Ordering Electronically from Science Stores  

There are two ways to submit a special order without dropping off a completed signed Science Stores Requisition Form. In general we give priority to electronic orders over paper ones. Either way there are some specific things you should know before you order:

**Cost**

- If you leave the price field blank and you specify an item then we will assume you want that regardless of the cost.
- If you specify an item and you include a cost we will only order it if the base price, before shipping and taxes etc, is equal to or less than the price you state.

**Quote**

- The easiest way to ask for a quote for items under $2,500 is to email your question to scistore@uvic.ca.
- You need to tell us what it is you want - vendor, catalogue #, brief description.
- If you specify an item but ask for comparable quotes we will see what we can do.
- We do not select items for you.
- Once you know what you want complete a WebReq or Science Stores Requisition Form.

**Rush**

- For WebReqs clearly indicate in the comments section.
- For Stores Requisitions check the Rush box.
- Not all vendors offer rush. Please know this can easily cost $75 extra.
- If you tell us that your order is a rush then we will ask for rush delivery.

**Delivery Date Query**

- The best way to ask when an order is expected is to email scistore@uvic.ca with the order information (such as the Order#, SS# or AGR# on the returned copy of your Stores Requisition or the WebReq#). We can then look it up and get back to you.

The two ways to submit an order electronically are:

1. **E-mail Orders**

   We accept completed unsigned Science Stores Requisition Forms if attached to an email sent from someone with signing authority that states in the body of the email something to the effect of:

   “I approve the attached order.”

   Please note that to save or print the electronic Stores Requisition form you must use the icons (save is a disc and print is a printer) on the left hand side of the toolbar.
2. **Web Requisitions**

Science Stores is now set-up as a department to which you can send WebReqs.

Our department code is ‘SCIST’.

See the Purchasing Services website for [general instructions on WebReqs](#).

You can also contact Rosanna Perri if you have a problem with one or need to be set-up for WebReq: t: 5041 e: rperri@uvic.ca

The following things need to be done for us to place an order for you:

1. You need to have signing authority. If you don't, just send your WebReq to someone in your lab who does and they can submit to ‘SCIST’.
2. In the Comments section you must put whose lab you are in, i.e. Lipson Lab.
3. If you want a Quote it’s best to email that request to scistore@uvic.ca then, once you know what you want, complete an order.
4. If you want Rush delivery then state this clearly in the comments section.
5. In the commodity line you must enter the product catalogue # and a brief description.
6. Please list the quantity.
7. You must list a price. If you put down $1 then we will interpret that as approval for whatever the cost for the item is.
8. You must list an accounting line for each commodity line item. Make sure you have signing authority for any account used. If you do not then you can send the WebReq to someone who does who can in turn submit to SCIST.