Procedure of Requesting Repository Items:

End-Users:

1) Search for chemical/container in the search tab (select “Repository” in sources selection), add the item to shopping cart and press the submission button. This will generate a requisition number similarly to buying host catalogs and Chemstore requisitions.

2) Wait for an email titled “Fulfilled Delivery Request” which details the item/s that were picked and is ready to collect from the ChemStore.

3) Upon collection of chemical/container; the user will need to change the ownership and either put the chemical/container into “in-transit” status or changes it to the appropriate location in lab