

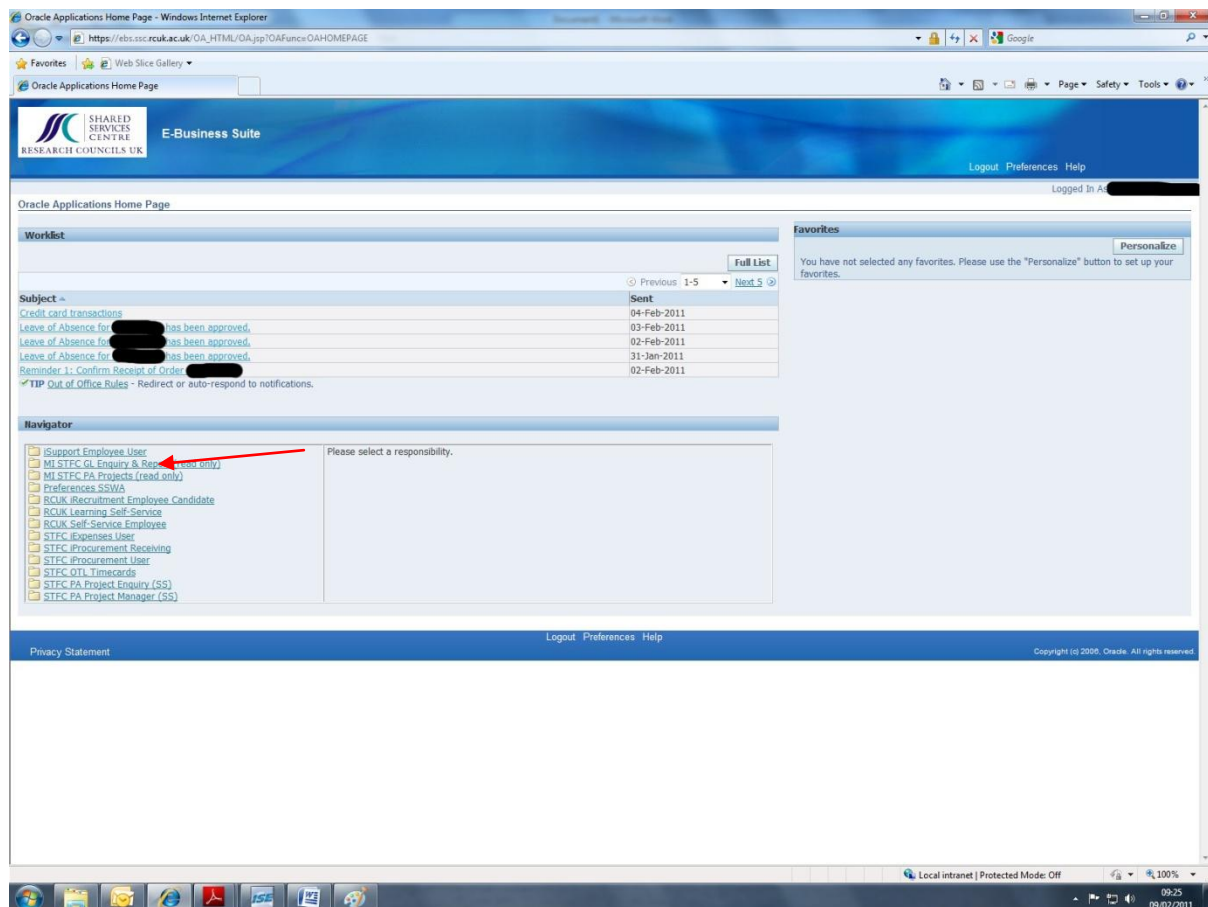
## Practical purchasing From the Science Warehouse

The intention of this guide is to lead you through the process of purchasing small items from the Science Warehouse.

The Science Warehouse is essentially a catalogue. Although the name would suggest it is a large building filled with useful things science this is not the case. Companies that supply research councils generate a product list with associated prices and provide this information to the catalogue company Science Warehouse. This data is amalgamated with data from other suppliers to produce a super catalogue from which we as researchers are able to place orders. The intention being that we are able to buy our item at the lowest available price.

We will start with the assumption that you are able to login to the shared service centre, once you have done this you will be presented with this screen:

