

Senior Design Ordering Best Practices

General Information

Email Address: engrprocure@purdue.edu

- This inbox is for internal use only. Do not share this email address with anyone outside of Purdue University.
- Only include this email address in the 'TO' line of your initial email.
 - Please do not 'CC' or 'BCC' this email address as your request will not be received.

Placing an Order

A Senior Design Purchase Request Form must be completed for each order.

- To expedite your request, please only include an order from ONE vendor per form.
- Please include the catalog number and/or links to the vendor's website on your purchase request.
 - Please do not send screenshots of the item on the company's website.
- Email the completed Purchase Request Form to engrprocure@purdue.edu.
 - The individual who submitted the request will receive an email from **Purdue Business Center** with a **Business Request Number** confirming receipt of your order.



- Please respond to the latest email in this thread, do not send new messages to the above email address. Do not change the email address in your responses.
- Reference any of the emails in this thread to find your **Business Request Number**.
 - If for any reason you need to contact us outside of the original email thread, please ensure you have this number or the Procurement Staff may not be able to assist you.

Shipping Status / Follow-Up

Once the order is submitted to the vendor, the individual who submitted the request will be provided a PO Number or Order Confirmation Number.

- Unless ordering from Amazon, the student(s) are responsible for reaching out to the vendor to check shipping status. DO NOT make any changes to the order if calling for shipping status.
- Tracking numbers can be provided by most vendors. Validate with the Building Deputy if the tracking information shows as delivered.
- Students should contact the vendor before requesting tracking assistance from the Procurement Center.

Cancelling an Order

If you need to cancel, or if the vendor canceled your order, please respond to the original email thread to inform our staff.

- Unless ordered from Amazon, if you are canceling, the student will need to contact the vendor to cancel, but should still need to inform the Procurement Center.
- If a new order needs to be placed, please start a new request by emailing a completed Purchase Request Form to engrprocure@purdue.edu.

Returning an Order

Please respond to the original email thread if you are needing to return your order. We will provide the student or advisor with instructions on how to proceed.

Selecting a Vendor

Purdue University has established contracts with vendors we have deemed ‘preferred’ vendors. A list of preferred vendors can be found [here](#). You can use vendors outside of this list with some considerations:

- **Local Vendors and Chain Stores**

- Companies such as Von Tobel Lumber, Menards, Lowes, Home Depot, Walmart, Target, etc.
 - We recommend students check out a credit card from their Business Office to purchase from these companies in-person when possible.
 - If a checkout card is being used, the student should not send a Purchase Request Form to the Procurement Center.
 - If using a local vendor when submitting a request to the Procurement Center, and requesting in-store pickup, please indicate this information on the Purchase Request Form and in the body of your email.

- **International Vendors**

- Due to long lead times, additional customs fees, and high occurrence of fraud, we highly discourage the use of International Vendors for Senior Design projects.

- **Facebook/Ebay/Used Items**

- Purdue Procurement Services highly discourages the purchase of used items and marketplace items using University funds due to the high occurrence of fraud and lack of guarantee of functionality.

Lead Times / Out of Stock Items

Requests submitted to the Procurement Center are handled in the order in which they are received. We estimate order placement within 48 hours of the request being received; however, due to high volume, requests may take longer to process. Please plan accordingly. Orders cannot be expedited.

- As you are selecting products from vendors, please be aware of shipping lead times and out of stock notifications.
 - If you submit a request to purchase an out-of-stock item, the Procurement Center will not place the order. We will request the student find an alternative and submit a new request.
 - The Procurement Center Staff cannot provide lead times for every order. The student should contact the vendor with questions regarding lead times/shipping.

Packing Slips

The student or advisor must submit packing slips from every purchase to engrpsslip@purdue.edu within 24 hours of receiving the order to ensure vendors are paid timely.

Reimbursement

If a student uses their own funds to purchase items for the Senior Design project, they will need to work with the Department’s Business Office to seek reimbursement. The Business Office will submit the request to the Procurement Center. Please note, it may take up to 4 weeks for the reimbursement to be processed.

Customer Service

Please do not visit our office to check on the status of orders or request assistance. The staff in-office may not have knowledge of the Senior Design process and may not be able to assist you. Please respond to your original email thread with any questions or concerns.

Tracking Budgets

The Procurement Center does not track budgets for Senior Design Teams. Please contact your Business Office or advisor for budget-related questions or concerns.