

How to order conductive glue:

Luis Sospedra. Valencia 11/06/03.

1. Link to Valencia web page (<http://ific.uv.es/sct>) and go to the "Forward SCT electrically conductive glue" link.
2. Several options are now possible:
 - Institute Access: It allows Institutes to set a new order or check the order placed.
 - Private: Limited access for updating the status of the order.
3. To place an order of conductive glue:
 - Click on "Set new Order". **Password is needed**.
 - In the **Glue Form**, select your **Institute** from the list, fill the **Name**, **Quantity** of packs of Conductive Glue and **Email** field and submit the order.
 - An email back is automatically generated to the email address provided with the data of your order.
 - The order is saved among with other waiting to be collected at a fixed date.
4. To know the status of the order:
 - Click on "List of orders". From here:
 - **New Order**: Shows the needing of glue placed by Institute. With this information a new order placed to the glue company will be settled.
 - **Last collected Order**: Once the period for placing orders expire, an order is generated. Here it is an update status of this order; an order can be at any of the following steps:
 - Order Collected
 - Order placed to supplier
 - Glue arrived from supplier to CERN
 - Glue delivered from CERN to Institutes.
 - **Previous Orders**: It shows old orders already delivered.

The glue has an expiry period of 6 month.

If there is a mistake in the quantity ordered, click on the "**Comments**" link and send an email with the details and I'll remove the order placed.