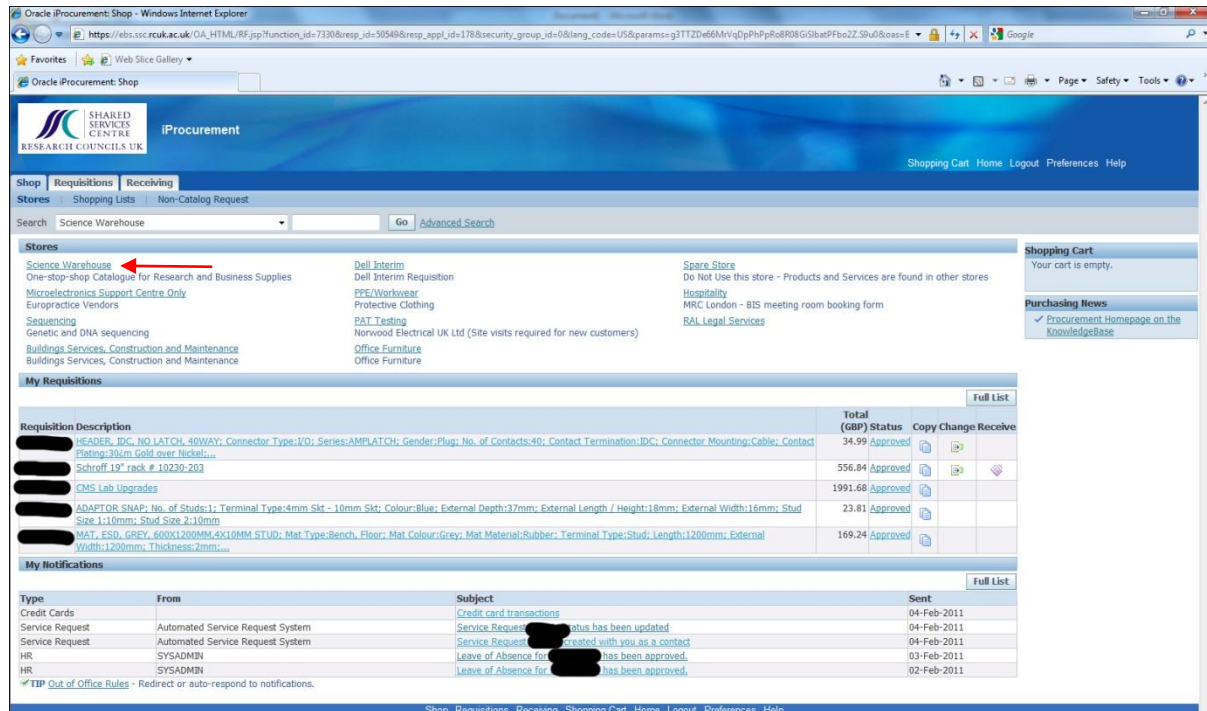
Fig 1



to access the Shared Services Centre (SSC) and purchasing section you must click on "STFC iProcurement User" on the left-hand side of the navigator pane.

Once you have done this the next window will open:

Fig 2



This window provides you with information associated with recent purchases and is also the way in to make new ones, click the link to the Science Warehouse.

The Gateway to the science warehouse is illustrated in figure 3. There are help sections, news and importantly the search pane.

Before you proceed any further it is worth insuring that you have a few pieces of information to hand. The most efficient way of locating the item you need is to have access to the manufacturers part number. There are a number of ways of doing this, manufacturers websites, catalogues, other online catalogues etc. In addition it will be useful to know the budget code you wish to use and the associated task number. At the time of writing it is only possible to select delivery addresses associated with your account in the SSC. If you wish to have your goods directed to a location other than your primary address you will have to enter the new address within SSC, not within science warehouse.

In this instance the user has located the Farnell order code from the Farnell website, Fig 4.

