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www.vwr.com

Master Order M160024

Sourcing Partnership

What does this mean to me?

* All scientific lab supplies, equipment, furniture, chemicals, media, etc are covered by this agreement. Anything that VWR International sells is covered under this agreement.

* **All bidding requirements eliminated (all reqs over \$5k must still be sent to purchasing)**

* Deep discounts 5%-80%+

* No freight, dry ice, hazardous, fuel, or DFS charges

* Delivery stock items 1-3 days

* Delivery non-stock items 5-7 days (subject to mfg availability)

* No return charges

* No restock fees (exception: custom orders)

* Access to over 1 million products from over 5,000 suppliers

* <http://www.mallbaker.com/eiprogram/eiprogram.asp> specialty chemicals pricing link

* New Product lines added: **New Brunswick products, Perkin Elmer HPLC systems, consumables, and spectrophotometers.**

* On-line ordering capabilities 24/7. You can place your orders on-line, view your contract pricing, track orders, check stock, etc. You must have an account and an on-line ordering profile to perform these functions. **If you need an on-line ordering profile set-up, please contact Dicki (see below)**

* HUB Component available- ***100% HUB Credit thru CT Biomedical with all benefits above-contact Dicki Murrell or Diane Rothe for more information (ctbiomedical@aol.com)**

* Applies to all TAMU System Parts/Departments

For more information, contact Dee Ann Schneider, da-schneider@tamu.edu at 979-845-4771, or Dicki Murrell at dicki_murrell@vwr.com, 281-935-9205.

Log in

Log onto vwr.com

User name: enter your e-mail address
Password: case sensitive

To change your password:



- Click **My Accounts**, select **EDIT YOUR PROFILE**
- Passwords are 4-8 characters (case sensitive)

Forget your Password – Call 1-888-320-4357

Shopping / Searching

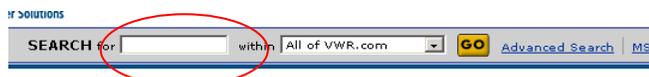
Order Entry Page:



- Use **'VWR #'** when you know the VWR catalog number (cross referencing not needed)
- Simply enter the catalog number, unit of measure (system will prompt you if you do not know this), and quantity. Click "Add to Basket"
- You can customize the page to enter 5 to 50 items. Select **SET ROWS**
- Use **'Any #'** to select a product using the VWR, Manufacturer or Competitor's Catalog number.
- Enter catalog number you are searching for, tab to the unit of measure field. A pop up box will appear displaying equal or alternate product options. Enter a quantity and "Add to Basket"
- Upload a List of Products: Ability to upload an excel list of products directly into your shopping basket. Click on [How to make an upload file](#).

Search

The Keyword Search box will accept a product name or VWR, Competitor's or Manufacturer's Catalog Number.



To refine your search use the box on the left side of the screen

Create a Shopping List

Frequently used or hard-to-find items may be saved as a Shopping List. These lists allow a user to quickly load items to a future Basket. Lists may be modified or deleted at any time.

- Build the Shopping Basket with desired items.
- Select Shopping List icon in the Shopping Basket.
- Click Add to Shopping List. Name List. Save
- To access lists, Click on My Account Tools – Select 'Shopping List'.

Quotes on the Web

To view your quotes, click on My Quotes, on the left side of the screen under MY ACCOUNT Tools.

Quotes

• [My Quotes](#)

To view and order the items in a quote, click "add" link to add all of the items to your shopping basket.

- Your shopping basket must be clear before the quote is added

Chemical Specific Search Options



Enter **CAS Number, Chemical Name or Synonym, Chemical Formula, or Molecular Weight**. Click Search

Sub-structure Chemical Search: Draw the molecule, click Search. Products will be listed which match the specifications provided.

Certificates of Analysis & MSDS: Enter Chemical part number or name. For CofA's, enter the specific lot number. If not provided, system will provide most recent lot specifications.

Shopping Basket Review

Shopping Basket Review	
Description	Brief description of product.
Catalog #	Click on VWR Catalog # to access Product page with similar products and accessories.
Qty	To modify quantity, change value and Click "Update Basket"
Availability	In Stock: Shipping from Primary Warehouse
Price	Obtain your Contract Price
Delete Item from basket	Select garbage can icon at far right 

VWR Support

VWR Website Support: 1-888-320-4357
VWR Customer Service: 1-800-932-5000

For Internet questions contact website support. For all other questions please contact customer service.

Check Out

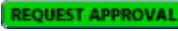
Click  on Shopping Basket page

Shipping Information:

- Shipping location displayed based on VWR account number.
- Enter “**Ship to Attention**”
- Order Summary is listed
- Enter “**E-mail Notification**”
- Select 

Payment Information Page:

- Payment Information: PO number or Major Credit Card maybe used (required field)
- Cost Codes: Supports projects and departments

Select  at bottom of page or select submit if you are the final approver.

Order Confirmation Page:

VWR order number is provided.
Orders routed for approval will show approver’s email address.

Approver Instructions:

Approver will receive an email notifying them of an order pending approval on VWR.com.

- Login with your email address and password.
- Go to “Pending Order Approval”. Under MY ACCOUNT tools, left side of screen.
- Click on order number link to access orders to be approved.
- Click on SUBMIT to approver order and send to VWR.

Approver can approve or deny items, change quantity ordered, and send note to originator of the order.

Product Availability Icons

Availability Icon	Definition
	It is possible there may be a substitute product but unlikely it is the exact product. Customer service will help or suggest a replacement.
	Your organization has the ability to place a limit on your order, check with purchasing or your local sales representative.
Inverted Triangle	Replacement product Item listed below.
	In certain states, a License is required to purchase items; VWR must have this license on file before these types of products can be ordered.
	Some products require special handling, have short shelf lives or are stored at the supplier. These products will ship directly from the manufacturer.
	Some products require special handling, have short shelf lives or are stored at the supplier. These products will ship directly from the manufacturer. However, these particular DFS items show availability from the supplier during order placement.
	VWR’s Market Source Supplier product. Products are shipped directly from the supplier. Freight charges may apply.

Order Status/Tracking/Packing Slips



Access all order activity

1. Click on Order Status on the toolbar
2. View list of all order placed with VWR
3. Order search options:
 - VWR Shipping Account Number
 - Order Confirmation Number
 - Purchase Order Number
 - Date Range

Order Details page

1. Order tracking
2. Download Packing Slip copies
3. Order Totals
4. Download Invoice copies

NEW FOR 2011-CLICK TO CHAT



Need help, but don’t want to pick up the phone and call?

Just CLICK TO CHAT!

1. First log-in to www.vwr.com
2. Click on the Order Status tab
3. Click on NEED HELP? Click to chat, and begin your session with a VWR customer service representative