

Orders

All official ordering is done by Gjert Furhovden:

Gjert.Furhovden@uib.no

Phone: +47 55 58 27 61

or

Stine Haugsbø

Stine.Haugsbø@uib.no

The typical process is as follows:

1. Find the company with the best product, price and quality.
2. Obtain approval from Bodil Holst for purchase of your equipment.
3. Validate if the company is already on the ordering system (ask Gjert or Stine)
4. If not, see if there is an equivalent alternative already in the system *e.g.* RS, VWR *etc.*
5. If not on the system give Gjert (Stine) the contact details (company, email, phone number, address, organization number, payment details, data sheets, *etc.*) and request to add the company. This procedure can take between 1-3 weeks!
6. Once on the system request a quote from the company and simply forward the quote (with any additional purchase information) to Gjert.
Note: Be aware that any purchases from outside Norway will be subjected to an additional 25 % importation tax and processing fees. For this reasons it is recommend to find a Norwegian reseller.
7. *Always cc Bodil Holst in your emails.*
8. For equipment above 100.000 NOK you will be required to validate the reason of purchase. For this you will need a minimum of 3 price quotes of identical or equivalent equipment. You will also need to provide a report describing why you need this machine comparing price, features, service, *etc.*

Ordering of chemicals and consumables:

1. Check the storage room or <http://wiki.uib.no/nanolab/index.php/Consumables>. Maybe your necessary chemical or consumables is already available and stored.
2. If not, write your order in the ordering book (group room) and Melanie Ostermann will proceed the order.
3. If it is urgent send an email to melanie.ostermann@uib.no with your order and she will proceed.

Always inform Melanie if you have ordered **NEW** chemicals.