Fig 3

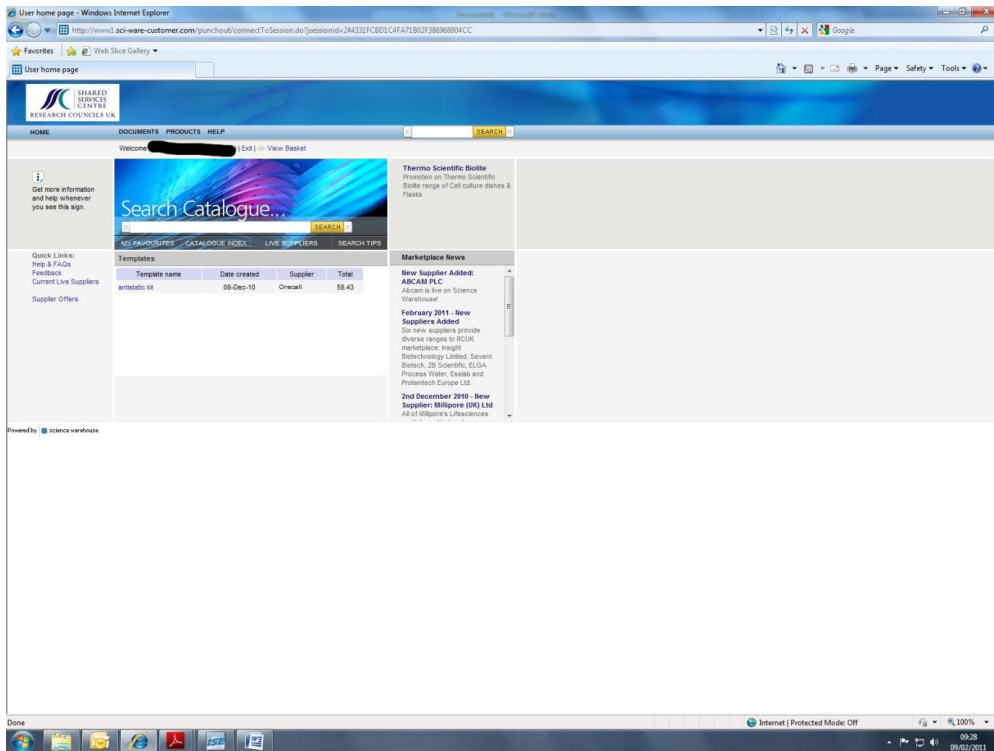
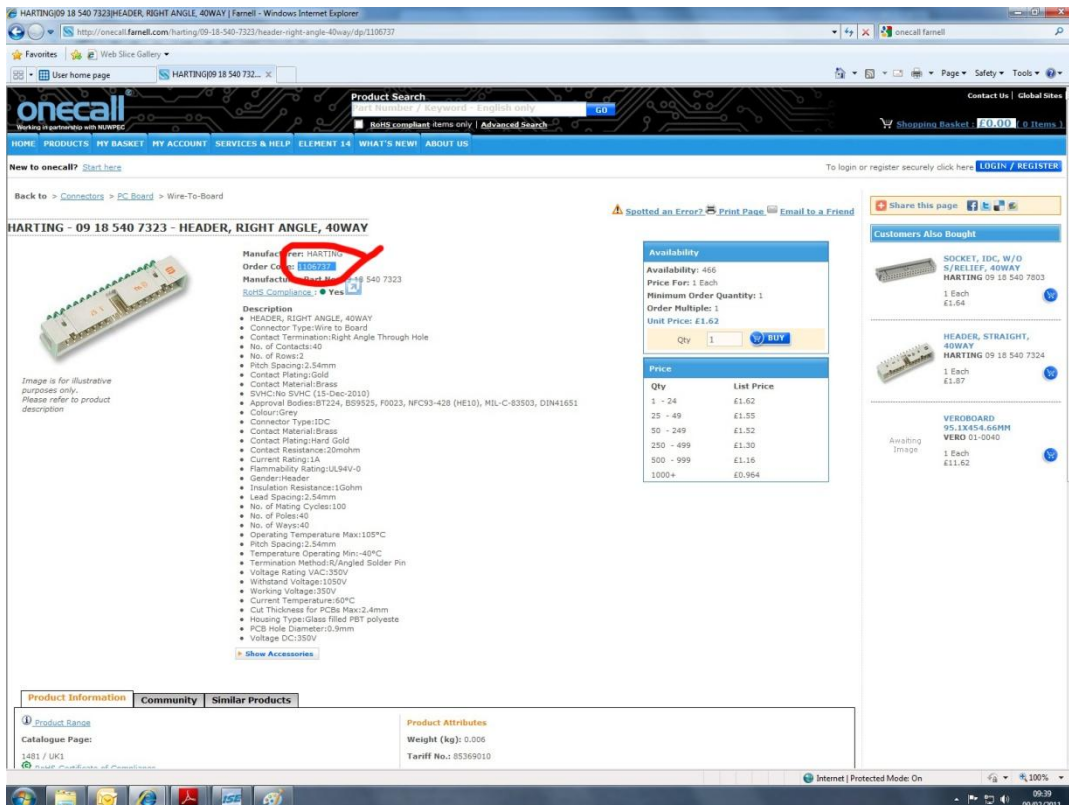


Fig 4



This order number is entered into the science warehouse search catalogue and used as the search criteria.

