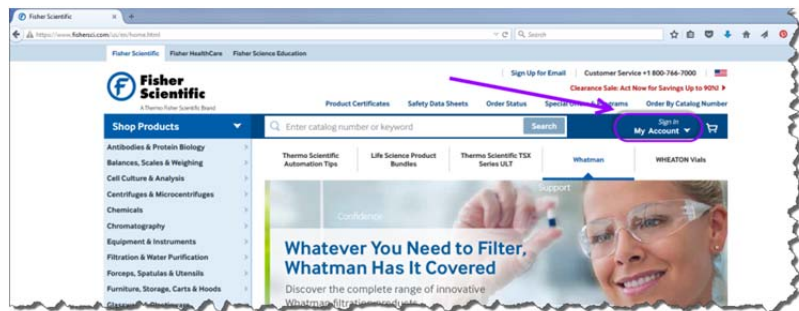
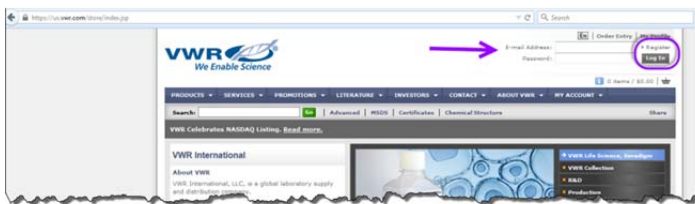


How to Order Lab Supplies from VWR, Fisher or Grainger

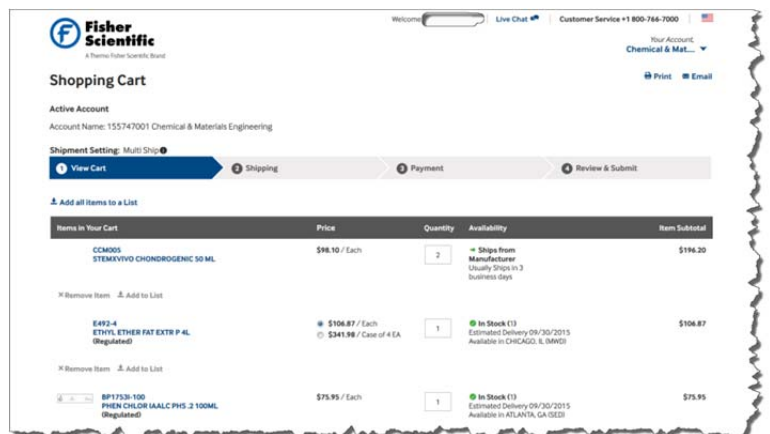
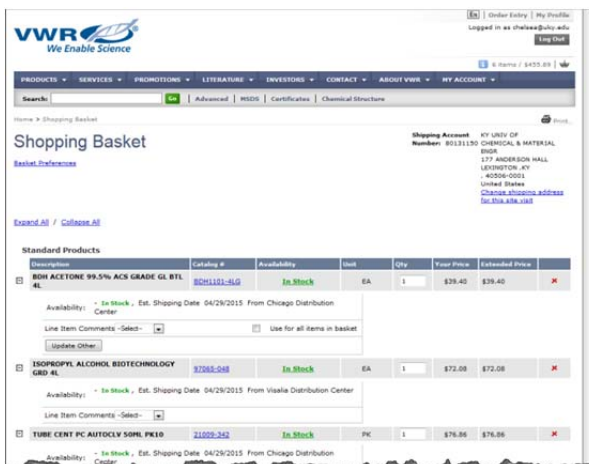
Tip #1: Check the VWR website for lab supplies and chemicals -- even if you always used to get them from Fisher, Sigma, etc. The new VWR contract includes negotiated pricing as well as a 2% rebate to departments for all orders placed with them using the new system.

Step One: Log in to www.vwr.com, www.fishersci.com or www.grainger.com

(You can register as a new user if necessary. Our VWR shipper number is 80131150, the Fisher account is 155747-001 and the Grainger account number is 816428676).



Step Two: Search for your items and build a shopping cart.



If an item you want appears as "restricted" or you are unsuccessful in adding it to your shopping cart, contact the CME Business office (Marlene or Chelsea) for assistance with placing this order.

Step Three: Print Your Shopping Cart .

Click <File> <Print> and choose “Adobe PDF” if you have it. Otherwise, a screenshot will also work just fine.

The screenshot shows a web browser window with a shopping cart interface. A print dialog box is open in the foreground, showing the printer selection (Adobe PDF), status (Ready), and print range (All, 1 to 1). The background shows the shopping cart with a table of items:

Description	Catalog #	Availability	Unit	Qty	Your Price	Extended Price	
<input type="checkbox"/> BDH ACETONE 99.5% ACS GRADE GL BTL 4L	BDH1101-4LG	In Stock	EA	1	\$39.40	\$39.40	✘
Availability: - In Stock , Est. Shipping Date 04/29/2015 From Chicago Distribution Center							
Line Item Comments: -Select- <input type="checkbox"/> Use for all items in basket							
<input type="button" value="Update Other"/>							
<input type="checkbox"/> ISOPROPYL ALCOHOL BIOTECHNOLOGY GRD 4L	97065-048	In Stock	EA	1	\$72.08	\$72.08	✘
Availability: - In Stock , Est. Shipping Date 04/29/2015 From Visalia Distribution Center							
Line Item Comments: -Select- <input type="checkbox"/> Use for all items in basket							
<input type="checkbox"/> TUBE CENT PC AUTOCLV 50ML PK10	21009-342	In Stock	PK	1	\$76.86	\$76.86	✘
Availability: - In Stock , Est. Shipping Date 04/29/2015 From Chicago Distribution Center							

Step Four: Send the PDF/screen shot shopping cart to your supervisor for approval.

Ask your supervisor to reply with “approved” and to provide the 10-digit account number for the project or cost center they’d like charged.

Step Five: Send your request to cmeorders@enr.uky.edu.

Send an email with your supervisor’s approval, the account number and your PDF or screenshot to us at cmeorders@enr.uky.edu. We will place your order for you and email you to let you know it’s been done.

Step Six: Turn in the Packing Slip!

Believe it or not, this is the most critical step for us on the business side. The vendor will not be paid until and unless we “confirm” receipt of your items so we will need the packing slip. If, for some reason, no packing slip arrives, please be sure and send us an email letting us know which exact items and quantities you’ve received.