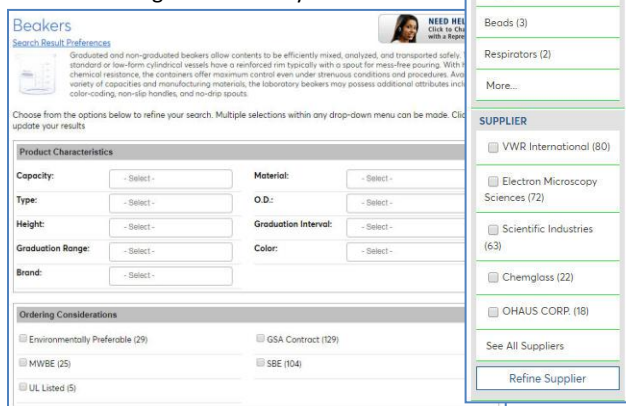# VWR.com Punchout Quick Reference Guide

Searching

Searching - 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. Results are weighted on how well the data matches your search word (relevancy).

- **Refine** your results by:
  - Product category
  - Product attributes
  - Supplier
  - Or, Search within your current results using additional keywords.
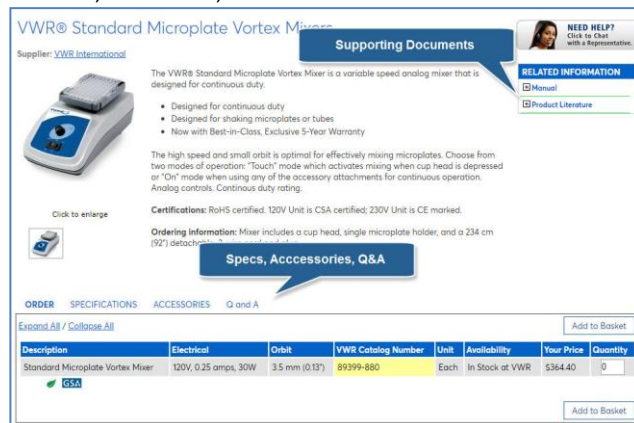
- **Advanced Search:** Search for matches against specific product information, like CAS number, chemical formula, chemical name / synonym, or molecular weight.
- **MSDS Search:** Search for MSDS by part number or text to locate a pdf version of the MSDS to download or print.
- **Substructure Search:** Draw the molecule, click Search. Products will be listed which match the specifications provided.

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.

Building a Shopping Basket

Order Entry - Quickly add a list of catalog numbers to your basket.
- Use VWR, Manufacturer or Competitor's Catalog Numbers along with Unit of Measure and Quantity.
- For non-VWR numbers, you will be given cross reference alternatives to select from.
- Enter up to 35 items at a time.
- Rather than browsing and searching, upload a CSV or text file of part #s.

Shopping Lists - 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.
- To build a shopping list, place products in your basket and click "Save as Shopping List", name your list, then manage that list from the "Personal Shopping List" page.
- Add items from product pages to existing lists.

Upload To Basket

- Rather than browsing and searching, upload a CSV or text file of part #s directly to the Shopping Basket.

Manage Products In The Basket – Tools in the basket allow users to manage items and accounting data at the line level. Controls allow users to change the display of information in the basket to fit their needs.

- View contract price and availability (Including shipping warehouse & estimated shipping dates)
- Change quantities
- Remove items
- Add line accounting data for each item
- Add line comments for each item
- Share the basket via e-mail
- Save items in the basket as a shopping list.

Order Status

- Use the drop-down menu to select a time frame of one day, one week, one month, or three months.
- After entering the number associated with the order and specifying the date range, click the "Search" button.
- Search by your PO number, Invoice Number, Web Order Number or Part Number
- Access to packing slips, invoices, and carrier tracking information.
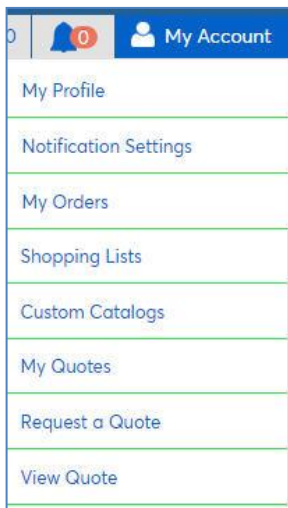
VWR Building Blocks Portal / Compounds

- Access 650,000 compounds through www.vwr.com
- Sub-structure, similarity or exact search; or use an SD file, SMILES, chemical name, CAS number, MCFD number etc
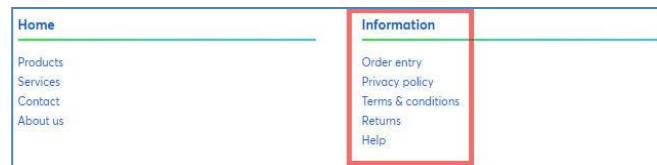- Real time price and availability
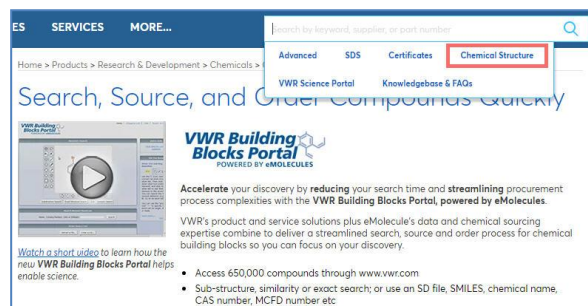
Support

- *VWR Website Support:*
  Phone: 1-888-320-4357, Option 3
  Email: solutions@vwr.com

- *VWR Customer Care:*
  Phone: 1-800-932-5000

- *VWR.com Click-to-Chat Support:*
  Online: Click for quick support.

- *Help Topics Available On VWR.COM:*