

# How to shopping from Catalyze System

## LSCI

- I. Procedures for buying chemicals from Catalyze System
- II. Free Purchase Request
- III. Catalog order

### General rules:

1. Before buying new chemicals, try to search it from our inventory system. If you can find it in our lab or other labs in EPFL, find it or borrow it.
2. Now we have very nice classification of glassware. Always look around the cupboard on the corridor if you need any glassware.
3. If you want to buy instruments or other materials less than 50 CHF, use Free Purchase Request. Always remember to ask for the quotation, including the delivery fee, delivery date and payment method.
4. If you want to buy office materials, tubes or regulators, try the Catalog order. EPFL has collaborations with many Swiss Companies. That would make your purchase much easier.

## I. Procedures for buying chemicals from Catalyze System

1. Log in the Catalyze System from the below website.

<https://catalyze-buyer.epfl.ch/page.aspx/fr/buy/homepage/buy>

EPFL

Suppliers Contracts Orders Reporting Users Aid

Home page - Buyer

Xingyu W.

My account  
My current validations  
My addresses  
English  
Logout

1. Change language

News

CATALYSIS training dates available 03/22/2021

2. Click here

COMMERCE AND LABORATORY MATERIALS  
SciQuest Catalog  
SciQuest, Inc.

Catalog order

Free purchase request

Scientific equipment order

MY CURRENT VALIDATIONS

Type: [dropdown] Actions: [dropdown] [to research] [Reset]

From: [calendar] [calendar]

2. Search chemicals with CAS number

JAGGAER Research Material Management

Material Search

Container Search

Source Search

Structure Search

Shopping Cart

To Do List

View My Requests

3. Search with CSA number

Source Search

100-88-3 [Search]

Container Search

[Search]

3. find the chemical in our inventory system

JAGGAER Research Material Management

Search and Request | Source Search | SearchTerm: 100-88-3

370 [dropdown] [dropdown] [dropdown] [dropdown]

3. find the chemical in our inventory system

4. already have in EPFL, find the chemical with the information.

5. can find from Magasin, go downstairs and get it!

6. can buy from chemical company

Toluene (370)

CAS # 100-88-3  
MDL # MFCC00008512

92.14 u

Sites	Purity	Preferred	Suppliers	Brands	Chemical Name	Created	Quantity
[checkbox] 1370 N	[checkbox] 100	[checkbox] 0	[checkbox] ABCR GfH	[checkbox] ABCR	Toluene, anhydrous, 99.8% LAUSANNE-ELB-3-ELB 341 (Bellardo, Francesco) 01105323	Created 11.06.2020	1 l (1)
[checkbox] 1370 N	[checkbox] 100	[checkbox] 0	[checkbox] CHEMIE BRUNSCHWIG AG	[checkbox] Acros Organics	Toluene, anhydrous, 99.8%, packaged under Argon in resealable ChemSeal bottles LAUSANNE-CH-2>CH B2.404 (Heng, Bowen) 01116703	Created 09.07.2020	250 ml (250 ml)
[checkbox] 1370 N	[checkbox] 100	[checkbox] 0	[checkbox] FISHER SCIENTIFIC AG	[checkbox] Acros Organics	Toluene, anhydrous, 99.8%, packaged under Argon in resealable ChemSeal bottles LAUSANNE-MRC-3-MRC 339 (Bla, Ives) 01123504	Created 13.08.2020	250 ml (250 ml)
[checkbox] 1370 N	[checkbox] 100	[checkbox] 0	[checkbox] VWR INTERNATIONAL GfH	[checkbox] ABCR	Toluene, anhydrous, 99.8% LAUSANNE-INN-0-INN 013 (A, Hysungso) 01202883	Created 10.06.2021	1 l (1)
[checkbox] 1370 N	[checkbox] 100	[checkbox] 0	[checkbox] CHEMIE BRUNSCHWIG AG	[checkbox] Acros Organics	Toluene LAUSANNE-INN-0-INN 013 (Tiffard, Lucie) 01195465	Created 10.05.2021	1 l (1)
[checkbox] 1370 N	[checkbox] 100	[checkbox] 0	[checkbox] CHEMIE BRUNSCHWIG AG	[checkbox] Acros Organics	Toluene, 99.85%, Extra Dry, AcroSeal, 100ML LAUSANNE-PH-2>PH B2.375 (Thiel, Zacharias) 01069918	Created 05.02.2020	100 ML (100 ML)
[checkbox] 1370 N	[checkbox] 100	[checkbox] 0	[checkbox] CHEMIE BRUNSCHWIG AG	[checkbox] Acros Organics	Toluene, 99.85%, Extra Dry, AcroSeal, 100ML LAUSANNE-PH-2>PH B2.375 (Thiel, Zacharias) 01069919	Created 05.02.2020	100 ML (100 ML)

#### 4. Buy chemicals from chemical company

The screenshot shows the JAGGAER Research Material Management interface. The search term is '108-88-3 (515)'. The left sidebar contains filters for Purity, Mol Weight, and Price. The main area displays a list of chemical products with their specifications and prices. A red arrow points to the 'Add to Cart' icon for the first product.

Product Name	Quantity	Price
Toluene, ACS, min. 99.5% AB207195-0500.00MLT	500.0 ml	51.02 CHF
Toluene, anhydrous, 99.8%, packaged under Argon in resealable Chemical bottles AB210111-0250.00MLT	250.0 ml	59.00 CHF
Toluene, ACS, min. 99.5% AB207195-0001.00LTR	1.0 l	60.18 CHF
Toluene, Environmental Grade, 99.8% AB211574-0001.00LTR	1.0 l	65.68 CHF
Toluene, 99% AB171458-0001.00LTR	1.0 l	66.66 CHF
Toluene, Spectrophotometric Grade, 99.7% AB204074-0001.00LTR	1.0 l	67.84 CHF
Toluene, Semiconductor Grade, 99% AB204084-0001.00LTR	1.0 l	69.14 CHF
Toluene, anhydrous, 99.8% AB209899-0001.00LTR	1.0 l	76.25 CHF
Toluene, HPLC Grade, 99.7% AB204201-0001.00LTR	1.0 l	80.89 CHF

#### 5. Check out

The screenshot shows the JAGGAER Research Material Management interface during the checkout process. The top navigation bar includes 'Search and Request', 'Shopping Cart', and 'Checkout'. A red arrow points to the 'Proceed to Checkout' button. The main area displays the product details for 'Toluene, ACS, min. 99.5%' and the checkout form.