Fig 5

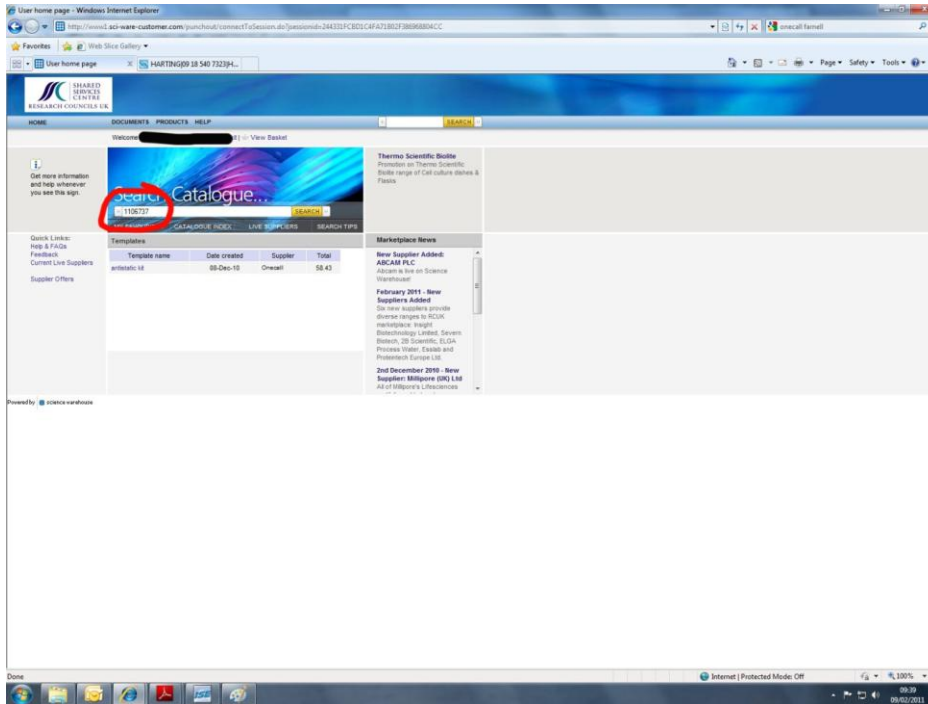
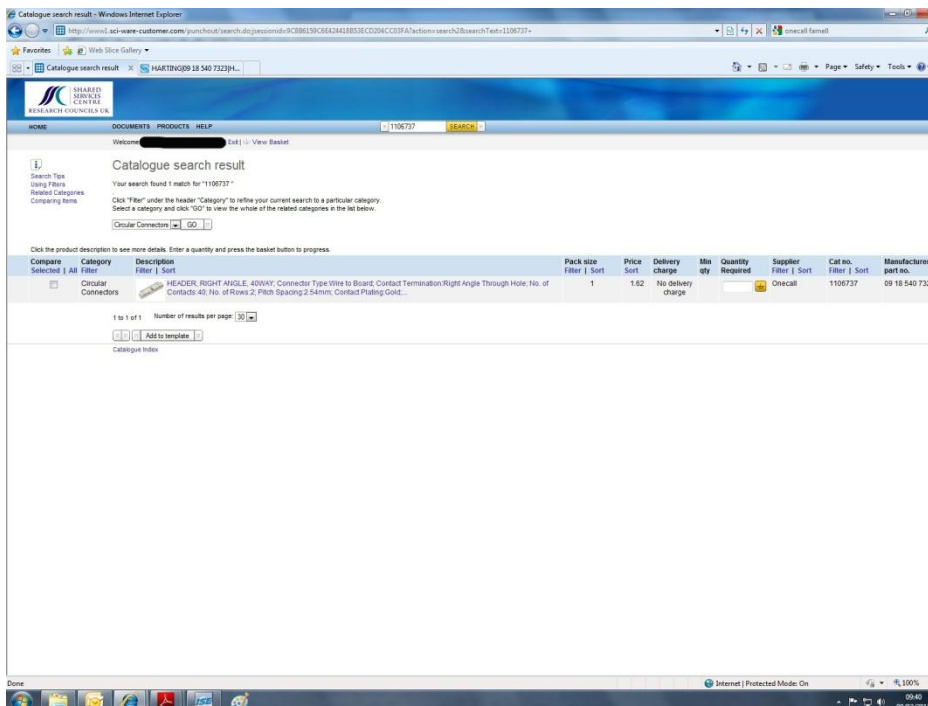


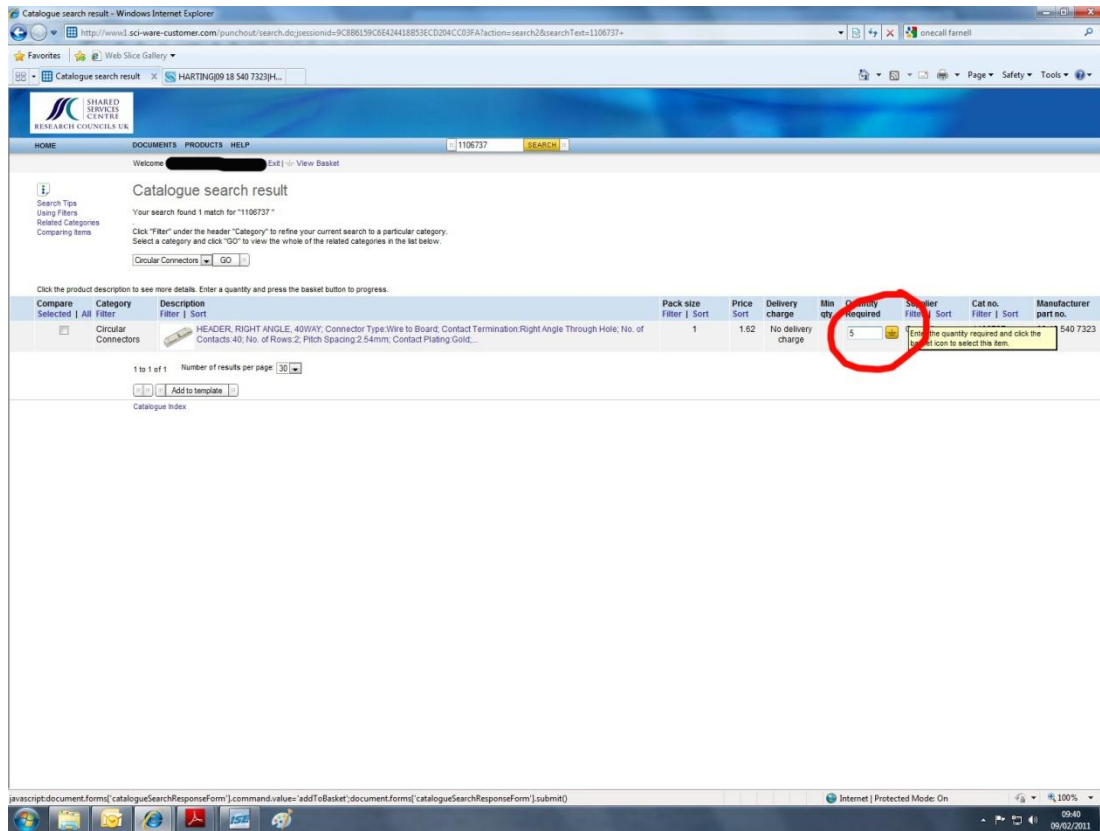
Fig 6



Science Warehouse has returned the correct item.

