ECE Parts/Equipment Ordering Guide

1 Dates
The department places orders every other Thursday during the beginning/middle of the semester and every Thursday at the end of the semester.

The cutoff time for order submission is 1PM. If you miss the deadline, your request will be delayed until the next order date. Orders are typically combined and sent out the following day.

We do not do rush orders. Plan ahead. If you need expedited shipping, you will have to purchase the part(s) on your own.

2 How to Place a General Parts Order
To make an order, you must submit a list to the department technician, Mr. Mease, via. email:
mease@rowan.edu

It is essential you put the string “ECEPR” (no quotes) in the subject line of the email. This is how we filter for order requests in our email boxes. If you do not place this string in the email subject line, your parts order will not get through.

Send your requested items in the following format (compose directly in the email body, no fancy formatting, no attachments, and no hyperlinks, please). You can tab-delimit new columns:

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Name: your name here
Email: your Rowan email address
Description of project here
Attach schematic and accompanying simulation (show transfer characteristics to expected stimulus). If this is an embedded design, schematic and requirements specifications are required. Images or PDFs only!

Vendor Vendor PN Mfg. PN QTY Description Proj/Class $ ea. $ ext.

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KEY: 'Vendor' is the name of the supplier for the part. Do not send me generic parts requests - please specify the exact part you want.

'Vendor PN' is the vendor part number (eg. T38470P-ND), 'Mfg. PN' is the manufacturer's part number (eg. AD620N), 'QTY' is the quantity requested, 'Description' is a BRIEF description of what the part is (eg. 3 Axis Accelerometer), 'Proj/Class' is what class or project the part is needed for, '$ ea.' is the individual price at the price break for the quantity you're requesting, '$ ext.' is the extended price and should be the quantity times the individual price for most items (gross items may be priced differently).

Check that your items are in stock and the minimum order quantities are met. For example, if you need QTY 5 of a part, do not select the part number for a whole QTY 5000 reel (whose minimum quantity is 5000). Make sure you choose the correct package type for the component you want.
We have a new policy requiring proof of adequate engineering design before the department purchases parts for you. We require a schematic and simulation (attached as image or PDF). For embedded projects, we need to see the schematic and requirements specifications.

3 \textbf{Placing a PCB Order}

First go to an approved PCB manufacturing vendor (we prefer OSH Park as the first choice), and do an upload of your design to ensure your files are correct and they can be read by OSH Park. Check your design! If they do not upload, we cannot order your boards.

\textit{It is essential you put the string “ECBR” (no quotes) in the subject line of the email.} This is how we filter for board requests in our email boxes. If you do not place this string in the email subject line, your board order will not get through.

If all is good, send the zipped archive (with your last name and course) to mease@rowan.edu with the following:

\begin{verbatim}
Name: your name here
Email: your Rowan email address
Description of project here
Attach schematic, accompanying simulation (show transfer characteristics to expected stimulus), and PCB rendering. If this is an embedded design, schematic and requirements specifications are required. Images or PDFs only!

Attach zipped Gerber and NCD files (in one zip archive).
\end{verbatim}

4 \textbf{Approved & New Vendors}

We can only purchase from approved vendors that have met state guidelines. We try to avoid credit card purchases so it is advisable to choose vendors which we already have set up to avoid delays. If you need to obtain a part from a new vendor, please send the technician a request to register the vendor. This process may take several weeks and depends on how quickly the vendor can turn over the paperwork. For approved vendors, order times are relatively quick.

Currently, the following vendors are approved with Rowan University *:

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\begin{tabular}{lll}
Adafruit & Global Computer & National Instruments \\
All Electronics & Grainger & Newark \\
Allied Electronics & Keysight & Office Max \\
Best Buy & Instrumart & OSH Park \\
CDW-G & Lowes & Pentalogix (PCBs, Stencils, Fab) \\
Circuit Specialties & McMaster Carr & Pololu \\
Deep Surplus & Metal Etching Technologies & Precision Instruments \\
Digikev & Metric Test & Sparkfun \\
Electronix Express & Monoprice & Techni-Tool \\
Fazzios & Mouser & Tektronix \\
Fisher Scientific & MSC & Uline \\
\end{tabular}
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* \textbf{NOTE:} not all approved vendors are listed - these are the most common ECE suppliers. Digikey and Mouser are the preferred vendors for electronics parts. Choose one of these vendors first.