**Product Details:**

- Class: Chemical
- CAS #: 108-88-3
- Supplier: abcr GmbH
- Brand: ABCR
- Catalog #: AB207195-0500.00MLT
- Mfr Part #: AB207195
- Package: 500.0 ml
- Order Qty: 1
- Price: 51.02 CHF
- Total: 51.02 CHF

**Checkout Form:**

- Cart Name: WU00106780
- Recipient: Xingyu Wu (wuxingyu@epfl.ch)
- Deliver To: LAUSANNE-CE-2>CE 2 542
- Shipping: Normal
- Cost Center: 0646-LSC

**Hosted Catalogs:**

- Toluene, ACS, min. 99.5%
- Brand: ABCR
- Supplier: abcr GmbH
- Catalog #: AB207195-0500.00MLT
- Order Qty: 1
- Price: 51.02 CHF
- Total: 51.02 CHF
- Cart Total: 51.02 CHF

#### 6. The page will automatically go back to Catalyze, see below:

Save Following Cancel the DA

Purchase order Alerts

Validation - Blocking alert(s) on line

**PURCHASE REQUEST INFORMATION**

Status: Initialized  
 Type of DA: SciQuest Purchase  
 DA: DA SciQuest, Inc  
 Creator of the DA: Wu Xingyu  
 DA applicant: Wu Xingyu  
 Organization: 0646 - LSCI - Laboratoire de synthèse et de catalyse inorganique  
 Legal society: Polytechnic School of Lausanne

Automatic sending of the order form:   
 Receive a copy of the order:   
 Transmit charges to:

**DELIVERY ADDRESS**

EPFL SB ISIC-GE Magasin BCH 1218 (Batochi) +  
 EPFL SB ISIC-GE  
 Store BCH 1218 (Batochime UNIL)  
 Av. F.-A. Forel 2  
 1015 Lausanne  
 SWITZERLAND

**BILLING ADDRESS**

EPFL SB ISIC LSCI BCH 3305, Bâtimement Batochi  
 EPFL SB ISIC LSCI  
 BCH 3305, Batochime Building  
 1015 Lausanne  
 SWITZERLAND

COMMENT TO THE SUPPLIER ON THE ORDER FORM

INTERNAL COMMENTS (NOT SENT TO THE SUPPLIER)

ENCLOSED

Add attachment

0 results

Modify selection Duplicate Impugnation

Click here to choose the funding

No.	Provider	Ref. / wording	Wording	Funds	Cost center	Amount	Unit	PU HT	Total HT	Currency	Date of delivery	CAS number	Packaging	Lot of size
257146-1	[SciQuest, Inc] ABCR Swiss AG	AB207195-0500.00MLT	Toluene ACS, min. 99.5%			1.00	unit(s)	\$1.02	\$1.02	CHF		108-88-3		1

1 results

7. Choose the funding (ask Christina which funding you should use) and delivery date, then save and close.

Item Save To close

+ New charge line Percentage remaining to be charged: 0 % Please click on save after each charge

Organization	Funds	Cost center	Element OTP	Internal order	Percentage	OP code
	0646-1 - LSCI - Funct.				100.00 %	

1 results

Ask christina which funding you should choose

ITEM INFORM

Family: 12352100 - Organic derivatives and compounds with substitution  
 Budget Account: 301000 - Matériel biologiques et chimiques  
 Description: Toluene ACS, min. 99.5% Long Description:  
 Ref. provider: AB207195-0500.00MLT  
 Product url link:

QUANTITY / PRICE

Amount: 1.0000 unit(s)  
 PU HT: \$1.0200 CHF  
 % delivery:  
 Total discounted price: \$1.02  
 VAT: 7.7%

SHIPPING INFO

Delivery date: 02/12/2021 estimated delivery date, usually +14 days

PROVIDER

Provider: SciQuest, Inc  
 Supplier contact:  
 Order provider: ABCR Swiss AG  
 Supplier comment:

ADDRESS

No: 75  
 Postal code: 6300  
 Country: SWISS  
 Way: Baarerstrasse  
 City:  
 Name affix:  
 Additional address:

CONTACTS

name	First name	Mail address	Phone
ABCR GmbH & Co. KG	Info	info@abcr.de	+49 721 950 61 0

8. Send for validation, click following and then if needed, choose the person who you should ask for signature (Christina will tell you). Then click send for validation. Done!

Purchase order

Alerts ▾

Validation

PURCHASE REQUEST INFORMATION

Status: Initialized  
 Type of DA: SciQuest Purchase  
 DA: DA SciQuest, Inc  
 Creator of the DA: Wu Xingyu  
 DA applicant: Wu Xingyu  
 Organization: 0646 - LSCI - Laboratoire de synthèse et de catalyse inorganique  
 Legal society: Polytechnic School of Lausanne  
 Automatic sending of the order form:   
 Receive a copy of the order:   
 Transmit charges to:

DELIVERY ADDRESS

EPFL SB ISIC-GE Magasin BCH 1218 (Batochi ... +  
 EPFL SB ISIC-GE  
 Store BCH 1218 (Batochime UNIL)  
 Av. F.-A. Forel 2  
 1015 Lausanne  
 SWITZERLAND

BILLING ADDRESS

EPFL SB ISIC LSCI BCH 3305, Bâtiment Bato ...  
 EPFL SB ISIC LSCI  
 BCH 3305, Batochime Building  
 1015 Lausanne  
 SWITZERLAND

