

# Procedure for accessing on-line ordering for new customers

Please access the store website at <http://isic.epfl.ch/page-16860-en.html>

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## Rechercher

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Disponible au magasin:

Produits chimiques:

Loc: Any

Matériel et produits biologiques:

## User preferences

Default localisation  
(ex. BCH5121, CH.G0.411):  **Your current localisation**

Email address:  **Your email address**

Email confirmation for order:   
Email confirmation for receive:  **4 VERY useful!**  
In order to change the confirmation email status you need to re-enter an email address !!!

Username:  **Use the name on your card**

Password:   
If you want to change your password, please fill the following 2 fields (maximum 10 letters):

New password:  **Create password**

Re-enter new password:  **Repeat password**

Once your account has been configured, you can log in by using the password you created and place orders by using the research tabs on the left side which allow you to access the database of available products and the corresponding suppliers (you do not need to log-in if you only wish to do a search).

Before ordering your product, you can check if this product is available either at one of the stores, or somewhere at the EPFL (in case you only need a small quantity).

If you do not find what you need on the website, you can use either Google or the supplier links available in the "liens utiles" section to find a suitable supplier and place an order with us by email, in which case it is absolutely necessary for you to give us the following information:

- 1) Item name
- 2) Item order number
- 3) Quantity desired
- 4) Price
- 5) Supplier
- 6) For orders over 5000Fr, please include authorization from your superior (Professor, team leader etc.).

## Procedure to purchase material / chemicals from the stores

1) To purchase material / chemicals from the stores CH or BCH, you will need your customer card (see A) to first identify yourself with the scanner

2) You then scan the bar codes of the items you want to purchase (per unit, or per multipack). These bar codes are located on the shelves and NEVER on the items themselves. (see B.)

3) When you're done shopping, do not forget to close your account by scanning the "fin de scan" bar code (see C) that you will find on the scanner support.

A



B



C



Ex: For 1 unit

for 10 units

for a whole box