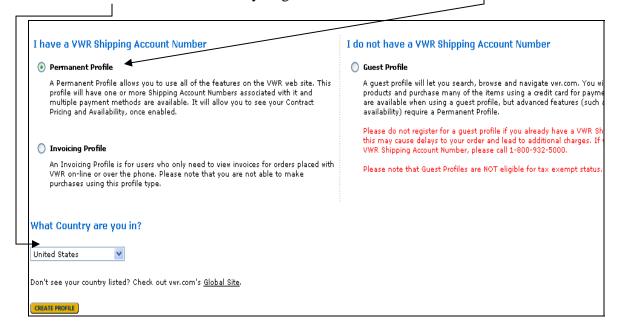
VWR Green Purchasing Instructions

- * Note: These instructions are to aid you in purchasing green products supplied by VWR. You may still purchase any product found in VWR's paperback or online catalog. You are NOT limited to only those products identified as green.
- Navigate to VWR's product website http://www.vwrsp.com
- In order to view products with the correct contract pricing applied, please login with your Username and Password. If you have not already created a Username and Password, then click on the Button.



• You will next be navigated to a Profile selection screen. Choose *Permanent Profile* and *United States* for the country origin. Click CREATE PROFILE.



- The next screen will be a Personal Information screen. Fill in the requested information including a Password.
- There is a field labeled *VWR Shipping Account Number*. In this field type in the following number: 2116726.
- After you have filled in all the required fields click CREATE PROFILE
- An email will be sent to the address you specified. Follow the directions on this email.
- After you have finished the directions of this email and submitted, you will be sent a
 final confirming email stating your account and contract pricing have been approved.
 Login using your Username (email address) and Password.
- In the upper left hand corner of the webpage there is a *Products* menu. You can search for the product you need through this menu option.
- The VWR website or catalog does not specify green product attributes. So once you have located the desired product from VWR's listing you can contact the VWR sales representative to obtain a quote for a green equivalent product or check to see if the listed item you wish to purchase is a green product.
- For assistance in obtaining a quote or verification contact the UNLV account representative Myles Van Brocklin at myles_vanbrocklin@vwr.com or phone number 702-403-6766.
- Once you obtain a quote for the item you are requesting, you can complete your order online through VWR's webstie or submit via a requisition.
- For assistance with finding a green VWR product you may email your green purchasing team at BuyGreen@unlv.edu