

# **NJMS-Molecular Resource Facility, MSB, F-503.**

## **Supply Center Online Ordering System (SCOOS)**

Effective from January 1<sup>st</sup> 2007.

### **Steps to Order Online:**

1. Go to our website at <http://njms.umdnj.edu/research/mfrweb/index.htm>
2. Click on **Supply Center** and then click on **online ordering**.
3. Click on **Supply center**.
4. Click on desired vendor to select the item.

**Note:** If you are requesting special order, fill up the fields where it says **special orders** (Unlisted catalog items).

5. Once you finish your shopping, click on checkout button. (**Make sure to click on update totals if you change the quantity**)

6. To log into your account, enter your supervisor Last name and LabID (Issued by MRF).

**Note:** If you don't have an ID number, please call us at 973-972-2625 or email us to [mrfadm@umdnj.edu](mailto:mrfadm@umdnj.edu).

7. Once you login successfully, please fill in the required fields.

Name, Email (Person who is submitting) and Index# or fund# (check if the number is correct to charge).

8. Click on checkout button.

9. Check totals and click on checkout button to place the orders.

10. Take print out (2 copies, One for you and One for us) of the order confirmation page and bring it down when you come to pick up your order.

### **REMEMBER:**

-MRF-Supply Center places orders **MONDAY through THURSDAY** only for next day pick up.

**-All orders must be submitted by 12:30pm to be included for next day pick up.**

-All items must be picked up within one week of the order. After that it will be charged to your account.

Any questions please call us at 973-972-2625 or email us at [mrfadm@umdnj.edu](mailto:mrfadm@umdnj.edu)

For more information please visit our website

<http://njms.umdnj.edu/research/mfrweb/index.htm>.