COMMENT TO THE SUPPLIER ON THE ORDER FORM

INTERNAL COMMENTS (NOT SENT TO THE SUPPLIER)

ENCLOSED

Add attachment  
 0 results

Modify selection Duplicate Impuration

No.	Provider	Ref. / wording	Wording	Funds	Cost center	Amount	Unity	PU HT	Total HT	Currency	Date of delivery	CAS number	Packaging	Lot of size
257146-1	(SciQuest, Inc) ABCR Swiss AG	AB207195-0500.00MLT	Toluene, ACS, min. 99.5%	0646-1 - LSCI - funct.	C0646	1.00	unit (s)	51.02	51.02	CHF	12/02/2021	108-88-3		1

1 results

Suppliers Contracts Orders Reporting Users Aid

Cart: REQ0257146 - DA SciQuest, Inc (In progress - choice of validators)

Automatic sending of the order form:   
 Receive a copy of the order:   
 Transmit charges to:

INTERNAL COMMENTS (NOT SENT TO THE SUPPLIER)

ENCLOSED

Add attachment  
0 results

SIGNATURE

Please indicate the people who will receive the validation email for the "Signature" step.

Background	Signature 1	Signature 2	Amount HT
0646-1 - LSCI - funct.	Wu Xingyu (5000 CHF)		51.02

You can send your purchase request for validation before the signature steps.  
 Send for pre-validation:

Pre-validator 1 Pre-validator 2 Pre-validator 3

Modify selection Duplicate Imputation

No.	Provider	Ref. / wording	Wording	Funds	Cost center	Amount	Unity	PU HT	Total HT	Currency	Date of delivery	CAS number	Packaging	Lot of size
257146-1	(SciQuest, Inc) ABCR Swiss AG	AB207195-0500.00MLT	Toluene: ACS, min. 99.5%	0646-1 - LSCI - funct.	C0646	1.00	unit (g)	51.02	51.02	CHF	12/02/2021	108-88-3		1

1 results

Total  
Net amount: 51.02 CHF

if needed, Christina will tell you which person you should ask for signature

9. Acknowledge the chemicals you received. Very important!

EPFL

Suppliers Contracts Orders Reporting Users Aid

News

- Purchase requests
  - Create a catalog order
  - Create a scientific equipment DA
- Orders
  - Reactions
  - Mass validation
  - Order inventory

go to orders-Mass validation

COMMERCIALLY AVAILABLE LABORATORY MATERIALS  
SciQuest Cataloging  
SciQuest, Inc.

Catalog order Free purchase request Scientific equipment order

To validate Cancel reception

Actor: Wu Xingyu Show hidden activities:  Status:  To validate  From:  To:

Action: Receipt of orders from 02.10.2019

Task: DELIVERY\_EPF\_L - Receipt of store address

2. then click here

Transmitted on	PO No.	DL applicant	Item	Wording	Amount	Provider	Status	Creator of the reception	Task to perform
12/01/2021	40027050	Wang weijun	TRC255210-250mg	REC0296701 - 1438351482337 - 400270500 - Wang - DELIVERY SQ OF 20211201 - 4-(4-Fluorophenyl)-5,6,7,8,10-tetrahydrocycloocta [5,6]pyridin-2 (1H)-one, 250MG - Chemie Brunschwig AG - 12/01/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
12/01/2021	400274355	Wang weijun	ACR32155-0550	REC0296696 - 1438351376264 - 400274355 - Wang - DELIVERY SQ OF 20211201 - Chloroethylpropylphosphine, 96% SGR - Chemie Brunschwig AG - 01/12/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
12/01/2021	400271777	Wu Xingyu	TC00080-1000	REC0296692 - 1438351349938 - 400271777 - Wu - DELIVERY SQ OF 20211201 - Isobutane, 99.0% (GC), 100GR - Chemie Brunschwig AG - 01/12/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
12/01/2021	400274355	Wang weijun	ACR32155-0550	REC0296698 - 1438351345539 - 400274355 - Wang - DELIVERY SQ OF 20211201 - Chloroethylpropylphosphine, 96% SGR - Chemie Brunschwig AG - 12/01/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
12/01/2021	400270885	Fan Chao	APOOR6899-25g	REC0296686 - 1438351348932 - 400270885 - Fan - DELIVERY SQ OF 20211201 - (S)-2,3-Dihydroxy-1,1'-binaphthyl, 25GR - Chemie Brunschwig AG - 12/01/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
12/01/2021	400270758	Fan Chao	STR07-6194-25mg	REC0296684 - 1438351345581 - 400270758 - Fan - DELIVERY SQ OF 20211201 - (R)-7,745-Bis [4-(2-phenyl)oxazol-5-yl]-2,24E,3,34E-tetrahydro-1,14E-epiindoline, min. 97% (R), 5: D, 6: 25MG - Chemie Brunschwig AG - 12/01/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
12/01/2021	400270655	Fan Chao	APOOR8033-25g	REC0296683 - 1438351241955 - 400270655 - Fan - DELIVERY SQ OF 20211201 - 4-Bromobut-1-ene, 99%, 25GR - Chemie Brunschwig AG - 12/01/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
11/30/2021	400274245	Wang weijun	AB259902-0001_0002RM	REC0296291 - 1438028502142 - 400274245 - Wang - DELIVERY SQ OF 20211130 - Biotin perfluorophenyl ester, 99% - ABCR Swiss AG - 11/30/2021	1.00	SciQuest, Inc	●	D'Ono Antonio	Receipt of store address
11/26/2021	400270151	Fan Chao	AB247892-0005_0002RM	REC0295348 - 1437922724805 - 400270151 - Fan - DELIVERY SQ OF 20211126 - 1H-Pyridin-2-ylonic acid, BOC protected, 95% - ABCR Swiss AG - 11/26/2021	1.00	SciQuest, Inc	●	Mairo MairiDio	Receipt of store address
11/26/2021	400289796	Wang weijun	FLU023686-1g	REC0295382 - 1437913369139 - 400289796 - Wang - DELIVERY SQ OF 20211126 - N-(2-Aminoethyl)-5-(3,4,5,6-tetrahydro-2H-imidazo[4,5-f]imidazol-4-yl)pentanamide, 99%, 250MG - Chemie Brunschwig AG - 11/26/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
11/26/2021	400270863	Wang weijun	FLU075570-5g	REC0295379 - 1437913364936 - 400270863 - Wang - DELIVERY SQ OF 20211126 - N-Bis(2-methylamino)ethylamine, 95% SGR - Chemie Brunschwig AG - 11/26/2021	1.00	SciQuest, Inc	●	Georgien Kosta	Receipt of store address
11/26/2021	400289796	Wang weijun	FLU023686-1g	REC0295378 - 1437913244864 - 400289796 - Wang - DELIVERY SQ OF 20211126 - 6-Cyanonicotinic acid, 97%, 1GR - Chemie Brunschwig AG - 11/26/2021	1.00	SciQuest, Inc	●	D'Ono Antonio	Receipt of store address
11/26/2021	400289796	Wang weijun	FLU023686-25g	REC0295374 - 1437913242550 - 400289796 - Wang - DELIVERY SQ OF 20211126 - D-Biotin, 25GR - Chemie Brunschwig AG - 11/26/2021	1.00	SciQuest, Inc	●	D'Ono Antonio	Receipt of store address
11/26/2021	400270758	Fan Chao	FLU058402-10g	REC0295368 - 1437913127675 - 400270758 - Fan - DELIVERY SQ OF 20211126 - Quinidin-2 (1H)-one, 96%, 10GR - Chemie Brunschwig AG - 11/26/2021	1.00	SciQuest, Inc	●	D'Ono Antonio	Receipt of store address
11/26/2021	400270759	Frangie Céline Jamin	TC01146-25ML	REC0295356 - 1437913053477 - 400270759 - Frangie - DELIVERY SQ OF 20211126 - Trimethylsilylthioacetone (ca. 10% in Hexane, ca. 5.6mol / L), 25ML - Chemie Brunschwig AG - 11/26/2021	1.00	SciQuest, Inc	●	Mairo MairiDio	Receipt of store address

