Here are a few tips when placing orders in OPRS.  [Please do not use website links in the description of a part; it skews our order form (example attached).]

1. Set the address on your profile to be: **3179 Martin Hall, Aerospace Engineering, College Park, MD 20742**.  We often send order forms to vendors and your profile address is the one they will see.
2. **VENDOR NAME**: **Use *SELECT*** for a vendor name and search before creating a new vendor, so as not to duplicate.
3. **PROJECT NAME**: This information is sent to your Advisor to help determine how to charge for the order. Please indicate for which project the items have been ordered.
4. **Use a part number** whenever possible when creating new parts in OPRS.  Sometimes, these part numbers show up in a cart you create on the vendors site. (Unfortunately, there is not a way for you to link your cart to OPRS – sorry, you’ll have to copy and paste)
5. Use the **vendor’s short description** as the description in OPRS – do not use make up your own (again, use copy and paste)
6. Part numbers for Amazon usually begin with a B – scroll down in **Amazon to find the** **ASIN number.** Part numbers for Newegg begin with N82……………
7. **Need 80/20 steel?** Please order from **Rankin Automation for 80/20**; they provide a 20% discount to UMD.  Contact Rankin for a quote, [www.rankinautomation.com](http://www.rankinautomation.com/) – use your UMD email and state you are an Aero student - then place your order in OPRS. You can enter it as one package, using the quote number as the part number; **send the quote to me and LaVita as well**.
8. If you have an order that is difficult to recreate in OPRS, do your best and use short descriptions.  Then, send an email to me and LaVita ([lavitaw@umd.edu](mailto:lavitaw@umd.edu)) and explain.  You can use those website links in the email if that helps.
9. **When your order arrives**, the original packing slip will be removed for our audit paperwork.  A copy of the slip will be placed in the package**; it is your responsibility to verify the contents** of the package.  Please notify us of any discrepancies ASAP.
10. An **email message is sent from OPRS** to notify you when a package arrives.  Please **sign the pickup log** before taking your package from the Aero mailroom.  NOTE: If your order comes in different packages at different times (Amazon, often), you will receive another email message to notify you of additional packages received.
11. To **check on the status** of an order, click “Check Status” on the left side, change both the ‘Request Date’ and ‘Needby Date’ to ANY and **SEARCH**.  Find your order and **click the ‘History’ button** to determine who made the purchase in the Business Office.  Contact that individual via email for a status update.