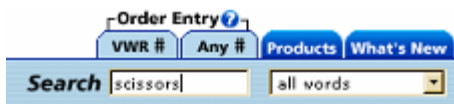


## Enter HopkinsOne eMarketplace ...

You can order from VWR two ways:

**Go to Hopkins Select eMarketplace** and click on the **VWR logo** - follow instructions below.

\*Or\* for blocked or specially quoted items:



### Text in the information directly into the shopping cart

- Text in description and price in the shopping cart.
- Click on the magnifying glass
- Under "Sources of Supply" Preferred vendor, enter **VWR Vendor #1011525**
- If you have been provided with special pricing via a VBQ, attach this document to your shopping cart via "documents/attachments"

## Shopping on VWR eMarketplace

### Add Items to Your Shopping Basket

- Click on the **Order Entry** tab to add a VWR, Manufacture or Competitor's Catalog #.
- For a **VWR #**, go to **Order Entry – VWR #**. Enter the Catalog #s. Enter the Unit of Measure and Quantity. If you do not know the U/M, the options will appear after you Click "Add to Basket".

**Enter: PH8836**

**System will prompt you to select a Unit of Measure from the drop-down box. Enter Qty.**

- For a **Manufacture or Supplier's #**, go to **Order Entry – Any #**. A cross reference will provide the user with options for that catalog #. Select the product, Unit of Measure and Qty. A second line will be provided for additional items.

**Enter a Competitor #: H3904**

**A list of exact or alternate products (up to 5) will be provided. (Product will be identified as to the type of match). Make selection. User will be prompted to select UOM and Qty.**

## OLIGO CONFIGURATOR

**Oligo Configurator:** Order your Custom Oligos online. Click on Products – Select Oligo Configurator for complete details. Available thru MWG.

## VWR.COM Keyword & Catalog Search

**In the initial search you can enter a description, part # or a supplier name. Once you have launched the search there will be an option to search with in results on the left side of the screen.**

**Refine your search by keywords or by supplier name:**



**Select your preferred product by clicking on the Product Title shown in blue and underlined:**

## Chemical Search

### Chemical Search

Click 'Advanced Search'

Select **Chemical Search**: Search by CAS#, MDL#, M.W. or Formula: **Enter CAS# 67-64-1**

Search Results

VWR Catalog #	Unit	Description	
AAA1757L-0F	EA	CYCLOHEXANOL, 99% 2.5L	<a href="#">Add to Basket</a>
AAA1757L-4E	EA	CYCLOHEXANOL, 99% 100ML	<a href="#">Add to Basket</a>
AAA1757L-4E	EA	CYCLOHEXANOL, 99% 500ML	<a href="#">Add to Basket</a>
001-01202-5	EA	CYCLOHEXANOL 500ML	<a href="#">Add to Basket</a>
273201-1	EA	CYCLOHEXANOL, REAGENT 500ML	<a href="#">Add to Basket</a>
273201-1	EA	CYCLOHEXANOL REAGENT 4L	<a href="#">Add to Basket</a>

Select **Sub-structure Search**: Draw a molecule, Click Search – Products will be listed which match the specifications provided. Ability to upload molecular structures from your desktop.

**Obtain Certificate of Analysis and MSDS information**

## 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 the list.
- To access lists, Click on My Account Tools – Select 'Shopping List'.
- Shopping lists may now be downloaded /uploaded. **Click on Manage Lists** to access details of this feature.

## VWR Shopping Basket

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 AWS: Source from a 2 <sup>nd</sup> or 3 <sup>rd</sup> warehouse See Key for additional Availability Info
Price	Obtain your Contract Price

## Order Checkout

### Checkout

Click **CHECKOUT** in Shopping Basket and this will pull you back into SciQuest.

Once back in SciQuest, choose "**Transfer order to SAP Shopping Cart**" on the top left side of the screen. This will put you back into the Shopping Cart.






## Support

If you are looking for an item already ordered, looking to RUSH an item, finding out if an item can be sourced elsewhere if on backorder, need a PRICE QUOTE, schedule a product RETURN: **PLEASE CALL VWR CUSTOMER SERVICE: 1-800-932-5000**

VWR Website Support Help Desk: 1-888-320-4357

## Availability Icon Key

VWR has created symbols and icons to allow you to quickly recognize the status of your ordered items.

Availability Icon	Definition
	"This product is currently not available on the web site. Please call VWR at 1-800-932-5000 for pricing and ordering information." It is possible there may be a substitute product but unlikely it is the exact product. Customer service will help or suggest a replacement.
	"The total price of your order exceeds your spending limit of \$XXXXX.XX." Your organization has the ability to place a limit on your order, check with purchasing or your local sales representative.
<b>Secondary Or Tertiary Warehouse</b>	VWR will source your order from a Primary warehouse based on a customer's location. If unavailable from this site, the web will check a Secondary or Tertiary warehouse to fill the order.
<b>Inverted Triangle</b>	Replacement Item listed below. Requested item has been discontinued. For equal replacement, note new #.
	"Requires special licensing for purchase. Please call 1-800-932-500 for more information." 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.
	"Product shipped directly from manufacturer. If availability is critical, call VWR at 1-800-932-5000." Some products require special handling, have short shelf lives or are stored at the supplier. These products will ship directly from the manufacturer.
	"This item is being shipped directly from one of our suppliers. Shipping time and cost may vary. Please contact VWR customer service for more information." 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.

For questions, quotations, or help with placing your orders on the new system, please call:

**Christine Brazel**

443.223.9693

[Christine\\_brazel@vwr.com](mailto:Christine_brazel@vwr.com)