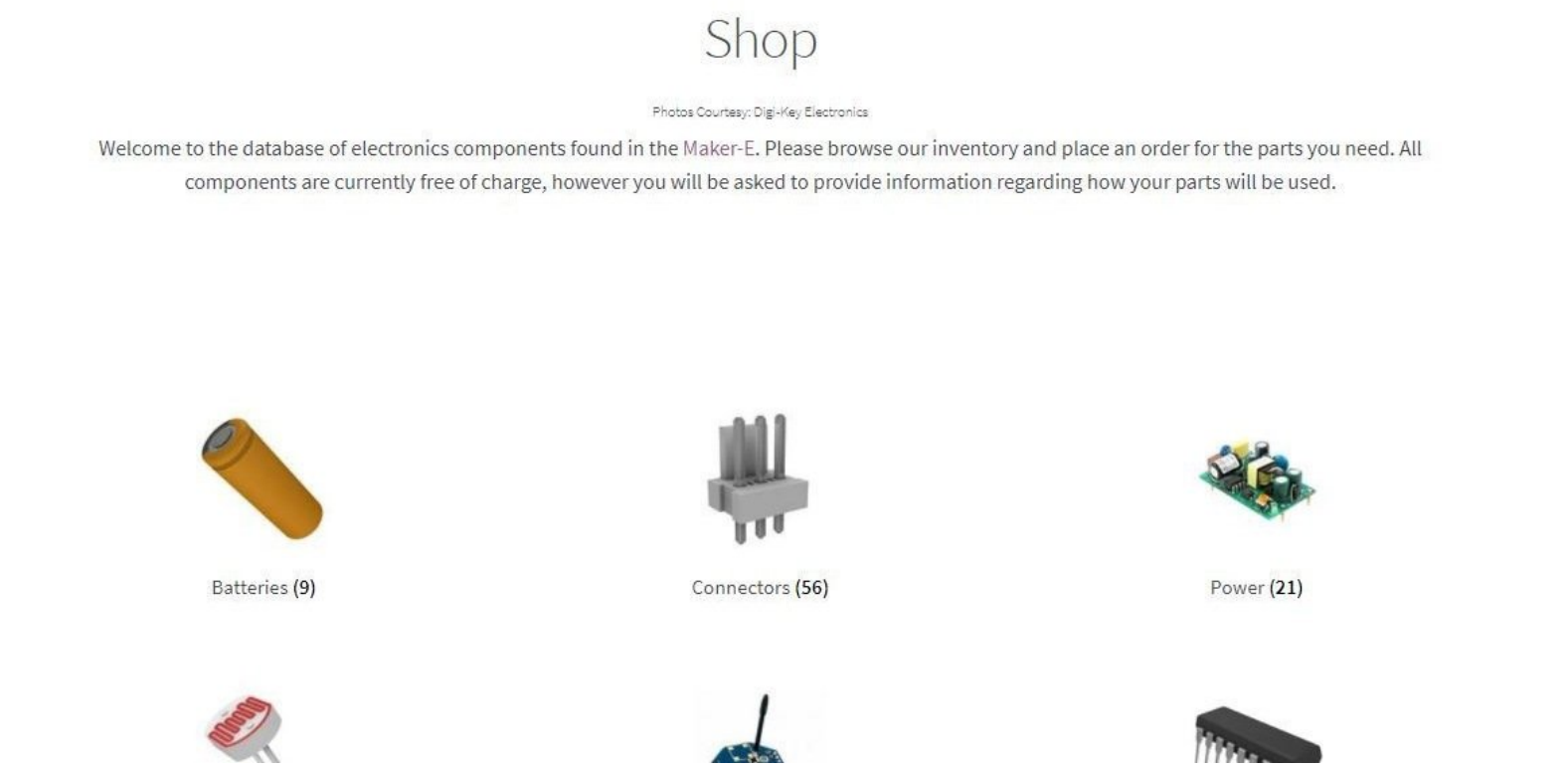
Bucknell UNIVERSITY

How to Order Parts from Makerstock

This guide will walk you through the steps of creating an order on the makerstock website. If you need parts from the Maker-E, you MUST order from here.