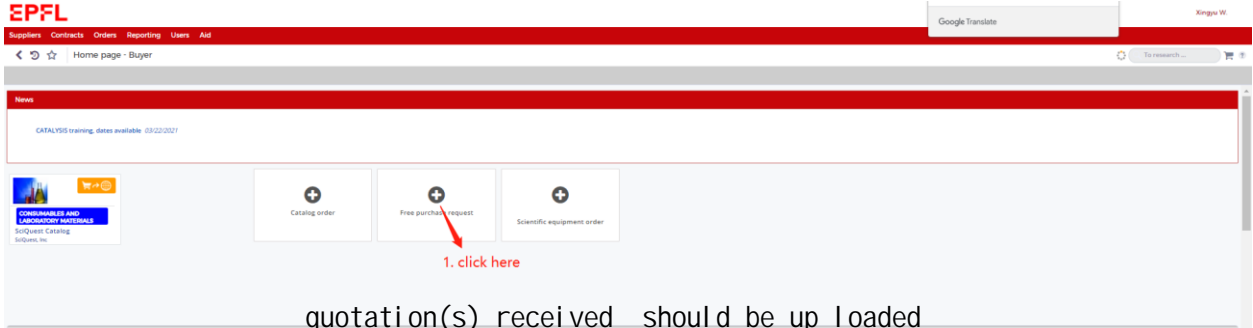
10. If you receive any invoice (by email or letter), please forward them to Christina.



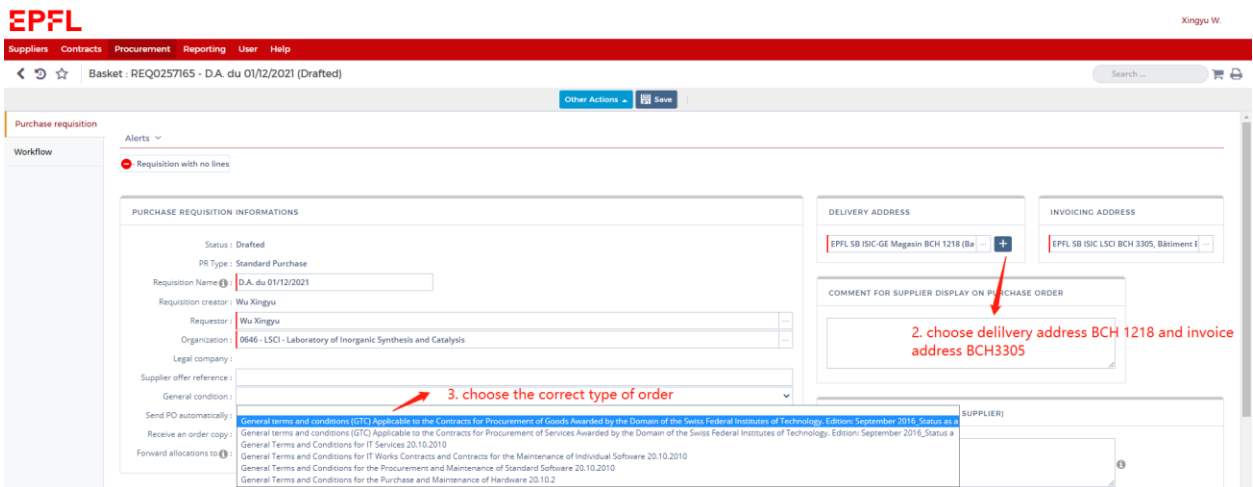
## II. Free Purchase Request

Free Purchase Request: instruments or other materials less than 50k

1. Log in from the below link:  
<https://catalyse-buyer.epfl.ch/page.aspx/fr/buy/homepage/buy>
2. click free purchase request



3. choose delivery and billing address and type of order, payment and delivery, attach the quotation. Then click add an item.



