

MAE Purchasing Instructions

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

1. Submit your PAC Order Form in excel format to MaeSuppt@seas.ucla.edu AFTER your advisor/professor has approved and we will place the order(s) for you.
 - a. Paying for supplies and submitting for reimbursement after the fact goes against MAE Department policy. Note, the refund process can be time consuming.
2. Orders can be placed by a Purchase Order (PO) or by corporate credit card, also known as a Procurement Card or Pcard.
 - a. The maximum Pcard per-purchase limit is **\$5,000**, which includes shipping, tax, technology recycling fee, and credit card processing fee.
3. Quotes are required when submitting Purchase Orders for UCLA Preferred Vendors.
 - a. Link to Vendor Agreement List:
<http://staff.purchasing.ucla.edu/Portal/app/agreements/agreementssummary.aspx>
 - b. Contact the vendor's sales department and request a quote that includes shipping and tax. Submit PAC Order Form and Quote to MaeSuppt@seas.ucla.edu.
4. Cart Links: 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.

MAE Purchasing Instructions

5. 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 or the group Teaching Assistant (TA).
 - Provide proof of approval as part of your email Order. You can copy/ paste advisor/ professors signature onto the PAC Order Form OR they can approve via email trail.
- c. Business Justification:
 - Write "Capstone + Instructor + Group #". Example: "Capstone Shaefer Group 5" and reason for your purchase.

6. Student Group orders:

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

MAE Purchasing Instructions

7. Food orders:

- 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 one (1) for link to Vendor Agreement List.

8. Cancellations: If you need to cancel an Order notify MaeSuppt@seas.ucla.edu in the original email trail so we can cancel the order in UCLA BruinBuy Plus ordering software or with the Pcard vendor.

Detailed instructions:

1. Complete a PAC Order Form (link: <https://www.mae.ucla.edu/forms/>) and include all pertinent information on this 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.

MAE Purchasing Instructions continued

b. Email 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”

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

d. Shipment Tracking Notifications: If you would like multiple students/ lab members to receive this information, list all email addresses on the PAC Order Form.

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

f. 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".

g. 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).

MAE Purchasing Instructions continued

2. Order Fulfillment:

- a. Shipping speed will be the most cost effective method unless otherwise specified.
- b. The Purchasing Team will send an email with the shipment tracking information. If tracking has not been provided, email MaeSuppt@seas.ucla.edu in the same email thread as your PAC Order Form.
- c. Pick up Order(s) from the below locations. Your University Identification (UID) is required.
 - Shipping and Receiving Dock 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.

MAE Purchasing Instructions continued

3. Returns:

- a. Students should contact the vendor to begin the return or exchange process. The vendor will usually provide a return label. If not, advise MaeSuppt@seas.ucla.edu in the initial email trail if you need a shipping return label and submit an approved FedEx Form (link: <https://www.mae.ucla.edu/forms/>). We will send the FedEx return label to you via email.
 - It is important to specify FedEx packaging OR your own packaging AND include the box dimensions and weight.
 - b. Amazon is an exception. Students should work with MaeSuppt@seas.ucla.edu to facilitate the Amazon return process. Submit a follow-up using the original email trail.
4. 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.