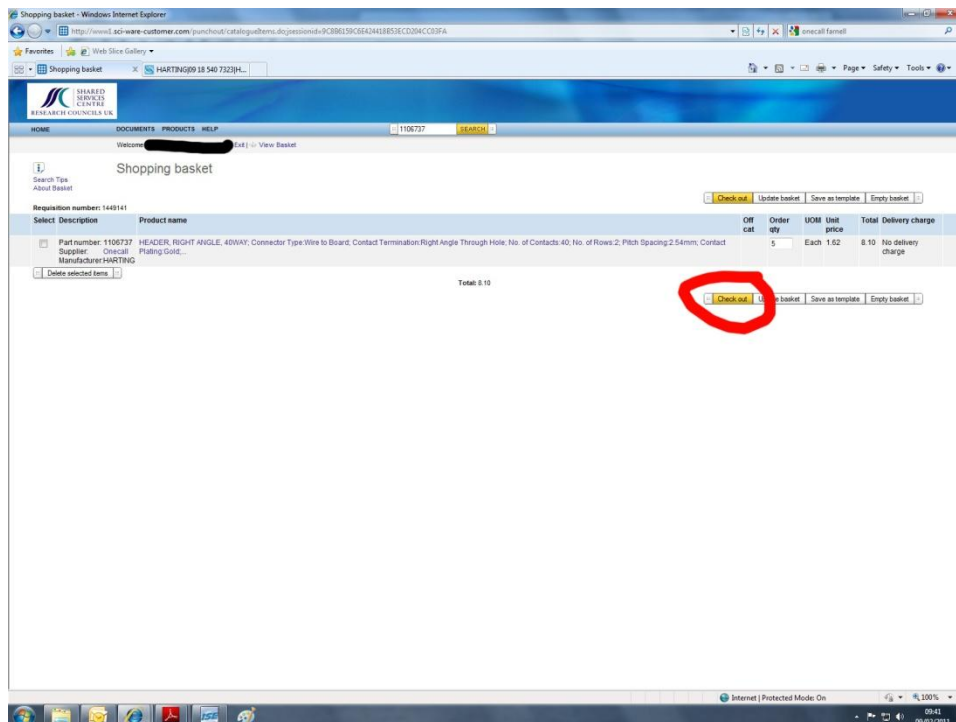
On the same panel the order quantity is entered in the “quantity required” section and is added to the basket by clicking the yellow basket icon directly adjacent.

Fig 7



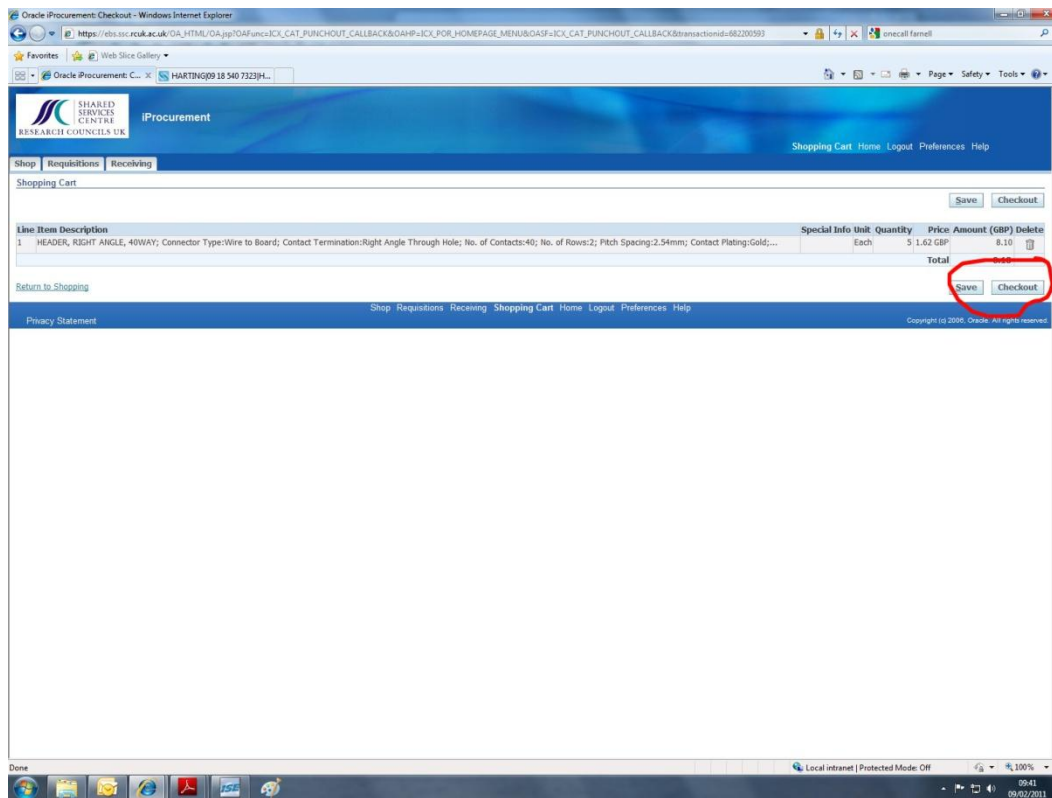
this adds the item to the order basket and the user then has the option to search for further items or proceed to the checkout, Fig 8.