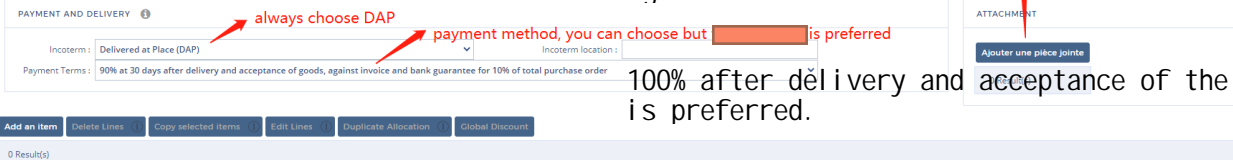
Règles EPFL

Cliquez ici pour accéder aux règles EPFL

Résumé des règles à appliquer selon montant HT de la commande			
< 50k CHF	> 50k CHF	> 150k CHF	> 230k CHF
1 bon de commande	Recommandation d'avoir 3 offres concurrentes écrites	3 offres concurrentes écrites	Obligation légale de procéder à un appel d'offres public
Recommandation d'avoir 1 offre écrite	Justificatif du choix du fournisseur	Justificatif du choix du fournisseur	
		Cahier des charges	

quotation(s) received should be up loaded  
 ask for the quotation from the company, attached it here.  
 The delivery date, delivery fee and payment method must be included in the quotation

Incoterm DAP is for orders coming out of Switzerland



4. fill in the details of the item, including the delivery date. Find the suppliers by name. Then save and close.

Item

Save Close

ITEM INFORMATIONS

ITEM INFORMATIONS

Commodity:

Account budget:

Description:

Supplier ref.:

Link to product url:

QUANTITY / PRICE

Specify price incl. tax:

Quantity:  Piece

Price (tax excluded):  CHF

% discount:

Total After Discount (pretax):

Tax: TVA CH 7.7

DELIVERY INFORMATIONS

Request date: 2-Dec-21

SUPPLIER

Contract Supplier:

Supplier Contact:

Order supplier:

Comment for supplier:

fill in these parts correctly

put the delivery date here (the same as the date in quotation)

find the supplier by name, if it is in our system. Congratulations, just go ahead. Otherwise you need to create a new supplier.

- If supplies not in our system, create new suppliers. Fill in the form, add a contact, then save and close. Send for validation, wait for two or three days. Then you can find the company in our system.



EPFL Xingyu W.

Suppliers Contracts Procurement Reporting User Help

Create Supplier

Save Save & Close

Alerts

Contacts

fill in the form, including the company name and address, purchase information.

SUPPLIER INFORMATION

Status:

Supplier SAP ID:

Company name:

Commercial name:

Web site:

Comments:

BBL:

Consign BIOBAR:

SQNE:

ADDRESS

Name - Additional:

Street Number:

Address line 1:

Address line 2:

Country:

Zip Code:

City:

PURCHASING INFORMATION

Supplier commodity:

Access to catalog:

Account group:

Parent company:

Lead Buyer:

Supplier incoterm:

Documents:

