

## ChemCentral – Placing an Order

- Go to the RSS Platform homepage: https://app.riskandsafety.com
- Enter the ChemCentral Store by selecting the name of the store (i.e. Weill Building) •

Welcome to RSS Platform					
Action Items	1 - 1 of 1 Weill Building Order for your inventory				
Complete Laboratory Hazard Assessment (LHAT) Weill Neurosciences Chemical Stockroom	07/13/2021 Quick Links				

To search for chemicals you wish to add to your cart, type in the name and select Return/Enter

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If you are unsure of the exact chemical name and prefer to browse available products,

From the ChemCentral homepage, Select "My Cart" •



- shop for products to navigate to the available products page
- Select the product you wish to add to your cart to navigate to the Product Detail page •
- Scroll to the bottom of the page and select the Quantity from the dropdown menu •



- Select Add to Cart \$7.00
- To add the next product, select the back arrow or type the next product in the search box

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<ul> <li>To submit your order, navigate to the Shopping Cart by selecting 2 at the top right</li> <li>Select Checkout</li> </ul>				

- Confirm the Payment Method using the dropdown feature to adjust, as needed
- Choose a Receiving Method and select the Delivery/Transfer Location from the dropdown
- Select Place Order