

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 with their e-signature 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.

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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).
 - Advisor/ professors' e-signature is required on the PAC Order Form.
- 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

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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 .

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.

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- 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: Advisor/professors’ e-signature is required on the PAC Order Form.

- 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).

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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.

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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.