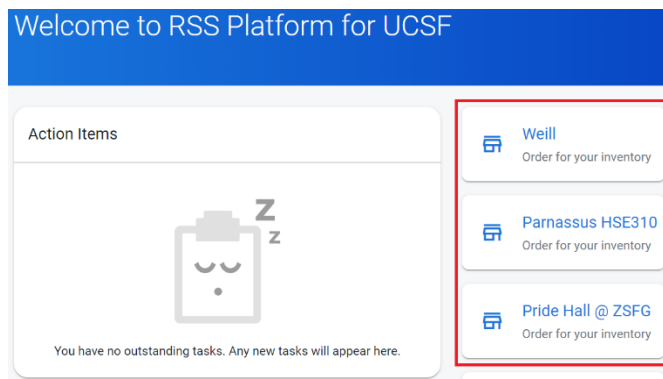


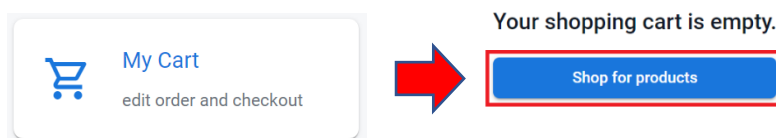
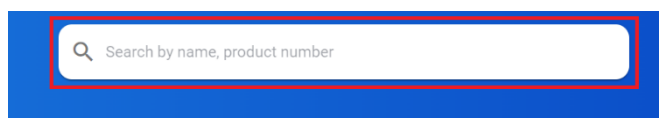


# ChemCentral – Placing an Online Order

1. Log-in to the RSS Platform homepage ([app.riskandsafety.com](http://app.riskandsafety.com))
2. Select the ChemCentral store based on your lab's location as each ChemCentral location carries a different selection of products
  - a. "Weill" is for the Weill Neurosciences Building at Mission Bay



3. Search for a product in the Search by name, product number field and click the product name
  - a. For a list of available products, select "My Cart" and click the "Shop for products" button



4. Select the quantity to be purchased in the Quantity field and click the "Add to Cart - \$[Price]" button, where [Price] reflects the product's total price amount
5. Repeat **Steps 3-4** for every additional product to be purchased, otherwise, click the *Cart* icon then the "Checkout" button
  - a. Only one fund can be used per cart so create separate carts if necessary
6. Select the chemical inventory you are purchasing products for in the Account field then the fund name in the Funds field, choose the preferred receiving method as applicable, and click the "Place Order" button