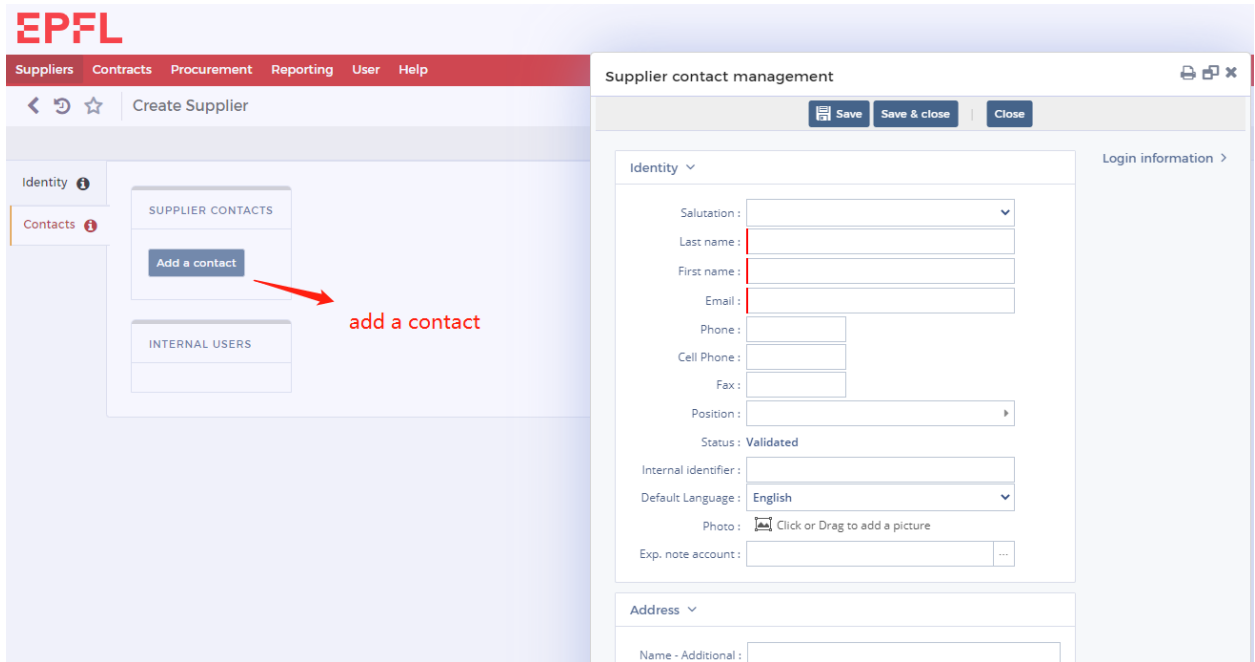
Click or Drag to add files

SUPPLIER HIERARCHY

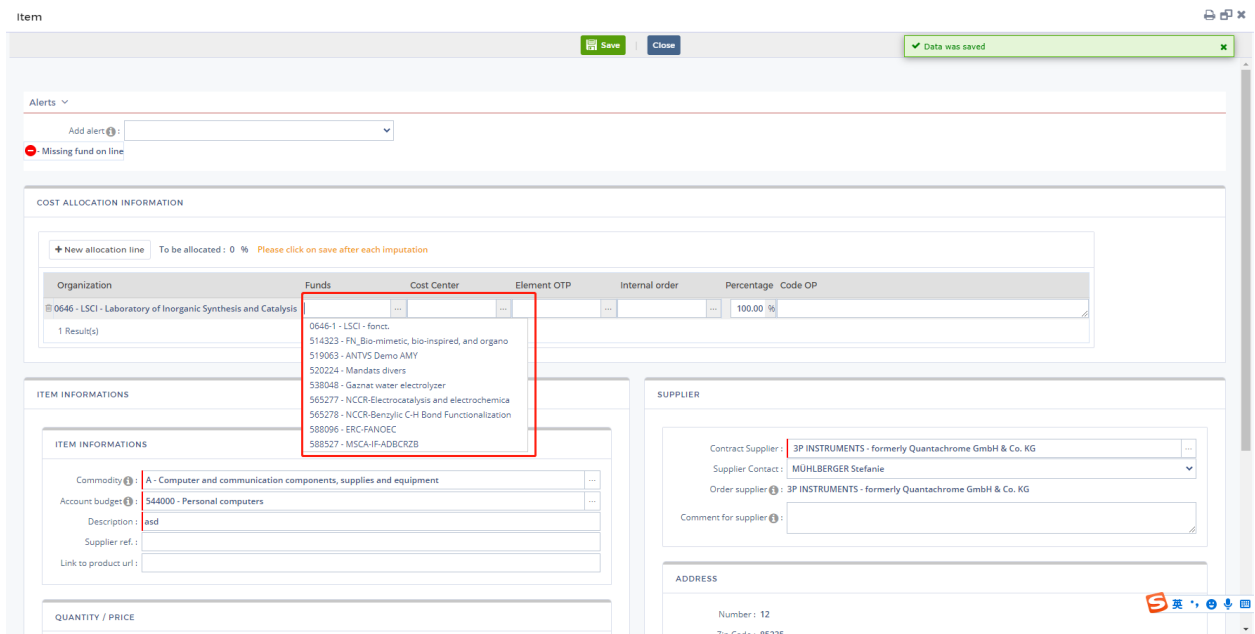
Level: Supplier Head-office  
Supplier Site

MOTIVATION OF THE REQUEST

motivate the creation request will accelerate its treatment



6. Then select the funding, ask Christina which one you should use. Save and close.



7. Continue and check all the information. If you just arrived, please choose me or Christina to pre-validate your order. Click send for validation. Done!

Purchase requisition

Workflow

Alerts

PURCHASE REQUISITION INFORMATION

Status: Drafted

PR Type: Standard Purchase

Requisition Name: D.A. du 01/12/2021

Creator requisition: Wu Xingyu

Requestor: Wu Xingyu

Organization: 0545 - LSCI - Laboratory of Inorganic Synthesis and Catalysis

Legal company: Polytechnic School of Lausanne

Supplier offer reference:

General condition:

Send PO automatically:

Receive an order copy:

Forward allocations to:

\*General terms and conditions (GTC) Applicable to the Contracts for Procurement of Goods Awarded by the Domain of the Swiss Federal Institutes of Technology, Edition: September 2016, Status as a

DELIVERY ADDRESS

EPFL SB ISIC-GE Magasin E

EPFL SB ISIC-GE  
Store BCH 1218 (Batochime UNIL)  
Ave. K.-A. Forel 2  
1015 Lausanne  
SWITZERLAND

INVOICING ADDR

EPFL SB ISIC LSCI E

EPFL SB ISIC LSCI  
BCH 3305, Batochime  
1015 Lausanne  
SWITZERLAND

COMMENT FOR SUPPLIER DISPLAY ON PURCHASE ORDER

INTERNAL NOTES (NOT SENT TO SUPPLIER)

click here

PAYMENT AND DELIVERY

Incoterm: Delivered at Place (DAP)

Incoterm location:

Payment Terms: 90% at 30 days after delivery and acceptance of goods, against Invoice and bank guarantee for 10% of total purchase order

SIGNATURE

Please indicate who will receive the email for validation of the signature steps

Fund: 0545-1 - LSCI - fonct. Signature 1: Wu Xingyu (5000 CHF) Signature 2: Amount (tax excl.): 100.00

You can send your purchase request for validation before the signature steps.

Send in prevalidation:

Prevalidateur 1: Prevalidateur 2: Prevalidateur 3:

ATTACHMENT

Ajouter une pièce jointe

0 Result(s)

click here, done!

if needed, choose the person who you should ask for signature.

you can send it to me or Christina for prevalidation if you are not sure. Recommend to do this if you just arrived here.

materials less than 5000CHF do not require validation up to 5000CHF preferably to put Christina for validation as a 2nd signature is always required

Details Lines Copy selected items Edit Lines Approve Allocation Global Discount

Supplier	Ref	Description	Funds	Cost centers	Ordered Qty	Unit	Unit price	Total (tax excl.)	Currency	Deliv. date	CAS number	Packaging
257165-1 ( 3P INSTRUMENTS - formerly Quantachrome GmbH & Co. KG ) 3P INSTRUMENTS - formerly Quantachrome GmbH & Co. KG	asd		0545-1 - LSCI - fonct.	C0646	1.00	Piece	100.00	100.00	CHF	2-Jan-22		

