

Purchasing Guide

This guide contains basic information and guidelines for requesting the purchase of parts for your project. Should you have any further questions please speak to the Teaching Support Technician.

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Important Note

All orders must be made through the University Purchasing System.

No cash reimbursements will be made.

Before You Make an Order

Do we have it already?

If you are going to order something that you have already used in a previous module, ask the relevant staff member if they have any spare. If they don't, collect the part name as this will save you time later.

If the component is relatively common, check the carousel in G.54 (Elec) to see if we already have some or if there is an equivalent part. You may be able to achieve the same design by using a number of components instead of the one you were going to order - ask yourself/your group if this would be more time and cost effective.

Do you really need it?

Talk to your Project Supervisor about the order you are going to make. Do they approve of the design/modelling/simulation processes you have been through prior to ordering?

If you are making an order just to try a new approach then you will need to justify your request through project documentation and/or supervisor approval.

Are free samples offered?

A lot of manufacturers offer sample components at no cost so it is worth checking out their website to see if this is the case. If so, then it could be easier to order the sample yourself - although be aware that if the manufacturer is overseas it may take some time to be delivered.

Will it arrive in time?

Placing orders close to the deadline for your project is risky and not advised. There can be delays in the purchasing system, whether due to staff availability for placing/authorising the order, or stock/shipping errors. Leaving an order until the last few weeks is poor practice and more likely to result in a failure to complete your project. For MSc projects, orders need to be placed prior to the end of July to avoid delays due to the University's financial year-end.

Making an Order

Order justification

If it is not obvious from your parts list as to why you are making the order, you are going to need to provide justification. This can be in the form of a project document such as an experimental plan or design diagram. Alternatively, you could write a brief explanatory paragraph, or attach a note from your supervisor.

Finding products online

The quickest and very often the cheapest way for you to obtain the parts you need is through Onecall or RS. Orders made through these suppliers can be processed faster and usually result in next day delivery, subject to approval. If your parts aren't on these sites, you should try Rapid Online next for the same reasons as above. If you are looking for components from SparkFun, Digi-Key and Proto-PIC are our preferred UK distributors.

Ordering from outside the UK will incur higher shipping charges, and will more than likely be questioned. If you have no other choice, then you must provide this information with your order (see Order justification, above).

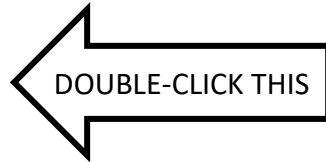
Orders from eBay or AliExpress will not be accepted.

Onecall US Stock

If you look on Onecall for components and all they have is US stock, you will have to look elsewhere. While they may seem like the cheapest or only option, they are not economical to order and can take up to 6 weeks to arrive. If your order has any US stock on it, it will be returned to you immediately and you will have to resubmit with an alternate part or supplier.

Bill of Materials (BoM) Form

The following Bill of Materials template has been created to streamline the ordering process:



The more information you can provide about your parts list, the quicker the order can be processed and the less likely you are to have your order returned to you. Please note the comments attached to column headers for notes on how to complete the form.

It is also worthwhile to note that a BoM is an essential part of design within industry, so it is a good idea to start getting the practise in now. It is also a good thing to include in a project report for a more design-based project.

Submitting your order

Save the Bill of Materials form as follows (replace the “YourName” with your name):

BoM_YourName_ELEC5882M.xlsx

Email the completed form, along with a brief explanation for your order, to EenProjSupport@leeds.ac.uk. You will be informed when the order has been made or if you need to make any amendments.

Collecting Your Order

Delivery

You will be informed ASAP when your order is ready for collection from G.57. Orders placed with Onecall or RS are usually delivered within 1 to 2 days once approved. Delivery information is not provided directly with the School but enquiries can be made with the purchasing department on request.

Office hours

If I'm not around and you want to find out when I'll be in my office, email me with the subject 'Office Hours' and I'll get back to you as soon as I can.

Feedback

This guide was updated for 2019/20. All feedback is welcome, please send your comments or suggestions to EenProjSupport@leeds.ac.uk