

# General information on how to order chemicals and various goods - IMA

## Before you order:

- Is the supplier a part of NTNU's framework agreement?
  - It is mandatory to order from one of our framework agreement suppliers if they can supply the given goods/chemicals.
- You can find information about NTNU's framework agreement suppliers at "general purchasing agreements" (or "rammeavtaler" in Norwegian).
  - <https://i.ntnu.no/wiki/-/wiki/English/General+purchasing+agreements>
  - A short presentation of different framework suppliers is shown in table 1., in the next page.

## Orders shall be made using the BtB e-requisition form:

- <https://innsida.ntnu.no/bestille>
- An example of how to find and fill in the form is attached to this document.
- Most common suppliers for labwares and chemicals: Merck (Sigma Aldrich), VWR and Fisher Scientific. Please see table 1. for a more detailed list of suppliers.

## When ordering chemicals:

- The chemical registration form (EcoOnline form can be found in this folder) must be completed for all chemicals and attached to the order.
  - If you are **introducing new chemicals** into a lab, you must include the chemical registration form AND the safety data sheet and give both forms to the person that is responsible for the given lab.
- The EcoOnline form must be sent to both the "fagbestiller" and the person responsible for the room where the chemicals will be used and stored.
- When you have received your chemicals
  - Remember to put on the colored sticker and to include your initials. Year 2022 = **yellow** sticker
  - Remember to stick on the "ordered/opened"-sticker, and add the dates for when you got your chemicals and opened the bottle
  - Both stickers can be found in the reception room in K2. If empty: Ask some of the technical staff.
- **REMEMBER TO READ THE SAFETY DATA SHEET!**

## Receiving packages:

When your order has been received you will get an email from Solveig Jonassen/Ida W. Worum or Anne-Grethe Nilsen (Room E123) that you have received a package, and where to pick it up (Or someone else from the technical staff). Normally we will write your name on the package, but if we are not present at the campus due to home office, we will send you the purchase number (P.O). Usually, each package has their own P.O that begins with the given year it was ordered, such as:

Year 2022 => 22UV + specific numbers for the given order

**Remember to match this number with the given one in the email!**

Please pick up your packages **ASAP** when we notify you that your package has arrived. This is especially important for chemicals and expensive equipment!

## If you need equipment, goods or chemicals from storage in K2:

Write what you need on the list in the reception (K2).

## Choosing a supplier – A list of frequently used suppliers

Goods and services that is often requested is shown in Table 1. It also includes a short representation of corresponding suppliers that is both from NTNU's framework agreement and some that is not. Rows 1-12 presents goods that can be found from framework suppliers, and rows 13-15 is not from framework suppliers, but are frequently used. As previous stated, we are *obliged* to choose a supplier with a contract, however, we might sometimes choose someone else when:

- When technical requirements for wanted goods does not match with what the suppliers can offer: E.g. You want a pellet press for 12mm pellets – however all our agreement suppliers only sell presses for a maximum of 9mm.
  1. Ask the agreement supplier if they can import it for you.
  2. If this is not possible, then you can order from someone else.
- When the prices are *significantly* different from each other: E.g. Our supplier offers something for 100 000NOK and the other offers it for 20 000NOK
  1. *Always* ask if the supplier can match the said price or give you a discount.
  2. If this is not possible, then we might go outside of the agreement.

If you need an offer from a supplier, make an agreement by sending a request by email and/ or make a phone call and ask for a written offer. In table 1. the statement “need an offer” means: You need to contact the supplier to make an agreement to get an official offer from them. Please attach the offer to the BtB e-requisition form. Also include necessary information about the supplier e.g., e-mail address.

**Table 1.** A short presentation of commonly requested goods with corresponding common supplier(s). Rows 1-11, shows suppliers with framework agreements and rows 12-15, shows commonly used suppliers outside of NTNU's framework agreement.

	Wanted goods and services	Supplier(s)
1.	Chemicals	VWR, Merck (Sigma Aldrich), Fisher Scientific (Thermo Fisher), Life Technologies, HECO
2.	Labware	VWR, Merck (Sigma Aldrich), Fisher Scientific (Thermo Fisher), HECO
3.	Office supplies	Maske, Akademika
4.	Chemical waste (Need an offer)	Norsk gjenvinning
5.	Electronics	Techstep, RS Components, Itello (Adavania), Dustin, Elkjøp,
6.	Catering	SiT Kafé
7.	Cakes	Rosenborg bakeri
8.	Gas	Linde GAS, Merck (Sigma Aldrich),
9.	Books and e-books	Akademika
10.	Chemical waste (Need an offer)	Norsk gjenvinning
11.	Transportation of samples (Need an offer)	Norsk Bibliotektransport
12.	Labware	MSE supplies
13.	Transportation of samples (Need an offer)	Dangerous Goods Management
14.	TEM-grids	Caspillor
15.	Chemicals – For importing chemicals to Norway (Need an offer)	ChemSupport and Chiron

We recommend you use European suppliers as this may shorten the order process significantly and it can also prevent unexpected (expensive!) freight costs, even though you found a supplier that is cheaper outside of Europe. Otherwise use a well-known supplier that is already part of our suppliers list. We will notify you when this is not the case.

