Overview of MAE Protocol for ordering equipment, supplies, etc.:

Submit your APPROVED PAC Order Form in excel format to MaeSuppt@seas.ucla.edu and we will place the order(s) for you. Personally paying for supplies and then submitting for reimbursement goes against Department policy and will cost you extra money in credit card interest fees that are not reimbursed.

1. **Cart Link:** All Amazon, Digikey, McMaster, Mouser and Thorlab orders must contain a public cart link or Amazon Public Wish List (not a Collaborated Wish List) within the PAC Order Form.
   a. Provide a public cart link/ public wish list for orders with six or more line-items on the Order Form. Do not place the link in the body of your email.

2. **Quotes:**
   a. Quotes are required when submitting Purchase Orders for UCLA Preferred Vendors. Link to Vendor Agreement List:
      http://staff.purchasing.ucla.edu/Portal/app/agreements/agreementsummary.aspx
   b. Provide a vendor quote when possible.
MAE Purchasing Instructions

Overview continued:

3. Capstone Class orders:
   a. Email subject: Write "Capstone + vendor name" in the Subject line; example: “Capstone Amazon”
   b. Approvals: Orders require approval from the instructor, Benjamin Tan (btan@seas.ucla.edu) or the group Teaching Assistant (TA).
      - Provide proof of approval as part of your email Order. You can copy/paste the Professors’ signature onto the PAC Order Form OR the professor can approve via email trail.
   c. Business Justification:
      - Write “Capstone + Instructor + Group #. Example: “Capstone Shaefer Group 5” and reason for your purchase.

4. Student Group orders:
   a. Approvals: Orders require approval from the professor AND fund approval from MSO VaShira Rhodes; vrhodes@seas.ucla.edu
   b. Student Groups should select one person to submit orders.
Overview continued:

5. Food orders for events:
   a. Submit an approved PAC Order Form, vendor quote, and numbered list of attendees in word or excel format to MaeSuppt@seas.ucla.edu.
   b. See page 1 for link to Vendor Agreement List.

Detailed instructions:

1. Complete PAC Order Form (link: https://www.mae.ucla.edu/forms/) and include ALL pertinent information on your PAC Order Form, not within the email (especially vendor name, address, etc.).
   a. **Submit one Order per email.** For organizational reasons, we ask that you send each order individually so we can assign and track the orders in a more efficient fashion. We have a few people working on purchasing so this will allow us to complete all the Order requests quicker.

   - Do not consolidate items from different vendors onto the same PAC Order Form. Each vendor requires a separate PAC Order Form.

   b. **Subject Line:**
      - Write the vendor name in email subject line; example: “Amazon”
      - Urgent: If your order is truly urgent, put this in the Subject line; example: “URGENT Amazon”
MAE Purchasing Instructions continued

Detailed instructions:

c. **Approval**: Provide proof of approval as part of your email Order. You can copy/paste your professors’ signature onto the PAC Order Form OR professor can approve via email trail.

d. **Business Justification**: UCLA Finance Accounting has requested that we spell out all acronyms.

e. **Catalog Number**: Include a Catalog # in addition to the product link. This is important because links don’t always work and some browsers are incompatible.
   - Amazon Catalog Numbers generally begin with the letter "B".

f. **Product description**: Copy/paste the vendor’s full product description into PAC Order Form in the “Description” column to insure that the Purchasing Team orders the correct item(s).
Detailed instructions:

2. Submit Orders to MaeSuppt@seas.ucla.edu AFTER your professor has approved.

3. Order Fulfillment:

   a. Shipping speed will be the most cost effective method unless specified otherwise.
   b. The Purchasing Team will send an email with the shipment tracking number and estimated time of arrival (ETA). If tracking has not been provided, email MaeSuppt@seas.ucla.edu in the same email thread as your PAC Order Form.
   c. Pick up your Order(s) from the below locations. Your University Identification (UID) is required.
      - Shipping and Receiving Dock is located at E4, 14-108; enter from outside the building. Office hours: Monday-Thursday, 7:30am-4pm; Friday, 7:30am–3pm. Closed M-F from 12–1pm.
      - MAE 4th Floor Suite.
      - Mail, Document & Distribution Services (MDDS) located at 555 Westwood Plaza, Level B. Office Hours: Monday–Friday, 8am-5pm. USPS deliveries only. If USPS website indicates “delivered,” wait one day for package(s) to be delivered to the Dock.

4. PAC Orders for “Preferred UCLA Vendors” will require a vendor quote. Contact the vendor’s sales department and request a formal quote that includes shipping, tax and credit card fee if applicable. Submit both forms to MaeSuppt@seas.ucla.edu.

5. Please contact MaeSuppt@seas.ucla.edu with any additional questions, or personally visit 3rd Floor Reception area or the 4th Floor office located at 46-127H.