

## 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>. 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, they get cut off. 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 (e.g. 480DT5).
- Verify supplier inventory before submitting your order request.
- Most orders arrive within three to seven business days after processed.
- 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.
- When possible, provide both the manufacturer and the supplier part number.

### 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. Orders to Ebay, AliExpress and Alibaba should be avoided.

Note: You need to be mindful when ordering electronic components sold at Amazon.com. It is not always obvious but many of these items are sold by a re-seller located overseas and 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 grade PCB, submit your request to the ECE ordering system and see Roxanne Peacock as soon as possible to complete the ordering process.

**DECS for 3D printing and posters.** DECS can direct bill the ECE department your order.

- Go to <https://www.egr.msu.edu/decs/>
- Under Help & Support at the DECS web site select “Forms”.
- Select “3D Print Job Request” or “Poster Print Request” and complete the form. For the purpose enter ECE480 and your team number, e.g. if you are design team 15 you would enter “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 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 and address, as well as the name of your contact their telephone number and email address.

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).