

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

Supply Center Online Ordering System (SCOOS)

Effective from June 1st 2004.

Steps to Order Online:

1. Go to our website at www.umdnj.edu/mrfweb
2. Click on **Supply Center** and then click on **online ordering**.
3. Click on **Supply center**.
4. Here, you have 2 options.
 1. you can search the item by clicking on **Search button** to see whether we already have that item in our database.
 - or
 2. you can 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.

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 a 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 on **MONDAY'S** and **THURSDAY'S** only for next day pick up.
- All orders must be submitted by 2:00pm 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
For more information please visit our website at www.umdnj.edu/mrfweb.