

Accessing the Purchasing Code

- 1. Log-in to the RSS Platform homepage (app.riskandsafety.com)
- 2. Select the ChemCentral store based on your lab's location
 - a. "Weill" is for the Weill Neurosciences Building at Mission Bay
 - b. "Parnassus HSE310" is for Health Sciences East (HSE), Health Sciences West (HSW), Medical Sciences Building (MSB), and Regenerative Medicine Building (RMB) / Institute for Regenerative Medicine (IRM) at Parnassus

Welcome to RSS Platform for UCSF		
Action Items	G	Weill Order for your inventory
Z	a	Parnassus HSE310 Order for your inventory
You have no outstanding tasks. Any new tasks will appear here.	B	Pride Hall @ ZSFG Order for your inventory

- 3. Select "My Purchasing Code," click the "Generate new code" button, and bring the QR code to the store based on the preferred copy source
 - a. For a **physical copy**, click the "Print" button
 - b. For a digital copy, take a photo of the QR code with your phone's camera

			FETY O N S	My Purchasing Code For Self-Checkout and In-Person Purchases
		.		Warning: This purchasing code is generated for First/Last Name use ONLY. It should not be shared or distributed to anyone. At any time, you may invalidate a current code and generate a new one if your code may have been compromised.
	My Purchasing Code	- 西洋市	<u>í•∎</u>	Generate new code Print
	for self-checkout and in store purchases		F.	
			<u>0</u> :	
		User First/Last Name	Created On 09/02/2021	

Placing a Self Check-Out Order In-Person

- 1. Gather the products to be purchased at the Self Check-Out Station
- 2. Click the scanner button once and listen for a jingle from the computer to confirm that it is connected, otherwise, it is still connected from a recently placed order
- 3. Scan the RFID tag and/or QR code sticker of each product into the <u>Scan product</u> <u>items you want to purchase</u> field, click the "Checkout" button, and scan the Purchasing Code into the <u>Scan Purchasing Code</u> field
- Select the chemical inventory you are purchasing products for in the <u>Account</u> field then the fund name in the <u>Funds</u> field followed by the sublocation in the <u>Transfer Location</u> field and click the "Place Order" button