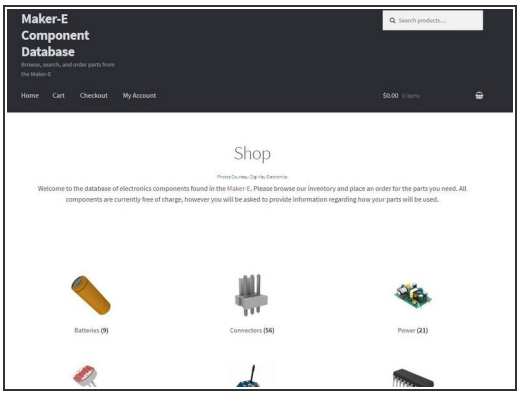
Written By: Ryder R. Nance

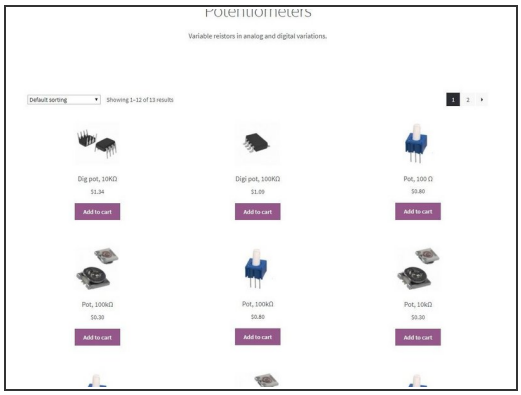


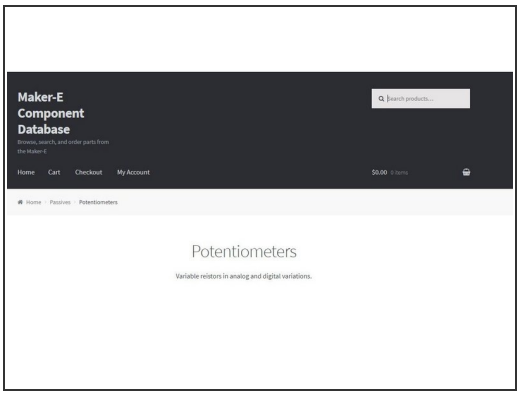


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Step 1 — Navigate to the site

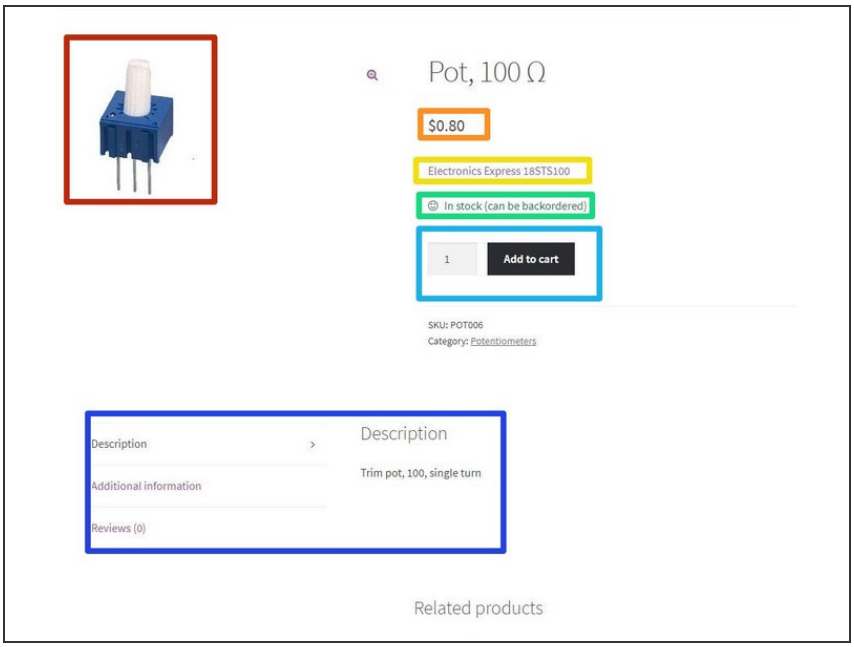






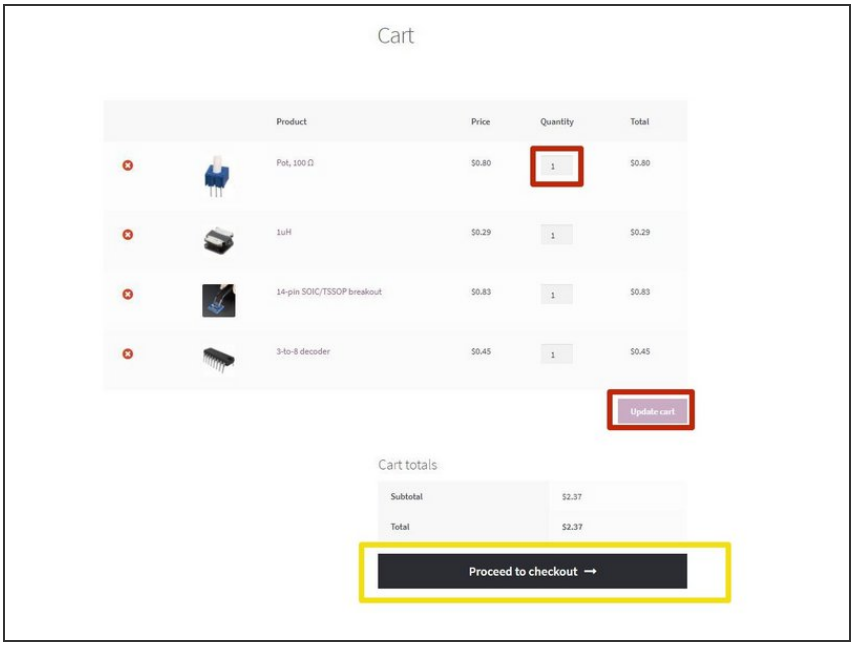
- Navigate to ***makerstock.blogs.bucknell.edu***
- You will need to login in order to access this page.
- Navigate the site to find products. You can navigate by category or by searching in the top of the page.

