**Central Store Online System**

MSE has a centralized Chemical and Consumables Online System that offers one stop service for all MSE staff and students.

The items that can be drawn from Central Store (Location: N4.1-B2-06F, Tel: 6513 2735) are categorized as
- i) Chemicals
- ii) Gas
- iii) Consumables
- iv) Miscellaneous

1. **Chemicals Online**

The system enables staff and students to search for chemicals store in MSE. Please access the Chemical Request system.

The workflow for the chemical online system is indicated below:

- **Please search for chemical through online “chemical request system”**
  - Is the chemical available?
    - Yes
      - Online Request
    - No
      - Is the chemical available?
        - Yes
          - Online Request
        - No
          - Approval from store admin?
            - Yes
              -Notification for collection
              - Collect chemical at Chemical Store (N4.1-B4-11)
              - Online Acknowledgement upon receipt of chemicals
            - No
              - Rejection Notification Email
  - Check for status “I” or “S”? 
    - “I”
      - Online Request
    - “S”
      - Please approach respective researchers if minute amount is required. It is subjected to individual’s discretion to provide.
      - “S” denotes chemical reserved by researchers
      - “I” denotes chemical kept in store
      - (R) denotes if researchers refused to provide

Please contact Central Store administrator to get clearance for purchase.

Purchase will subject to supervisor’s approval.

Purchased chemicals will be delivered to Central Store.
2) **Gas Online**

Please access the same URL as for **Chemical Request**.

The workflow is indicated below:

- Please search for gas through online “Chemical Request” system.

  - Is it a common gas? (O₂, CO₂, He, N₂ & Ar)
    - Yes → Request Online
    - No → Please consult respective supervisor to get clearance for purchase. Purchase gases using your respective research fund.

  - Is the gas available?
    - Yes → Approval from store administrator. Amount charged for the item(s) drawn will be captured in the system.
    - No → Please contact Ms Tay Poh Tin (aspttay@ntu.edu.sg)

- Notification for collection from Ms Tay Poh Tin at gas shed facing car park near N4.1-B4-06

- Collect gas cylinder and acknowledge online upon receipt

End
3. **Consumables Online**

Please access the Consumable Request system for registration. Upon successful registration, it will route to the respective supervisor. After registration is approved, you will then be able to make request for drawing consumables from the store. Charges will be incurred to your research grant for every item drawn from the central store.

The workflow for the consumables online system is indicated below:

- **Please search for items through online “Consumables request system”**
- **Is the item available?**
  - Yes: **Request Online**
  - No: **Purchase item(s) using your respective research fund. Purchase will be subjected to supervisor’s approval.**
- **Approval from store administrator. Amount charged for the item(s) drawn will be captured in the system.**
- **Notification for collection from Central Store (N4.1-B2-06f)**
- **Collect item(s) and acknowledge online upon receipt**

End
4. Miscellaneous

i) Safety Data Sheet (SDS)

All chemicals captured on the Chemical Online System, the SDS will be available at Safety Data Sheet.

ii) Receiving of Newly Ordered Equipment Using Research Grant

- Small equipments will be delivered to the central store and requester will be notified for collection upon receipt. Once commissioned, all documents will be kept by Central Store.

- Large equipment may deliver directly to lab but the Delivery Order (D/O) must be submitted to Central Store for Company stamp. This is to ensure all necessary documentation and asset tagging is in place.

iii) Lab coat ordering (for Post grad and staff only)

- Post Graduates and staff may place order for their personal lab coat (with name embedded) at Central store (N4.1-B2-06f).

- FYP and undergraduates may also place order for their lab coat at Central store but at a charges of $20.00 per piece.

iv) Lab coat Laundry Service (for Post grad and staff only)

- The laundry service is scheduled fortnightly;

- Lab coat for laundry service should be send to Central Store, before 10.30am on Friday;

- Washed lab coat will be ready for collected on the following Tuesday after 2pm;

- School will subsidize up to four lab coats washing per person in each calendar year and subsequently, there will be a $2 charge per service.

v) Safety glasses

- There is a range of safety glasses for selection available at Central Store at no charge for the first issue.

- User may exchange for a new pair of goggles if it is damage or in bad condition.

Other information:

1. Faulty equipment – Researchers in research lab should inform the Maintenance & Repair Office (MRO) (Tan Yong Kwang, Tel: 6790 4590) if there is a faulty equipment. However, staff in service lab should conduct troubleshooting or contact the respective vendor when there is an equipment breakdown.

2. Building facilities – Researchers should call Fault Reporting Centre (FRC) at 6790 4777 when they encounter problem with water supply, electrical supply, water dispenser, etc.

3. Purchase – Researchers will put up their own purchase through Ariba@NTU. Technical staff will be on hand to provide guidance to researcher.