Fig 8.



We are then given the option of saving this item to later or proceeding with the purchase.

Fig 9.



Science Warehouse has a default delivery time of one week after the date of ordering, you will see that this screenshot was taken on 9 February and the need by date is 16 February, Fig 10. If you're in a hurry for these goods it is important to change this date, click the calendar icon next to the need by date pane. This will open a calendar from which you can select the correct delivery date, Fig 11.

Fig 10.

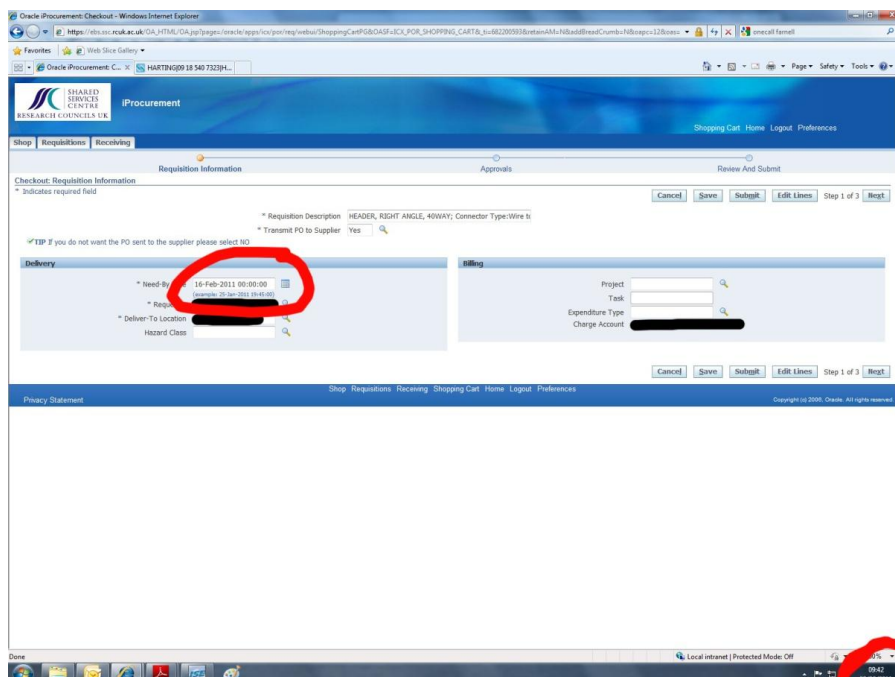
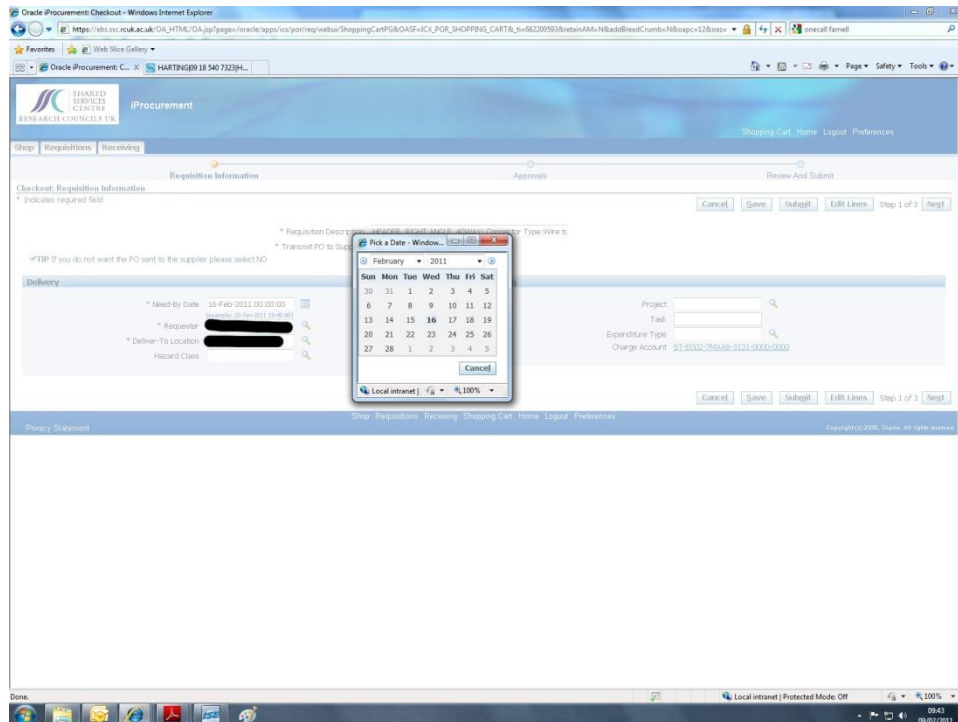


