

VWR.com Online Quote Access

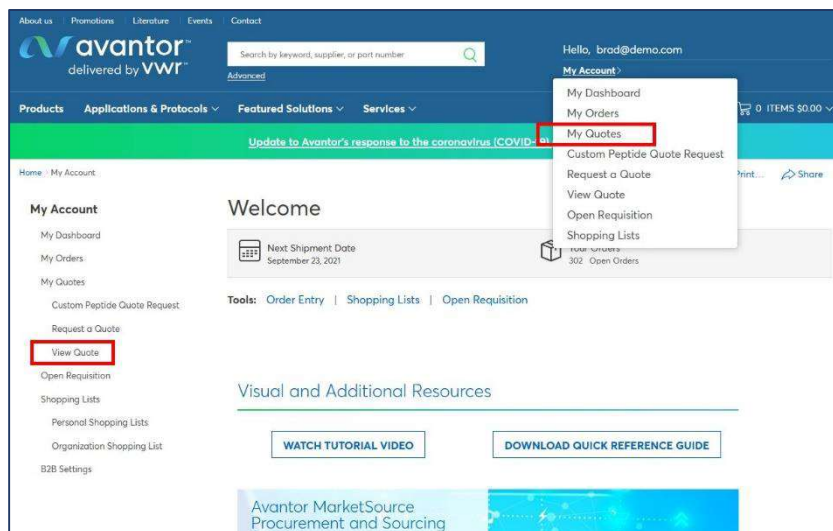
Quick Reference Guide



1. Punchout from your Procurement System to VWR.com

2. Click My Quotes

Located on the left side of the page or under My Account (drop down menu)



3. My Quote Center:

- Search for quotes by:** Quote#, Web Quote#, Your Reference Number or by Catalog Number
- Limit Search Results by day range:** 1 week, 30, 60, 90 days or All Available (since the beginning of time)
- Filter Search Results by Quote Status:**
 - Available** (Ready to order)
 - Draft** (Started but not yet requested for quoting)
 - Requested** (Sent to VWR to have the quote created)
 - Expired** (Created but not long valid. These can be re-instated by a VWR Sales Rep)
- View**
 - Displays the details of the quote and allows the user to update quoted item quantities and add items to the shopping basket
- Add to Cart**
 - Places all items in the selected quote into the shopping basket. Item quantities can be updated or items can be removed from the basket from the shopping basket page
 - Add other products to your cart from search or shopping lists
 - Check out -> Done!

