

# Marcus Lab Ordering Procedure

Updated July 2006

- I. After determining the items you need, **please call the vendor.**
  - A. We need to know their local distributor's name, incl. city & state, and phone.

*Example:* Swagelok

From <http://www.swagelok.com>, we find that their local distributor is:  
Cambridge Valve & Fitting in Billerica MA, 781-272-8270

**\*This\*** is who we order from.

*Note:* If they don't have a part in stock, you're welcome to try ANY domestic Swagelok distributor that does. (Local office just has best shipping.)

## **Unique Vendors:**

If you think you're ordering from a unique (read: "small" vendor), they need to be in Harvard's A/P system to protect from us from fraud. Here is the brief procedure for these situations.

1. Call Harvard's Vendor Hotline at 5-2000 & ask if they're "in the system."
2. If they're not, setting them up takes at most 1 day.  
This involves getting the following info from any sales rep & my filling out a form:
  - Federal Tax ID #, also known as their "EIN Number"
  - Permanent Tax Address
  - Whether they're "Incorporated", i.e. a legal U.S. corporation or partnership.

## **Big Ticket Items**

Generally, any single item greater than \$2K falls into this category, and should only be considered with Charlie's explicit approval. Anything greater than \$5K is automatically categorized as "Equipment," and requires separate ordering procedures. These purchases always require time & effort, evaluating the budget and how best to afford this cost. The more advance notice I get, the better.

## **Office Supplies:**

Pens, pencils, staplers, computer paper, printer toner, etc. will still be ordered once a month, barring emergencies like a printer not working, etc. When possible, please use Staples; we have an exclusive contract with them through DEAS. The Stocks Czar will be in charge of creating a shopping cart on Staples.com then filling out the PO like any other PO.

## II. **Check Pricing & Availability**

### **PRICING:**

Most vendors offer Harvard an discount different than the web price - please ask for this.

*Note:* They'll ask for your account, just ask them to look it up (please.)  
Shipping address is 9 Oxford St.  
Billing is either 17 (Phys) or 29 Oxford. (DEAS) - use either.

### **AVAILABILITY:**

Any sales rep should be able to give you supply status and estimated delivery time.

*Note:* Whenever possible, have them create a quote, shopping cart or emailed to you.  
This saves time. When you fill out the PO - you can write:  
"Please refer to attached quote" rather than listing each item.

## III. Please fill out the Purchase Order forms, via the attached example.

### A. **New step:** please indicate the order's project, via the following codes:

NT : Nanotubes and Nanowires  
QB : Spin Qubits  
TQ : Microsoft fractional quantum hall effect,  
Topological Quantum Computing  
HP : Hyperpolarized materials  
NZ : Noise  
KD : Kondo, Noise, RKKY

### B. Please list your lab phone #. So we can find you if & when shipping complications occur.

## III. Please drop off all POs to my office. If I'm not there, the wire mesh box is fine.

I will install a second wire box for placed orders.  
This will allow you to check on order status in my absence.

## IV. The final step: dropping off packing slips to my office.

This is how I know we've received the order and it's ready to be paid for.  
- Vendors can hold up new orders if we have outstanding invoices, so this step is crucial.

Thank you,  
James