



VWR.Com Quick Reference Guide Go to: www.vwr.com

Member Login

- Your Organization should have provided you a username and password that will allow you to access its procurement application. Once you've logged in, maneuver your way to the Supplier Punchout Catalog, select VWR International and begin shopping as described below.

Shopping / Searching

Order Entry



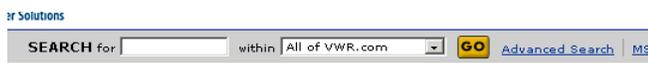
- Click on **'VWR #'** tab if you only need to quickly enter VWR # and do not require a catalog # cross-reference. A user may select 5 to 50 rows per page. Simply enter the Catalog #, U/M & qty. Click "Add to Basket".
- Click on the **'Any #'** tab to add a VWR, Manufacturer or Competitor's Catalog number.

In the line provided, enter the **Catalog #** you are searching for and tab to the unit of measure field. A pop up box will appear as follows with equal or alternate product options. Enter a quantity and Add to Basket.

Order Entry allows a user to upload data from a PDA or file.

Search

The Keyword Search box will accept a VWR, Competitor's or Manufacturer's Catalog #. User may also enter a product description.



- Catalog Product Search:** Select Product tab. Select the desired online catalog. Click on the alpha category of your product name. Refine your search by entering description or by selecting vendor(s).
- Advanced Search Options** Search using key words, mfg name, part#, ASTM#. Use "all", "any", or "exact phrase".

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.
- New!** Click on **Manage Lists** to upload an existing file to your VWR Website Shopping Lists.
- To access lists, Click on My Account Tools – Select 'Shopping List'.

Chemical Specific Search Options

[Advanced Search](#) | [MSDS](#) | [Certificate of Analysis](#)

Enter **CAS #, 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 # or name. For CofA's, enter a specific lot #. If not provided, system will provide most recent lot specifications.

Oligos Configurator: Order your Custom Oligos on line. Access detailed information on this feature by Clicking on Oligos Configurator link under My Account Tools.

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 nd or 3 rd warehouse
Price	Obtain your Contract Price

Checkout

Click **CHECKOUT** in the Shopping Basket and you will be returned to your organization's Procurement application. There you will complete your order and comply with workflow and approval processes.

Order Status/Tracking/Packing Slips

Order Status



Access all order activity

- Click on Order Status on the toolbar
- View list of all order placed with VWR
- Order search options:
 - VWR Account #
 - Order Confirmation #
 - Purchase Order #
 - Date Range

Order Details page

- Order tracking
- Download Packing Slip copies
- Order Totals
- Download Invoice copies

Support

VWR Website Support: 1-888-320-4357
VWR Customer Service: 1-800-932-5000
VWR Sales Rep: Josh Johnson 319-541-0028
Josh_johnson@vwr.com

VWR Iowa Support Specialist: Amy Terry
877-897-6377 x 121670 Iowa_support@vwr.com

For Internet questions contact website support. For all other questions please contact customer service or your Iowa Support Specialist Amy Terry.

Market Source

Reduce / Consolidate Purchase Orders and Invoicing

- ✓ Streamline purchase order, invoicing, receiving, and payment processes
- ✓ Standardize payment method
- ✓ Reduce/eliminate maverick spending

Better Supplier Management

- ✓ Reduce / eliminate new supplier credit / Account Set-up
- ✓ Minimize catalog management
- ✓ Focus on supplier management goals
- ✓ Single point of contact

Contact your VWR Sales Representative to find out how you can access over 8,000 additional suppliers.

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.