

The screenshot shows the ACS Material website. The header includes the ACS Material logo, a navigation menu (HOME, MATERIALS, EQUIPMENT, SERVICES, BLOG, NEWS, CAREERS, SUPPORT, CONTACT), and a search bar. A featured banner for the ThermalSure® TEPT X1 device is visible. Below the banner is a breadcrumb trail: Home > Materials > Molecular Sieves > Mesoporous Molecular Sieve. The main content area is titled 'MATERIALS CATALOG' and features a sidebar with various material categories. The 'Molecular Sieves' category is selected, showing a list of sub-categories including Mesoporous Molecular Sieve, Microporous Molecular Sieve, Metal Organic Frameworks, Covalent Organic Frameworks, AAO Templates, and Carbon Series. The main product page displays a white bottle of SBA-15 Molecular Sieve (20g) with a blue cap. The product details include the name 'SBA-15', price '\$234.00', availability 'In stock', and SKU# 'MSB15011'. It also lists the 'Hydrothermal Method' and provides options for 'Package' (10g) and 'Qty' (1). There are links for SDS and TDS, and an 'ADD TO CART' button.

- Lists of common vendors:

- Fisher Scientific  part of Thermo Fisher Scientific
- Grainger 
- Sigma-Aldrich 
- VWR  delivered by VWR™
- Dell 
- Eppendorf 
- CDWG 

## Step II. Search for items

**MATERIALS CATALOG**

- Graphene Series
- CVD Graphene
- Graphene-like Materials
- Quantum Dots & Upconverting Nanoparticles
- Nanowire Series
- Molecular Sieves**
- Mesoporous Molecular Sieve
- Microporous Molecular Sieve
- Metal Organic Frameworks
- Covalent Organic Frameworks
- AAO Templates
- Carbon Series



**SBA-15**  
**\$234.00**

Availability: **In stock**  
SKU# MSB15011

Hydrothermal Method

Package: 10g  
Qty: 1

[PDF](#) [SDS](#) [PDF](#) [TDS](#)

 **ADD TO CART**

**PRODUCT DETAIL**

- 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 000,

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) x

↑ 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 000,

I've submitted a purchase request as attached.

**Best Regards,**  
aaa

UCRR1234567.pdf (2,368K) x

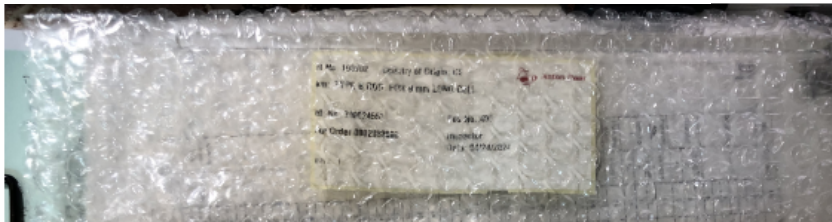
↑ pdf file of purchase request

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##### example email after you received the item(s)

Hello 000

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](mailto:natasha.Gonzales@ucr.edu)), using your request number as the reference