Step 2 — Product Page



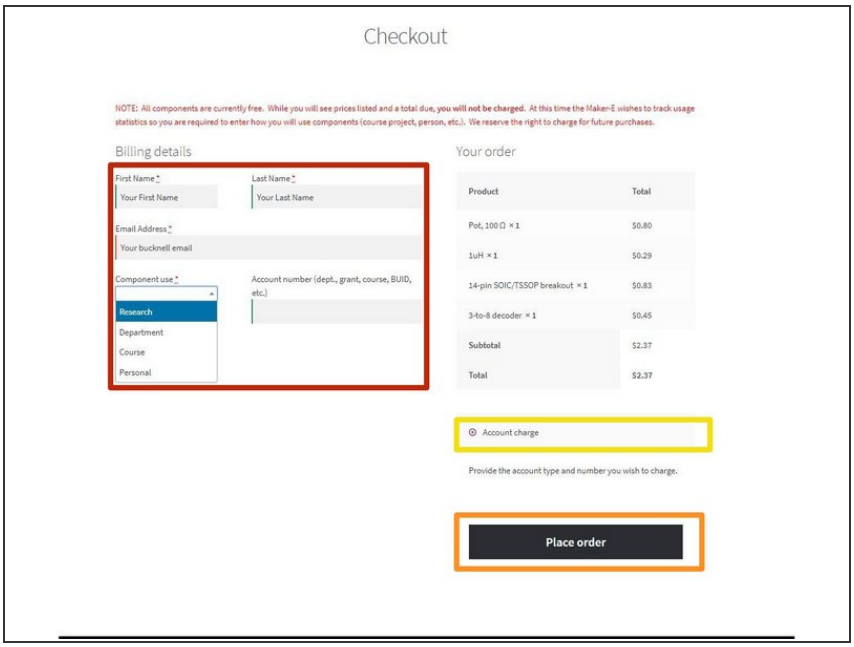
- Once you click on a product, you will see the product page. Here you can :
- View a product image
- See the price (Note that as of now, all parts on the website are FREE, but the price is still displayed).
- View a link to the manufacturers website or the page on DigiKey. If you are looking for the **datasheet**, you will find it here.
- View the current stock. If the product is not in stock, please talk to the Lab Director or a technician.
- See more details about the part including operational parameters
- Add the product to cart. You must do this for all parts that you want.
- Once you add the product to cart, you will see a green banner come across the screen indicating the part is in your cart. You will also see an increase in the number of items in your cart, at the top right of the screen.

Step 3 — Edit Cart



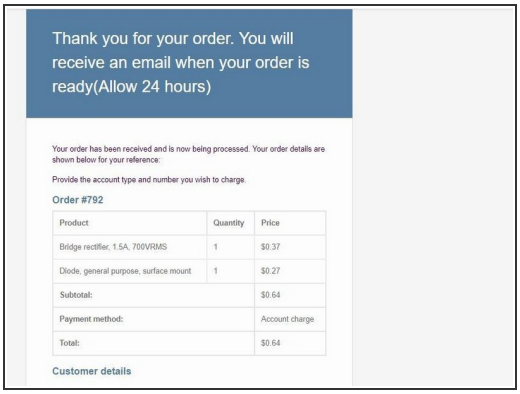
- Once you have added all of your products to your cart, you can view cart. This is done by clicking the cart button at the top of the screen
- You will then see a screen that shows you all of the products in your cart.
- Verify that the quantity of the parts that you have is correct. If you change a value, click the update cart button
- ⓘ At the bottom of the page, you will see the total price for all of your parts. Remember that this price is not important. All of the parts are free. The price is for internal reasons.
- When you are satisfied with the accuracy of your cart, click proceed to checkout

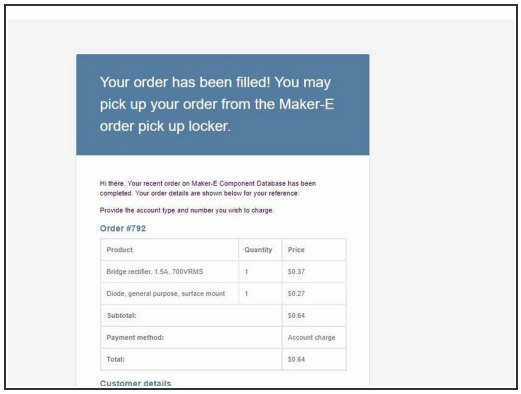
Step 4 — Place Your Order



- First, enter your personal information in the text fields. Your email address is required, as we will use it to send order confirmations to. Also, indicate what you are using the parts for with the drop down menu
- The method of payment for parts is an account charge. The parts are free. You can leave this part alone
- When you are done, click place order.

Step 5 — Confirmation







- Once your order is received, you will get an email confirming it with the subject: "Your Maker-E component database order" After you receive this email, you know your order is being filled. Please wait until you receive the next email before asking about your order(unless the order is extremely urgent)
- The second email will tell you that your order has been filled and you can come pick it up.
- Next you can pick up the order in the makerstock pickup locker. The code is 676