

## 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 **REGISTER** button.

The screenshot shows the VWR website homepage. At the top left is the VWR logo with the tagline "Supplier Partnerships for Customer Solutions" and the website address "vwr.com 1.800.932.5000". A search bar is located at the top right. Below the search bar is a navigation menu with links: Home, Products, Services, Programs, Request a Catalog, About Us, and Inquiries. On the left side, there is a "LOG IN" section with fields for "Username/email:" and "Password:", a "LOG IN" button, and a link for "forget your password?". Below this is a message: "If you do not have a login, you will need to create a profile," followed by a "REGISTER" button. An arrow points from the "REGISTER" button in the list above to this button. In the center, there is a "FEATURED PRODUCT" section for the "2007/2008 Chromatography & Filtration Catalog" with a "NEW!" banner. To the right, there are sections for "LABORATORY NECESSITIES" featuring "VWR® Storage/" and "VWR® Spinbar M".

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

The screenshot shows the "Profile selection screen" with two main sections: "I have a VWR Shipping Account Number" and "I do not have a VWR Shipping Account Number". Under the first section, there are two radio button options: "Permanent Profile" (which is selected) and "Invoicing Profile". A description for the Permanent Profile states: "A Permanent Profile allows you to use all of the features on the VWR web site. This profile will have one or more Shipping Account Numbers associated with it and multiple payment methods are available. It will allow you to see your Contract Pricing and Availability, once enabled." Under the second section, there is a "Guest Profile" option with a description: "A guest profile will let you search, browse and navigate vwr.com. You will be able to purchase many of the items using a credit card for payment. Advanced features (such as contract pricing and availability) require a Permanent Profile." Below these sections, there is a question "What Country are you in?" with a dropdown menu showing "United States". At the bottom, there is a "CREATE PROFILE" button. Arrows from the list above point to the "Permanent Profile" radio button and the "United States" dropdown menu.

- 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 
- 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](mailto: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 website or submit via a requisition.
- For assistance with finding a green VWR product you may email your green purchasing team at [BuyGreen@unlv.edu](mailto:BuyGreen@unlv.edu)