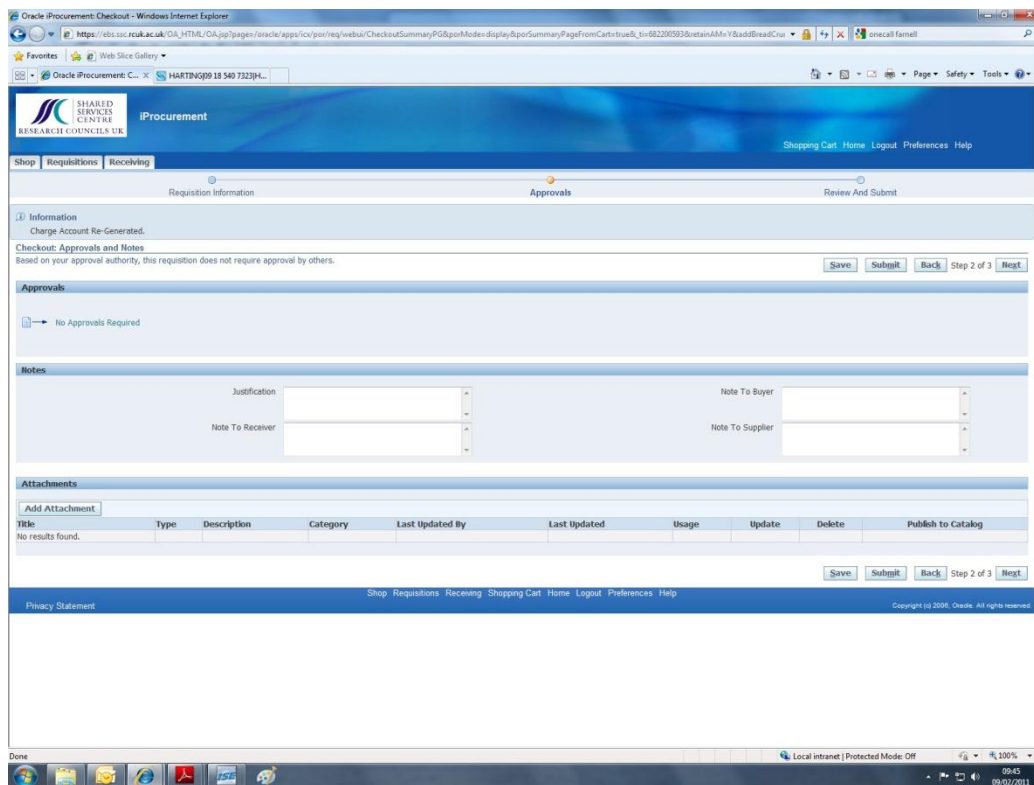
Fig 11



This screen also deals with the delivery location, project and task number. As mentioned before the delivery of location is limited to those registered to you within SSC. I

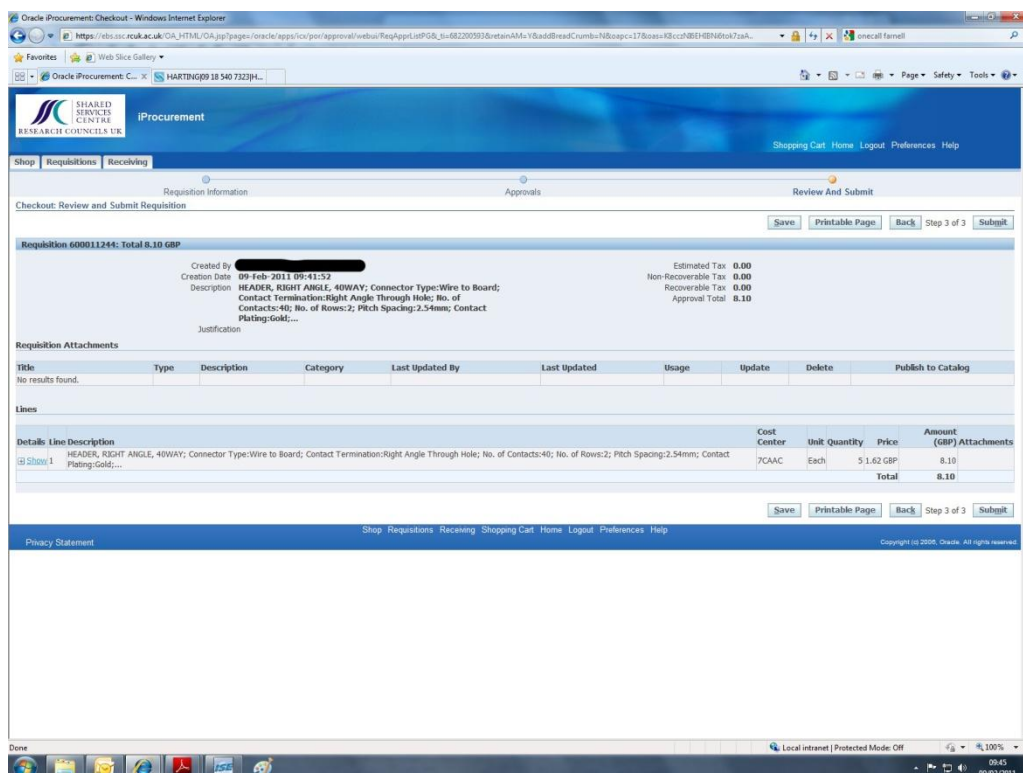
The next screen is concerned with approvals. If the total cost of the items you have ordered exceeds your authorisation limit you will be able to insert information which will be related to your authorising manager. You are able to add attachments such as e-mails from your line manager relating to the purchase and there is space for you to insert useful information to those in the purchasing chain, fig 12. You need not enter anything in this screen if the items fall below your authorising limit.

