# ChemCentral – Self Check-Out

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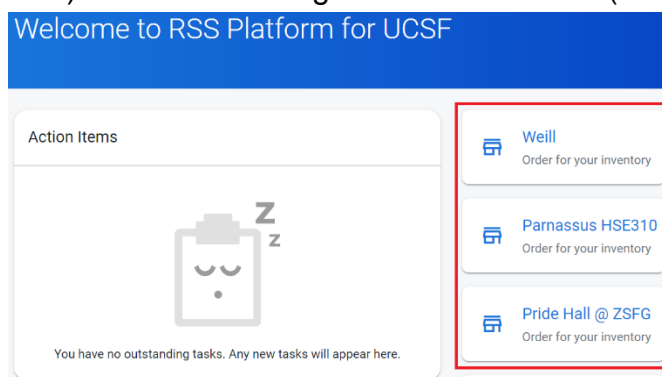
3. Select "My Purchasing Code," click the "Generate new code" button, and bring the QR code to the store based on the preferred copy source
   a. For a **physical copy**, click the "Print" button
   b. For a **digital copy**, take a photo of the QR code with your phone's camera
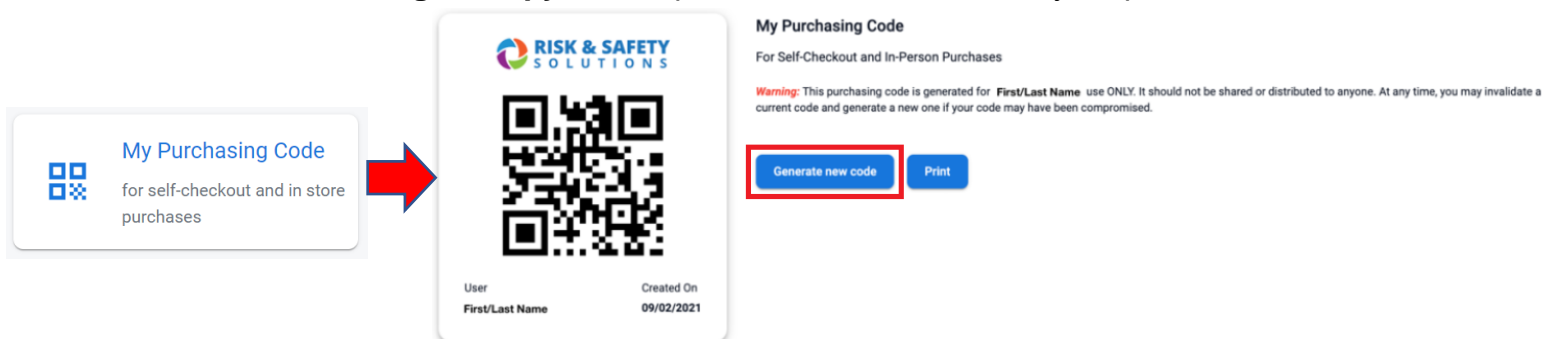
Placing a Self Check-Out Order In-Person

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 Scan product items you want to purchase field, click the "Checkout" button, and scan the Purchasing Code into the Scan Purchasing Code field
4. Select the chemical inventory you are purchasing products for in the Account field then the fund name in the Funds field followed by the sublocation in the Transfer Location field and click the "Place Order" button

For assistance or more information, contact chemcentral@ucsf.edu