

STORES AND ORDERING

Stores are located on the Ground Floor of HRB. All external orders and goods are delivered here.

Internal ordering

Stores have an online ordering system at the following link:

<https://www.estores.finance.ed.ac.uk/index.cfm>

To be able to access this system, send an email to Stores - sbms-stores@ed.ac.uk with the following information

- The name of your supervisor or Principal Investigator.
- Your UUN (unique user name, used to log on to your university computer or EASE)
- The grant number(s) that you will be using (ask your supervisor if unsure)
- Request to join the Stores email list

You will then be set up with an eStores account. This can take up to 24 hours.

Once an order has been placed your name will go on the morning or afternoon collections list when it is ready. To be added to the list please e-mail sbms-stores@ed.ac.uk with an add to mailing list request. If you require the item(s) urgently please just go down to Stores and collect.

We ask users to collect their goods promptly on week days between the following times:

Morning collections: 9.30am to 12:00

Afternoon collections: 1:30pm to 4pm

See this link for other stores news and information: <https://www.wiki.ed.ac.uk/x/7sEm>

External Orders and Accounts

Orders to external suppliers (including other University departments) are placed using a different system which can be found at the following link: <http://orders.bms.ed.ac.uk/orders/public/myordering.php>

The first time you use the system, you will need to register. Click "Configure" in the left-hand navigation pane, then enter your name and email in the "Your Details" section. In the section headed "You authoriser and Grant" select your supervisor from the drop-down list, or choose "Direct to Central Store/Accounts" if you do not see the name of your PI. Then enter a default grant (if desired) into the "Grant" section.

To place an order:

- Select "ORDERING" on the left column, then "SUPPLIERS".
- Type in the details of the supplier e.g. Sigma (for the common lab suppliers it is not necessary to fill in the full address)
- Check the VAT exempt status if appropriate (more often than not)
- Type or paste the description of the goods, catalogue number, price and quantity.
- Click "add" – you can continue adding items provided they are from the same supplier.
- When you have added all items click "CHECKOUT". If you have a special quotation you can upload it on the next screen.
- Make sure your grant number is correct then click "place order"

- You will receive a confirmation email, and the account office will raise the purchase order and place the order with the supplier.

All goods arrive into stores where they are unpacked and goods receipted

Stores will send out an email twice per day listing all users who have goods for collection. If your name appears then your goods have arrived. Note: you will need to register on the stores wiki in order to receive these emails.

<https://www.wiki.ed.ac.uk/x/7sEm>

Sciquest

The University also has an online shopping tool called Sciquest where catalogues and pricing for most main laboratory suppliers are listed. In order to use this system you will need to register – the form is at the end of this document called “Sciquest registration”. Once you have completed the form please email it to Morag Laidlaw m.laidlaw@ed.ac.uk or Lynne Coertze lynne.coertze@ed.ac.uk

Accounts Office

Accounts are located in the admin area on the ground floor of the Hugh Robson Building in room G48. Contact details for the whole accounts team are available at <https://www.wiki.ed.ac.uk/x/EJ8DCg>

Procurement

It is essential that all purchases made follow strict procurement rules. Within the Deanery the accounts team would be the first point of contact - sbms-orders@ed.ac.uk for any Procurement-related questions. They will help, advise and when necessary liaise with those in the University Procurement Department.

The University has special pricing and contracts with many of the regularly used suppliers and this and other information regarding rules and guidance can be found at <http://www.ed.ac.uk/schools-departments/procurement>

IMPORTANT: DO NOT MAKE PURCHASES FROM AMAZON OR FROM EBAY. This is only allowable under exceptional circumstances. Since neither will accept a purchase order you will have to pay personally and you may not be able to claim back your expenditure under the expenses policy.

SCIQUEST REGISTRATION
FORM

First Name

Last Name

Phone Number

Fax Number

E-Mail Address

**Username (Please Use University
Universal Name)**

**Orders to be Authorised By before
Processing**

Cost Centres

Account Codes

Job Codes

Any Question about this form or any
element
of Sciquest please contact Morag
Laidlaw
Tel - 0131 650 3735
E-Mail - M.Laidlaw@ed.ac.uk