**Orders of chemicals, gases, labware and small equipment at Chemistry Building**

**Orders of chemicals from the common suppliers**

Chemicals, labware and small equipment are ordered on Tuesdays and Thursdays on the basis of requests listings in the order request system before 12 o’clock. To reach the order requests system: <http://kepo.aalto.fi/tilaus/tilauspyynnot.php?Lang_eng=1>

To make an order request the following information is needed: your name, e-mail address and research group, project for payment, mandatory donor, delivery address, product number, CAS number (mandatory for chemicals), amount/quantity/number of packages, storage room for chemicals for inventory, estimated price. You can state weather special treatments are needed such as cold storage. In addition, you can load as an appendix for example offer and acceptance letter from mandatory donor. Remember to check that the chemical is available in Finland (use Finnish supplier sites).

Orders from different suppliers must be made as individual order requests. Remember to sent the order request after you have added all order items.

Main suppliers are:

Alfa Aesar <https://www.alfa.com/en/>

Thermo Fischer <https://www.fishersci.fi/>

 Sigma Aldrich and Merck <https://www.sigmaaldrich.com/finland.html>

TCI Chemicals <http://www.tcichemicals.com/en/eu/>

VWR <https://fi.vwr.com/store/>

**Gases** are ordered using the order request system as well. The products of AGA can be found from <http://www.aga.fi/fi/products_ren/index.html> and the following information of the gas is needed for the order: product number, purity and the size of the gas cylinder. Kimmo Karinen is the primary authorized buyer for gases and the deputy is Lasse Westerlund. Gases are delivered to gas storage room D242 and you will be notified when they arrived.

**Other orders than from main suppliers**

When needed, Anita Pirhonen (or the deputy Ilkka Välimäki) takes care of orders suppliers other than the main ones. Please, use the order request system and attach the offer, if it is available. You will be informed of the delivery by e-mail.

Customs clarification

When ordered outside EU customs clarification need to be done. This request comes to the person who has done the order. The customs clarification need to be done typically in 14-20 days and If you are at holiday during the delivery sent the documents need for the customs clarification to orders-chem@aalto.fi .

**Ordering yourself**

You can order also yourself from other suppliers than the main suppliers. If you are ordering yourself remember to ask the order number from the ordering system. It is not allowed to order without the ordering number. In addition, when ordering yourself remember to use the right invoice and delivery address and make sure the ordering number can be found both from the delivery and from the invoice.

Delivery addresses

Kemistintie Micronova Vuorimiehentie 2

Aalto University Aalto University Aalto University

School of Chemical Technology School of Chemical Technology School of Chemical Technology

Your Name your name your name

Kemistintie 1 D1 Tietotie 3 Vuorimiehentie 2

FI-02150 Espoo FI-02150 Espoo FI-02150 Espoo

Finland Finland Finland

Puu1 Invoice address

Aalto University Aalto University

School of Chemical Technology P.O.Box 96081

your name FI-01051 Laskut

Vuorimiehentie 1 Finland

FI-02150 Espoo

Finland

**Orders of small equipment (< 10 000 €)**

Anita Pirhonen and Ilkka Välimäki place orders of small equipment in the order request system as well.

**Orders of equipment below threshold (10 000 – 60 000 €)**

Equipment that fall below the threshold will be ordered by research engineers. They will take care that School practices are followed. Research engineers Kimmo Karinen (CMAT), Lasse Westerlund (CMET), Timo Ylönen (BIO2) and Juha Linnekoski are available to help you in the purchase procedure.

**Equipment over threshold 60 000 €**

Regarding most goods and services, the Act on Public Contracts and Concessions applies to procurements whose estimated total value exceeds the threshold of 60,000 € per four years, without value added tax. In such procurements, public tendering is mandatory, following formal procedures defined in the Act. The contact person at School of chemical engineering is Esa Uosukainen.

**Receiving deliveries**

Deliveries of chemicals, labware and small equipment are unpacked in the room D240. You will get information concerning your materials by e-mail or the goods will be brought directly to you. The room is equipped with a small freezer for a short-term storage of temperature sensitive chemicals. Incoming chemicals are entered into the INVENTORY list in connection with the delivery. Gases are moved to the gas storage room, D242.

**Please, pick up your materials as soon as possible when you get the e-mail: Room D240 is very cramped. If your chemicals are coming by DHL, Fedex or UPS, you should inform the janitors if the chemicals are temperature sensitive, so that they know to put the chemicals to the freezer.**