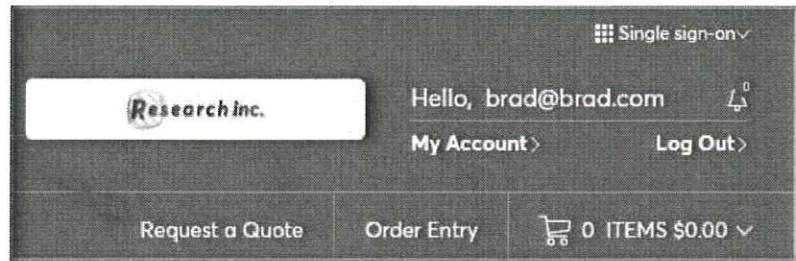


VWR.com Request for Quote User Guide



Request a Quote

- Log into VWR.COM using your ID and Password
- Click "Request a Quote" located on the top right-hand side of the page



Start Here

Enter user, department or customer related reference information or comments. This data will be attached to the quote and included on quote documents.

1. Items in Your Quote

As items are added to the quote request, they will be displayed in this section.

2. Add Item to a Quote Request

Enter a VWR or Manufacturer part number. Valid VWR part numbers will automatically be added to your list. Manufacturer part numbers will produce one or more cross referenced items for review (See Fig A below)

3. Uploading Part Numbers

Upload a .CSV formatted file list of VWR and/or manufacturer part number. An upload template and additional help is available in this section.

4. Communication Notices

Quotes request related communications will

automatically be sent to the email associated with your VWR.com profile. Additional email address can be added.

Request a Quote

Quote Information

Web Quote Number: RQ800829 Shipping Account Number: 80622426 3675 MARKET ST PHILADELPHIA PA 19104-2897

Your Reference: Reference PO 12345

Quote Comments: My comments here

Shipping Address: 3675 MARKET ST PHILADELPHIA PA 19104-2897

Items in Your Quote

Description	Part Number	Unit of Measure	Qty
BAG SHRT TERM STORG 7XB PK250	11217-124	Pack of 250	1

Add an Item to Your Quote

Enter Part Number (VWR, Manufacturer, Competitor) Keyword Search

Upload Products from File

Upload a quote by selecting a comma separated (CSV) file below. Download a template or read Upload Products to Quote Help.

Send the Quote

Requester: VWR_Review@mailinator.com

Include a copy to:

Buttons: Cancel Save Draft Request a Quote

Resolving Request/Quote Line

Part number did not exactly match anything in our on-line catalog. But, here is what we have that is close. Were you looking for one of these items?

Description	Supplier Name	Crossed Part Number	VWR Catalog Number	Unit	Your Price	
Small enough to move wherever it's needed, the sidENTRY™ Glove Box features a large side entry door, 44.3Wx 44.3 cmH (17 1/2x 17 1/2") for placing materia...	Bel-Art Products	H30026-0000	47735-326	EA	\$2,092.40	<input checked="" type="checkbox"/>

Buttons: Cancel Accept

VWR.com Request for Quote User Guide



Accessing Your Quotes

Click on the 'My Quotes' link located in the left side Tool Bar or 'My Account' -> 'My Quotes'

On this page, you can enter a quote or web quote# to get quick access to quote details. You can also browse list of quotes that exist the status tabs below:

Available – displays the list of quotes that are available for you to view and order

Drafts – Quotes that are saved and can be updated then submitted for processing

Requested – Quotes that are currently being assembled by the VWR Quotes Team

Expired – Displays expired quotes and product information. You can request updates to expired quotes in order to make them available for ordering and processing.

The screenshot displays the 'My Quote Center' interface. At the top, there are search filters for organization, quote number, and catalog. Below this, a 'Quote Details' pop-up window is shown, containing fields for SAP Quote Number (8031680637), Account Number (80760579), Web Quote Number, Name, Expiration Date (10/28/2021), Email Address (brad@ciema.com), Your Reference (F.Zhu - Naigene, Propanol), and Shipping Account Number (80760579). There are also buttons for 'Cancel', 'View/Print', and 'Add to Cart'. In the background, the main interface shows a list of available quotes with columns for Quote #, Date Submitted, and Your Reference. A table of available quotes is also shown below the pop-up.

Quote #	Date Submitted	Your Reference	Web Quote #	Expiration Date	Quote Total	Action
8031680637	09/28/2021	F.Zhu - Naigene, Propanol		10/28/2021	\$249.78	Add to Cart

Completing the Quote Order Process

Once you have added items from an available quote to your shopping basket, you can continue to search for and add additional items then complete your order through the check-out processes.

For help with quotes or other features on VWR.com

	Click-To-Chat Online Support	VWR e-Business Support solutions@vwr.com 1-888-320-4357, Option 3	VWR Customer Service 1.800.932.5000
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