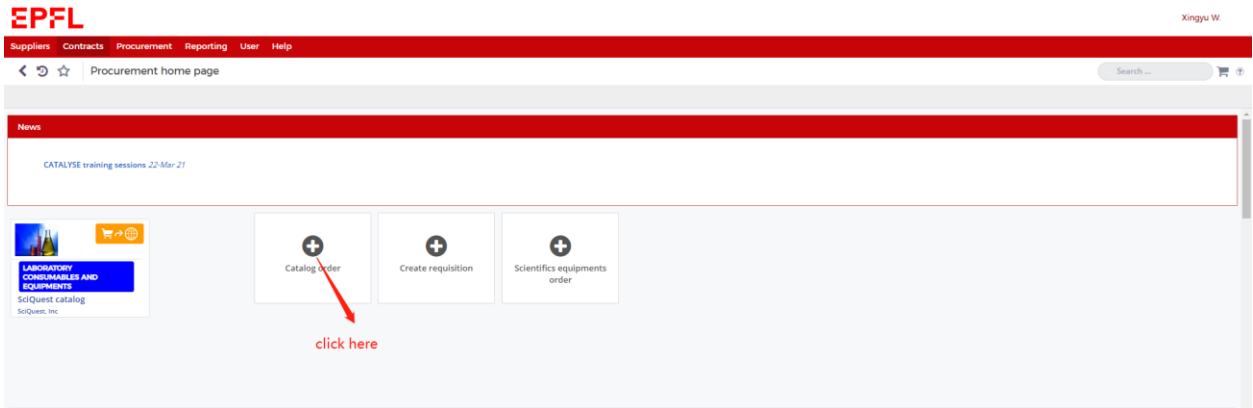
1 Result(s)

Total  
Amount (tax excl.)

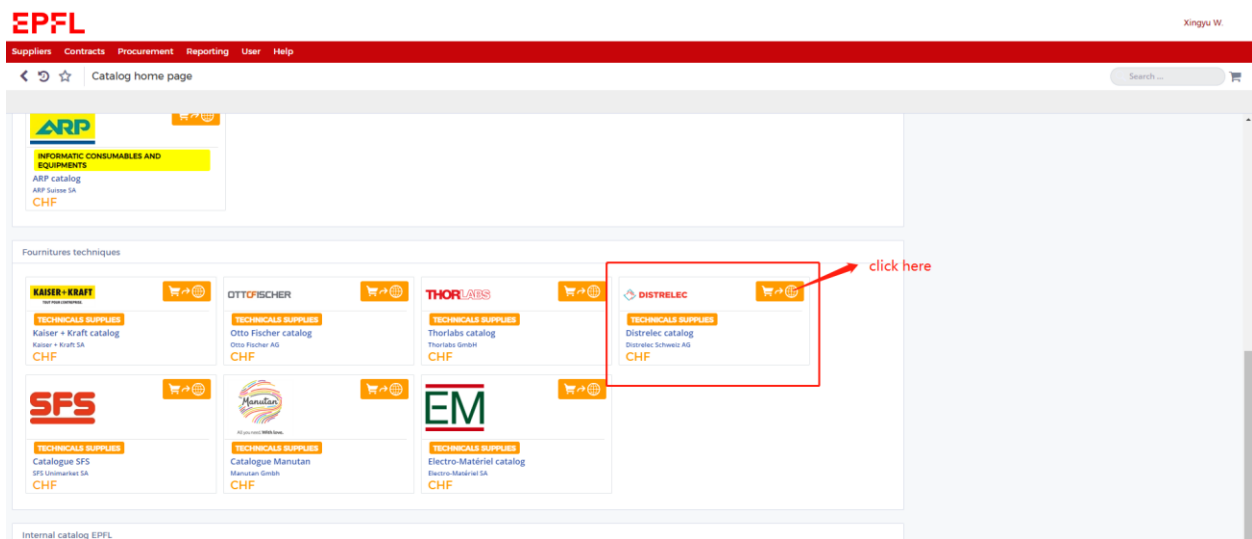
### III. Catalog order

EPFL has collaborations with many Swiss companies, like distrelec. Usually if you want to buy office materials, like paper and printer, metal connectors, tubes or gas regulators, et. al., you can try to find them here. It would be much easier to order from Catalog Order.

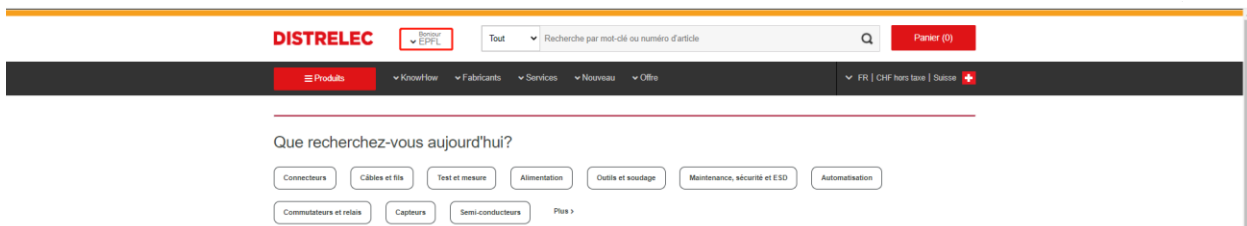
1. use the same system and click here



2. You will find many companies here, click the one you like, for example, distrelec.



3. It will go directly to Distrelec website and logged in as EPFL account.



4. Find the goods you want to buy, add to the cart and check out, as you do in Amazon. Then it will go back to our Catalyze System.
5. fill in the delivery address and billing address, choose the funding and delivery date. Then save and close.

