

VWR.com Quick Reference Guide

Accessing VWR

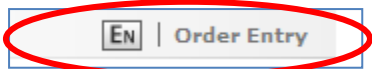
Punchout to VWR.com from your Procurement application or ERP system.

Return to the Welcome Page

Click on "My Account" in the top (blue) navigation bar to return to the Welcome Page.

Building a Shopping Basket

Order Entry - Quickly add a list of catalog numbers to your basket.



- Click on "**Order Entry**" located in the upper right side of the screen
- Enter a VWR part#, manufacturer or competitive catalog number along with Unit of Measure and quantity
- For non-VWR numbers, you will be given cross reference alternatives to select from

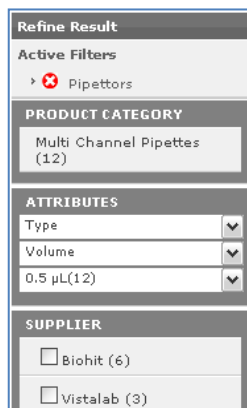
Search - Find products using text searches or part number searches either with the quick search or with advanced search.



- Enter any keyword or number and search will find matches against product information, MSDS, Certificates and website content.
- As you type, search will "auto suggest" searches
- Use search to cross reference competitor or manufacturer part numbers.

Search Results – Different views and powerful refinement tools make searches faster and more successful.

- Refine** your results by:
 - Product category
 - Product attributes
 - Supplier
 - Or, Search within your current results using additional keywords.
- Refining = No Dead-Ends and no endless scrolling!
- Use **different views** to navigate results. "List View" shows all product/size combinations and enables you to add directly to your basket or compare products. "Grid View" shows you a basic rolled-up view of products in an easy to navigate visual presentation.



Product Pages

Product Pages – Order products and accessories from the product page, but also find everything related to a product from Sales Literature, to Manuals, to MSDS and Certificates.



Products in your Shopping Basket

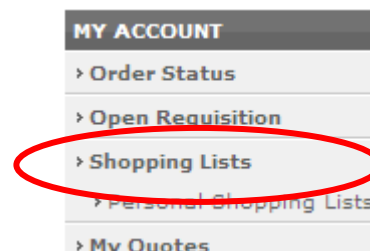
Controls allow users to change the display of information in the basket to fit your needs.

- View contract price
- Product availability - including shipping warehouse & estimated shipping dates
- Change quantities
- Remove items
- Save items in the basket as a shopping list.

Shopping Lists

Shopping Lists - Frequently ordered or hard-to-find items may be saved as a Shopping List. These lists allow you to quickly load items to a future Basket.

- To build a shopping list, place products in your basket and click "Save as Shopping List", name your list
- Save lists can be accessed under MY ACCOUNT then manage that list from the "Shopping List" page.
- You can also add items from product pages to existing lists.



My Quotes

If you requested a quote from your Sales Representative, you can access the quote when you punchout to VWR.

- You will receive a quote number and access code via email
- To add quoted products to your shopping basket click on the "My Quotes" link in the "My Account" left navigation,

Advanced Search Options

| **Advanced** | MSDS | Certificates

Advanced Search

Advanced Search	MSDS Search	Certificate Search	Chemical Structure Search
Keywords: <input type="text"/>	CAS Number: <input type="text"/>		
Supplier Name: <input type="text"/>	Chemical Formula: <input type="text"/>		
Part Number: <input type="text"/>	MDL Number: <input type="text"/>		
	Merck Index: <input type="text"/>		

Advanced Search:

- Use key words, manufacturer name, or part number

Chemical Search:

- Click on Advanced and click on Chemical Structure Search, along with additional search tips

MSDS and C of A's

| Advanced | **MSDS** | Certificates

- In the center of the screen – select link to MSDS or Certificate of Analysis
- Download a MSDS; enter chemical name, manufacturer, or catalog number
- Certificates of Analysis: click on link and follow prompts

VWR Support Team

VWR.com Website Support:

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or

Click-to-Chat

