

RAD Lab Administrative Resources

Purchase Requests-Computer Supplies, Office Supplies, and Conference Registrations
If you need to purchase supplies follow these steps:

*Note, if you are trying to purchase an item costs \$100 or more, check with your advisor first to see if it is ok.

Computer Supplies

1. If the supplies are computer related, go to <http://thescholarsworkstation.com/>
2. Search for the computer supplies that are needed
3. Email the link to the page, or a pdf of the page to RADLab-Admin@eecs.berkeley.edu
4. Your computer supplies will be ordered
5. If the computer supplies are not available on The Scholars Work Station website, do your own internet search for supplies
6. Email a link to the website where your supplies are located, or make a pdf and email it to RADLab-Admin@eecs.berkeley.edu

Office Supplies

1. Look in the RAD Lab supplies cabinet across from the kitchen, if your office supplies are not available there, proceed onto #2
2. Go to <https://blu.berkeley.edu> and click the "Login to Blu" button
3. Enter your CalNet ID and Passphrase, and click on "Authenticate"
4. Click on the "Buying" link near the top of the page
5. Click on the "Office Supplies" link under the "Job Tools" menu
6. Click on the "Continue" button
7. Click on the "Browse Catalog Only" link in the upper left hand corner of the page
8. Select "845UCB – SODA HALL" from the drop down "Ship To Code" menu, and then click the "Continue" button
9. Find the office supplies that you need
10. Print out or make a pdf of the page for each item, and email it to RADLab-Admin@eecs.berkeley.edu
11. Your office supplies will be ordered
12. If Office Max on the blu website does not have the supplies that you need, search for them elsewhere, and send a link or pdf of what you need to RADLab-Admin@eecs.berkeley.edu, and make sure to state that your supplies were not available on Office Max

Conference Registrations: *Make sure to complete all of these steps a few weeks in advance of the Conference Registration deadline, to give ERSO time to process and pay for the registration before the deadline occurs

1. Go to the registration website for the conference
2. Make a pdf of the registration page

3. If the conference registration requires you to create a login id and password, do so
4. Look at the conference registration, and either fill in the details and make a pdf of completed pages, or keep track of what you would put in the form, and email this information with your pdf below (keep reading, info is below)
5. Email RADLab-Admin@eecs.berkeley.edu the pdf of the registration page(s), and explain in the email what the conference is. If relevant, also email all conferences and colocated events that you need to be registered for, login ID and Passwords, and other information that RAD Lab Admin would not know that is required in the registration
6. Once RAD Lab Admin has your email with the pdf, as well as all other relevant information, we will process your registration