The best way to submit orders to us is electronically. There are two ways to do so.

**1) E-mail Orders** (preferred)

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 authorize/approve the attached order.”

Please send orders (and inquiries) to scistore@uvic.ca.

**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 roughly equal to or less than the price you state.

**Quotes**

- Please contact the company directly when you require a quote.

**Rush**

- Not all vendors can rush shipping.
- In fairness to our other clients, only in emergencies will we allow you to jump the order queue. Please plan accordingly.
- For Webreqs clearly indicate in the comments section, or on the Stores Requisitions check the Rush box.

**ETA Requests**

**IMPORTANT:** Queries regarding the status of special orders should be submitted to scistore@uvic.ca. Please provide full details or a copy of your order to help us track it. At a minimum, we will need: 1) when the order was submitted, 2) the vendor name, and 3) the PI’s name. OR you can provide the order’s AGR, SS or WR number.
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.

The following things need to be done for us to place a webreq 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 Rush delivery then state this clearly in the comments section.
4. In the commodity line you must enter the product catalogue # and a brief description.
5. Please list the quantity.
6. 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.
7. 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.

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