**NOTE:**

- **Ordering ethanol:** Please ask Eli Beate Larsen
- **Ordering computers:** Please visit: <https://i.ntnu.no/wiki/-/wiki/Norsk/Bestille+PC+og+Mac>
  - Please contact Orakeltjenesten regarding help with IT and computers

**Booking trips:** We have an agreement with Berg Hansen. Please visit <https://i.ntnu.no/reise>

# Where to find the BtB e-requisition form

Go to [innsida.ntnu.no](https://innsida.ntnu.no) and search for “purchasing” (In Norwegian: “bestille”)

<https://innsida.ntnu.no/bestille>

## Purchasing

For employees

### Purchasing 1-2-3

[Simple purchases](#) [Large purchases](#)

If you need to make simple purchases, such as computer equipment, office supplies, mobile telephones, food, or flowers, you must use an electronic form.

#### Before you purchase:

- Ask your supervisor for approval of the purchase if you do not have the authority to make the purchasing decision on your own.
- [Which suppliers should you use?](#)

#### Make a request to purchase goods or services:

[Purchase request form](#)

[Buy a PC, Mac or computer accessories](#)

#### After your have sent your request:

- Your purchase request will be registered and controlled by your purchasing representative.
- An order will be sent to the supplier after approval by a superior.

Please inform the orderer when the goods or services is received.

Problems? [Contact your purchasing representative.](#)

More information about purchases:

### Billing address

- E2B: NO974767880MVA
- EHF: NO974767880
- NTNU GLN nummer: 7080003195371
- NTNU PEPPOL adresse: 0192: 974767880

PDF billings (billings sent as attachments): Please send these to: [pdf.ntnu@bscs.basware.com](mailto:pdf.ntnu@bscs.basware.com)

All invoices must be labeled with an order number or Cost Center.

Norwegian suppliers can not send PDF invoices after 1 October 2019.

### Reimbursement

[Reimbursement of personal expenses](#)

### Guidelines and ethics

- [Ethical guidelines in purchasing](#)
- [Sending an invoice to NTNU](#)
- [Gifts and perquisites](#)
- [Laws, instructions and rules](#) (in Norwegian)

Simple purchases = below 100 000 NOK

Large purchases = above 100 000NOK → **NB:** By the Norwegian law procurements above 100 000NOK must be based on competition between three different suppliers. Please contact Ida W. Worum and/or Anne-Grethe Nilsen regarding this procedure.

# How to fill out the BtB e-requisition form



## Purchase Requirement Form

På norsk [Exit](#)

Use this form if you need to order goods or services. Your purchase request will be registered and controlled by your purchasing representative. An order will be sent to the supplier after approval by a superior with budget disposal authority (BDM).

Your name

Email @ntnu.no

Select your faculty/unit \*

Select the relevant product group/unit \*

Remember to choose «fagbestiller» to order “scientific” goods such as chemicals, glassware etc.

### Definition of goods/service

#### If you do not know the article/stock number

Enter which goods/service you want your purchaser to order in the column below. Be careful to describe the total numbers, quantity unit, type, size, color etc. You can also refer to an offer from a supplier (Documentation must be attached below).

#### Please specify (if available):

- Article number
- Quantity
- Description (including name of product and supplier if more than one supplier is used in the same purchase request)
- Price
- Currency

#### If you know the suppliers item number

Enter the item number you wish to purchase in the

Article nr.	Total	Unit quantity	Description	Price pr. unit	VAT	Currency
					Excl. VAT	
					Excl. VAT	
					Excl. VAT	
					Excl. VAT	
			Possible additions (freight, environmental charges etc.)		Excl. VAT	

Add line

### Catering

Is food a part of this order?

No

### Chemicals

Is chemicals a part of this order?

No

If yes: Attach filled out EcoOnline form(s) for wanted chemical(s) to this purchase request under “Attachment”.

### Strålekilde

Are radiation sources a part of this order?

No

## Attachment

Documentation to be attached, such as an offer from a supplier or a deal

First choose file, then «Add attachment» for each document

Choose File No file chosen

e.g. EcoOnline form, offer from a supplier etc.

Add attachment (Max. 10MB)

## Kontering/kontaktinformasjon

Delivery address and contact information

Either Alfred Getz vei 2 ("Berg building") or Sem Sælandsvei 12 ("K2-building")

Accounting – who is paying

\* Cost Center or name of Fac./Dep./Unit must be filled in. Accounting is final, any project or analysis nr. must be given here!

Cost centre	Name of Faculty/Department/Unit etc.	Project nr. (8 figures)	Analysis nr. (Letter + 5 figures)

Desired date for delivery

Supplier

Suppliers contact person

Confirm \*

I have authorization from my superior (BDM) to m

### Please specify:

- Cost center (e.g. 663505)
- Fac./inst: NT/IMA
- Project number: XXXXXXXX
- Analysis number: NXXXX
- Desired date of delivery
- Supplier(s)
- Suppliers contact person (needed when you got an offer from the supplier)

Next >>

Cancel and reset form

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- If you do not know your project number, please ask your supervisor. If they do not know it, please ask Anne-Grethe Nilsen.

- If you have a project number, then you do not need an analysis number and vice versa. You only need one of them.

- Due to new rules set by EU, the supplier will on some occasion ask you to fill in "form of declaration" when ordering certain chemicals. The person responsible (the user) for the chemical must fill in the form. *However*, a student is not authorized to fill in the form, hence, the student's supervisor must do it instead. **NOTE:** The declaration form must be signed by hand, and not with an electronic signature! It also needs to be stamped with NTNU's official logo, which can be found in Ida W. Worum's office (send her a request). Please add Ida W. Worum as CC when you send the form back to the supplier.