**Welcome to ECE480**

Below are instructions about how to order parts and supplies for your project.

With the exception of parts obtained from the ECE Shop, all order requests must be submitted via the ECE Shop ordering page. The link to the ordering page is: [**https://www.egr.msu.edu/eceshop/OrderTracking/orderselection.php**](https://www.egr.msu.edu/eceshop/OrderTracking/orderselection.php). Step 1, select the “Design Team Ordering Page” button. Step 2, fill in the order form as completely as possible. Note: use the “special instruction” field when providing web links. DO NOT PUT WEB LINKS IN THE PART DESCRIPTION FIELD. Step 3, Select the “submit order” button at the bottom of the page. Please note, you should immediately receive an email confirming your order was sent successfully. If you do not, something is wrong and you should follow up by sending an email to [eceorders@egr.msu.edu](mailto:eceorders@egr.msu.edu) to verify that your order was received.

**Some notes about ordering parts and supplies**

* Be sure to put your course and team number on the order form.
* Plan ahead and where possible verify availability.
* Most orders arrive within three to seven business days after processing by me.
* Use your team email alias for the email address on the order. This creates transparency and informs everyone on the team when parts are ready for pick up.
* One vendor per order form.
* Whenever possible, provide both the manufacturer and the supplier part number.
* Know your parts may be ordered from a vendor different from what you specified.

**Where can you find parts for your ECE480 project?**

**ECE Shop.** Located in room 3234 EB, has a wide variety of electronic components and miscellaneous hardware to choose from. Always check with them before submitting a order for basic parts (resistors, capacitors, screws, standoffs, battery straps, electrical tape, etc.).

**Online retailers**. There are few limits from where parts can be ordered. Having said that, the department does have several preferred vendors: Allied, Digi-key, Mouser and Newark Electronics, Sparkfun, McMaster-Carr and Amazon, are a few.

Note: You need to be mindful when ordering electronic components sold at Amazon. It’s not always obvious but many of these items are sold by a re-seller located overseas. Shipments from overseas can take weeks to arrive, weeks you don’t have!

**Reimbursements. Do not buy parts on your own and expect to be reimbursed**. You must be preauthorized by Roxanne Peacock for all out-of-pocket purchases. There are no exceptions to this rule!

**Printed Circuit Boards, or PCBs.** Due to the custom nature of PCBs, simply submitting your request through the ECE ordering system will not get your board ordered. If your project requires a commercial PCB, submit your request to the ECE ordering system and then see Roxanne Peacock as soon as possible to complete the ordering process.

**DECS and 3D printing.**  DECS can direct bill the ECE department for 3D prints your team needs.

* Under Help & Support at the DECS web site select “Forms”.
* Select “3D Print Job Request” and complete the form, for the purpose enter ECE480 and your team number, e.g. ECE480 DT15.
* After you receive the pickup notice from DECS, which will include the cost and a ticket ID, submit your order to the ECE ordering system and select DECS from the suggested vendor list. Your ECE order request must include the following information: Net ID of the person who submitted the DECS request, the ticket ID, a description and the cost.
* The ECE procurement staff will then email DECS with the account number to bill for your ticket and update your order.
* When you receive the email from the ECE ordering system that your order has been processed you can then go to DECS and pick up your order.

**Final project shipping**

The ECE480 budget can cover the cost of shipping your project and poster to your sponsor. Simply supply Roxanne Peacock with the items that need to be shipped along with the company name, address, and telephone number. The name and email address for your contact at the company is also helpful but not mandatory.

If you have any questions please do not hesitate to ask. Roxanne’s office is located in 2215 Engineering. Her working hours are 7 am to 4 pm M-F. During business hours she can be reached by telephone at 432-3336, or by email at [peacock@msu.edu](mailto:peacock@msu.edu).

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