Save Next step Cancel requisition

**PURCHASE REQUISITION INFORMATION**

Status : Drafted  
 PR Type : Punchout Purchase  
 Requisition Name : PR Distrelec Schweiz AG  
 Requisition creator : Wu Xingyu  
 Requestor : Wu Xingyu  
 Organization : 0646- LSCI - Laboratory of Inorganic Synthesis and Catalysis  
 Legal company :  
 Send PO automatically :   
 Receive an order copy :   
 Forward allocations to :

**DELIVERY ADDRESS**  
 EPFL SB ISIC-GE Magasin BCH 1218 (Betschim) +

**INVOICING ADDRESS**  
 EPFL SB ISIC LSCI BCH 3305, Bâiment Betsch

**INTERNAL NOTES (NOT SENT TO SUPPLIER)**

select BCH 1218 as delivery address and BCH 3305 as billing address

**ATTACHMENT**

Ajouter une pièce jointe

0 Result(s)

Edit Lines Duplicate Allocation

click here to choose the funding

#	Supplier	Ref	Description	Funds	Cost centers	Ordered Qty	Unit	Unit price	Total (tax excl)	Currency	Deliv. date	CAS number	Packaging	Lot of size
1	257184-1 (Distrelec Schweiz AG)	Distrelec Schweiz AG	16986301	Front Panel PSG 14 HP 1P AC/DC Linear Regulators 128.4 mm		1.00	Piece	16.76	16.76	CHF	2-Dec-21			✓

Item

**COST ALLOCATION INFORMATION**

To be allocated : 0 % Please click on save after each imputation

Organization	Funds	Cost Center	Element OTP	Internal order	Percentage	Code OP
1 Result(s)		0646-1 - LSCI - fonce			100.00 %	

ask Christina which funding you should use

**ITEM INFORMATION**

Commodity : 32130000 - Electronic hardware and component parts and accessories  
 Account budget : 304000 - Electronic equipment  
 Description : Front Panel PSG 14 HP 1P AC/DC Linear Regulators 128.4 mm  
 Supplier ref. : 16986301

**QUANTITY / PRICE**

Quantity : 1.0000 Piece  
 Price (tax excluded) : 16.7600 CHF  
 % discount :  
 Total After Discount (pre-tax) : 16.76  
 Tax : TVA CH 7.7

**DELIVERY INFORMATION**

Request date : 2-Dec-21

indicate the estimated delivery date, usually +14 days

**SUPPLIER**

Contract Supplier : Distrelec Schweiz AG  
 Supplier Contact :  
 Order supplier : Distrelec Schweiz AG  
 Comment for supplier :

**ADDRESS**

Number : 6  
 Zip Code : 8606  
 Country : SWITZERLAND  
 Address line 1 : Grabenstr  
 City :  
 Name - Additional :  
 Address line 2 :

**CONTACTS**

Lastname Firstname Email Phone

6. Continue and send for validation, done!



Purchase requisition

Save **next step** Cancel requisition

click here

**PURCHASE REQUISITION INFORMATION**

Status: Drafted  
 PR Type: Punchout Purchase  
 Requisition Name: PR Distrelec Schweiz AG  
 Requisition creator: Wu Xingyu  
 Requestor: Wu Xingyu  
 Organization: 0646 - LSCI - Laboratory of Inorganic Synthesis and Catalysis  
 Legal company: Ecole Polytechnique de Lausanne  
 Send PO automatically:   
 Receive an order copy:   
 Forward allocations to: [dropdown]

**DELIVERY ADDRESS**

EPFL SB ISIC-GE Magasin BCH 1218 (Batochi) +  
 EPFL SB ISIC-GE  
 Magasin BCH 1218 (Batochime UNIL)  
 Av. F.-A. Forel 2  
 1015 Lausanne  
 SWITZERLAND

**INVOICING ADDRESS**

EPFL SB ISIC LSCI BCH 3305, Bâtiment Batochi  
 EPFL SB ISIC LSCI  
 BCH 3305, Bâtiment Batochime  
 1015 Lausanne  
 SWITZERLAND

**INTERNAL NOTES (NOT SENT TO SUPPLIER)**

[Text area]

**ATTACHMENT**

Ajouter une pièce jointe  
 0 Result(s)

Split Lines Duplicate Allocation

#	Supplier	Ref	Description	Funds	Cost centers	Ordered Qty	Unit	Unit price	Total (tax excl.)	Currency	Deliv date	CAS number	Packaging	Lot of size
1	257184-1 (Distrelec Schweiz AG)	Distrelec Schweiz AG   16986301	Front Panel PSG 14 HP 19" AC/DC Linear Regulators 128.4mm	0646-1 - LSCI - fonc.	C0646	1.00	Piece	16.76	16.76	CHF	16-Dec-21			

1 Result(s)

Save Cancel requisition **Correct my PR** Send to validation

click here, done!

**PURCHASE REQUISITION INFORMATION**

Status: In progress - Accred  
 PR Type: Punchout Purchase  
 Requisition Name: PR Distrelec Schweiz AG  
 Requisition creator: Wu Xingyu  
 Requestor: Wu Xingyu  
 Organization: 0646 - LSCI - Laboratory of Inorganic Synthesis and Catalysis  
 Legal company: Ecole Polytechnique de Lausanne  
 Send PO automatically:   
 Receive an order copy:   
 Forward allocations to: [dropdown]

**DELIVERY ADDRESS**

EPFL SB ISIC-GE Magasin BCH 1218 (Batochi) +  
 EPFL SB ISIC-GE  
 Magasin BCH 1218 (Batochime UNIL)  
 Av. F.-A. Forel 2  
 1015 Lausanne  
 SWITZERLAND

**INVOICING ADDRESS**

EPFL SB ISIC LSCI BCH 3305, Bâtiment Batochi  
 EPFL SB ISIC LSCI  
 BCH 3305, Bâtiment Batochime  
 1015 Lausanne  
 SWITZERLAND

**INTERNAL NOTES (NOT SENT TO SUPPLIER)**

[Text area]

**ATTACHMENT**

Ajouter une pièce jointe  
 0 Result(s)

**SIGNATURE**

Please indicate who will provide the proof for validation of the signature steps.

Fund	Signature 1	Signature 2	Amount (tax excl.)
0646-1 - LSCI - fonc.	Wu Xingyu (5000 CHF)		16.76

You can send your purchase request for validation before the signature steps.  
 Send in prevalidation:

Prevalidateur 1 Prevalidateur 2 Prevalidateur 3

if needed, select the person who you should ask for signature. Choose me or Christina to prevalidate it.