

## **SUBMITTING EUROPRACTICE ORDERS, INVOICING AND DELIVERY**

### **SUBMITTING THE DOCUMENTS**

The "How to Order" section of each Europractice vendor page contains all the required documents. Please e-mail the Software Order Form and (if applicable) the Purchase Order to [MicroelectronicsCentre@stfc.ac.uk](mailto:MicroelectronicsCentre@stfc.ac.uk). The paper End User Agreements including signatures in ink must be sent and we recommend using a courier. All documentation MUST be received by the 25th day of the month deadline.

A Purchase Order is a document issued by your Institute Finance Department. It is a commitment by your Institute to pay for the goods you are ordering. If you have difficulty in obtaining a Purchase Order, please [click here](#)

Following receipt of an order at here at the Microelectronics Support Centre, STFC Rutherford Appleton Laboratory, the technical contact quoted on the Software Order Form will receive an acknowledgment e-mail. This will assign a unique reference number to the order which should be quoted on further correspondence.

If the Europractice Representative is genuinely unavailable to countersign the Software Order Form, they will be cc'd on the acknowledgment e-mail. We encourage all to try to get their Europractice Representative to countersign.

### **ORDER PLACED WITH RELEVANT VENDOR**

Provided that it contains no technical difficulties or missing paperwork, the order will be placed with the vendor after technical checks, following the next available bulk order deadline (always the 25th day of each month).

Reference number 201704(001) means that the order would be placed as soon as possible after 25th April (month 04 of the year 2017).

The following orders are processed as one-off cases upon receipt of full documentation, outside of the usual monthly ordering cycle: Altera Software, Xilinx Hardware and Xilinx Software Donations.

### **PRO-FORMA INVOICE ISSUED FOR PAYMENT (WHERE APPROPRIATE)**

Pro-forma invoices (where a cost is associated) are usually generated at the time of the bulk order deadline, but can only be issued once the technical checks have been satisfactorily completed and the order is authorised for inclusion on the bulk vendor order. If you are in need of an invoice before the deadline and you have not requested this when you placed your order, please contact us via e-mail ([MicroelectronicsCentre@stfc.ac.uk](mailto:MicroelectronicsCentre@stfc.ac.uk)). Your invoice will be issued to the Invoice Address you give on your Europractice Software Order Form.

**IMPORTANT:** Bank charges will NOT be absorbed by STFC. Please ensure therefore that for Bank Transfers that your Institute pays for all transfer charges so that the exact invoice value reaches our account. Failure to comply with these instructions may result in a delay to delivery of the order. Should a subsequent invoice need issuing due to underpayment - or a refund implemented due to overpayment, your Institute will be liable for all associated bank charges / currency conversion fees. Please also note that all prices exclude VAT and customs duty and are subject to change without notice at any time.

Please note that we must for accounting purposes issue separate invoices for one-off license and the annual maintenance/subscription fees.

## **DELIVERY**

Physical items, i.e. development boards will be sent by courier and license files will be delivered by e-mail, to the technical contact at the address given on the Software Order Form.

An FTP Download Server here at the Microelectronics Support Centre is the mechanism for delivery of the installation media for most of the latest design tools releases. Access to this FTP server is controlled via a password that is updated annually and supplied only to the Europractice Representative. At the time that the licenses are e-mailed, we will also advise the Europractice Representative of the need to download any new design tools from the FTP Server. [More information on the FTP server](#) can be found on the Europractice Design Tools web pages.

In some cases the download will be direct from the vendor's website.

The Europractice Representative is able to nominate colleagues for access to the FTP Server and copies of license files (plus other data relevant to the Institute's Europractice membership).