

How to order online at your convenience using the Rowe Scientific Web Store and its easy to use features.

Welcome to the Rowe Scientific Pty Ltd Web Store!

Your **USERNAME** is:

Your **PASSWORD** is:

Please take the time to read this document. It is designed to inform you of some of the key features when using the Rowe Scientific Web Store to place your routine orders.

Our Web Store is open to take your orders 24 hours seven days a week and lists over 11,000 scientific products. The features outlined in this document will help you search products and place orders quickly and efficiently.

If you can't find the item you're looking for on our web site, please contact your local Account Manager or your nearest Rowe Scientific office.

Let's get started!

As a guest when you arrive at the Rowe Scientific web store, you can search for products and populate a trolley. To obtain pricing please request a quote on your trolley of products. Clients with a Login Account will see pricing and be able to place orders over the Rowe Web Store.

1. How to Log In

If you have a Login Account, enter your **USERNAME** and **PASSWORD** in the login panel at the top right hand corner. This will log you into your personalised Web Store account.

REGISTER	LOGIN
USERNAME	LOGIN
PASSWORD	If you have a promotion code enter it here as you log in
PROMO CODE	

New South Wales & ACT
Unit 1, 12 Essex Street
Minto NSW 2566
Ph: (02) 9603 1205
rowensw@rowe.com.au

Queensland
Unit 1, 30 Argon Street
Sumner Park QLD 4074
Ph:(07) 3376 9411
roweqld@rowe.com.au

South Australia & Northern Territory
Lot 7, 41-47 O'Sullivan Beach Road
Lonsdale SA 5160
Ph:(08) 8186 0523
rowesa@rowe.com.au

Victoria & TAS
Unit 2, 42 Green Street
Doveton VIC 31775
Ph:(03) 9701 7077
rowevic@rowe.com.au

Western Australia
11 Challenge Boulevard
Wangara WA 6065
Ph:(08) 9302 1911
rowewa@rowe.com.au



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ISO 9001:2008
LIC 10372
SAI Global

2. Your Welcome Panel

When you have successfully logged in, you will see your Welcome Panel to the right. Here you will find some useful features, such as:

- a. My Backorders** is a searchable list of your current Back Orders with Rowe Scientific. This data is updated overnight to keep you well informed.
- b. MSDS Search** allows you to search our database for MSDS sheets available from our MSDS Library. The MSDS icon will also appear under product lines which have a MSDS available to download.
- c. Quick Order** allows you place orders from a list of routinely ordered products. There are two parts to your Quick Order page. Your **TOP TEN** recent purchases or a manual list made up of items you add to your Quick Order list which are grouped by product type e.g. Glassware for glass beakers etc.

To add a product to your Quick Order list, click on the **ADD TO QUICKLIST** button on the product listing. If the button does not appear on an item it is already in your quick order list.

To order items direct from your Quick Order list, simply enter the quantity required for each item being ordered then select the **ADD TO TROLLEY** button. You will see these items appear in **YOUR TROLLEY** panel and the total value. You can continue searching and shopping for products or view Your Trolley and process your order.

d. Order History

Here you can see a list of recent online orders placed via our Web Store.

Product ID	Description	Quantity
CM1009	DIPHOTERINE MICRO DAP 100mL SPRAY (18/HO50)	1

3. Product Filter Buttons

You will notice on your page a series of Product Filter Buttons which act as a **SHORTCUT** search to groups of products you may find useful for your laboratory.



4. The Search Bar

The Search Bar functionality on the right allows you to string key words together as you would a Google search. e.g. 'beaker 250mL' the results will list those items found which best match the exact criteria to the top of the results page.

When you use the product filter buttons a second **INNER** Search Bar appears in the search results page allowing you to drill down from the results using key words.

5. Search by YOUR Part Number

We can upload your part numbers for contract lines (where supplied by you) allowing you to also search by your part number for easy and accurate ordering of what you need. Your part number will appear in red in brackets directly after the Rowe Code.

6. See YOUR Agreed Pricing

You will see your Agreed Contract and Special Pricing. This is indicated by the words **Your contract/Special price** above the price.

7. Availability

You can check the availability and estimated lead times on products. Faster lead times may be available on request. The National stock is the total of our stock across the country.

8. MSDS Icon

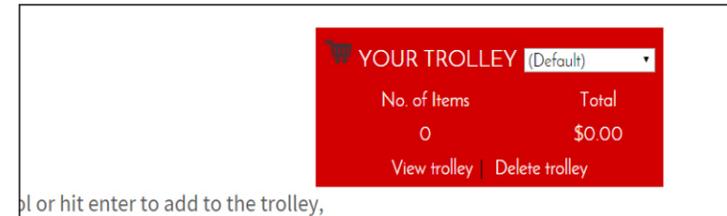
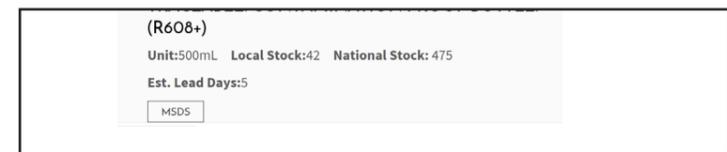
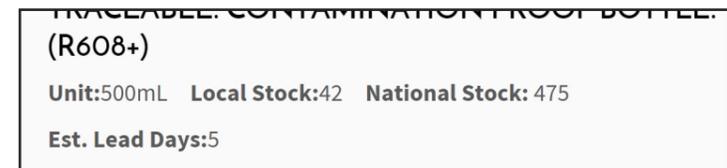
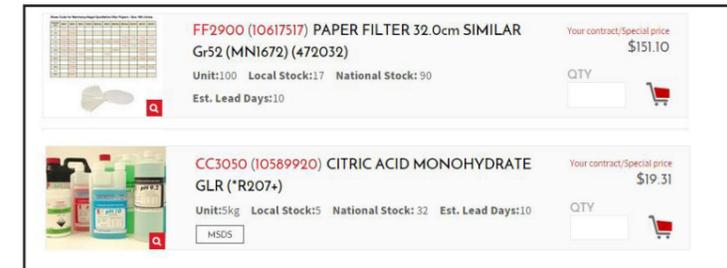
Items which we have an MSDS for download will show a MSDS icon.

9. How to Create a New Trolley

This feature is especially useful where there is more than one user placing orders*. It allows you to name a Trolley and save it, in the event that you wish to return at a later date to add to it and/or submit.

Other users will login to the **DEFAULT TROLLEY** preserving your Trolley and its contents. Creating a Trolley is as simple as selecting the dropdown box in the **YOUR TROLLEY** panel and choosing **NEW TROLLEY**.

Follow the prompts to name and save your Trolley. Once completed you will see the name of the newly created Trolley next to **YOUR TROLLEY**. To change Trolleys select from the drop down box. *We are happy to create for you a unique login, just click 'REGISTER'.



or hit enter to add to the trolley,