Fig 12



This is the last window before submitting, this is the opportunity to review what you have purchased, if anything is amiss press back and start again.

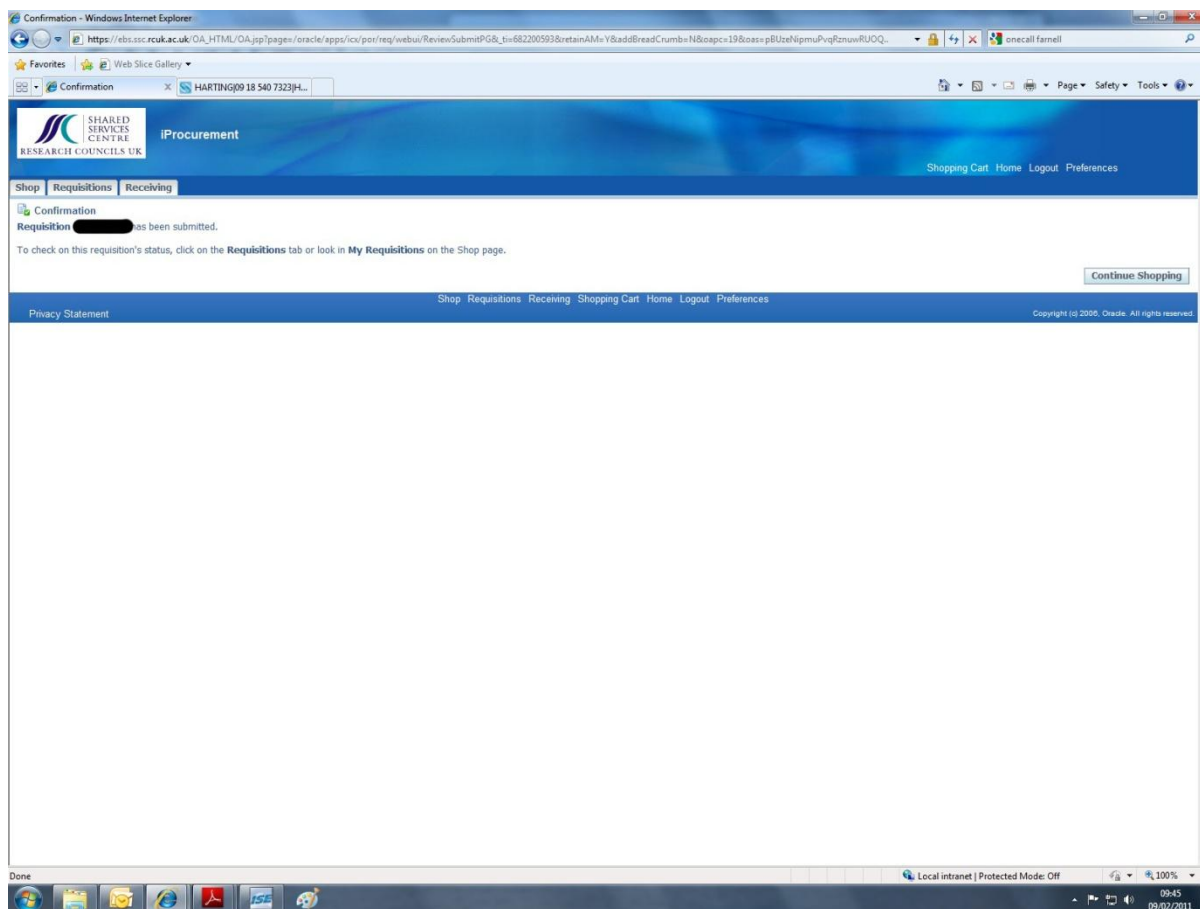
Fig13





Once you have clicked submit, the order is automatically forwarded to the appropriate suppliers.

Fig14



Because science warehouse is a catalogue company and not a distributor the orders generated through science warehouse are sent directly to the supplier. In addition the only information the supplier is provided with is a purchase number and a delivery location. This is to preserve the anonymity of the individual who place the order. In the event of something going wrong, the point of contact is the SSC purchasing group. The telephone number for all SSC enquiries is

01793 867000

Have the purchase requisition number to hand.