

Welcome to iSupply

HOW TO REGISTER with a mobile device, on a desktop computer, or at the Kiosk

- 1 On the home screen, select **REGISTER**.
- 2 On the iSupply v 4.0 registration screen, provide all required information for sections 1 and 2 (marked by asterisks). Select **Submit**.
- 3 You will receive an email confirmation within 24 hours.
- 4 Select the link in the email confirmation to set your password.

Go to bio-rad.com/iSupply to register online.

HOW TO ORDER at the Kiosk

- 1 On the home screen, enter your login details and password, and then select **Login**.
- 2 Select a task to begin: Scan Items, Enter a Quote, or Browse Inventory. You may also select an option from the primary header.
- 3 If **Browse Inventory** or **Promotions** is selected, simply select **+** to add products to the cart. If **Scan Items** is selected, enter payment option, and then follow prompts.
- 4 To add non-stock products to your order, search by product name or reference number, and then add your desired product to the cart.
- 5 Once items have been ordered, select **Place Order**.
- 6 Select the PI and enter or select a PO number from the dropdown. For credit card payments, select the credit card icon and appropriate CC reference, and then select **Next Step**.
- 7 The Supply Center doors will unlock. Remove items ordered and scan. If items cannot be scanned, select **Next Step** to manually enter each material lot number. Once the lot/batch # is entered, select **Submit**.
- 8 Review the order. If complete, select **Next Step**.
- 9 Confirm order total and then select **Submit Order**. If your order contains non stock materials, select an appropriate shipping address.
- 10 Select **Submit Order**.
- 11 If placing an **iQuote** order, select **Enter a iQuote** and then enter the iQuote reference number.
- 12 Select **Add Quote**. You may continue to **browse more products** or **go to cart**. Then, select option and follow prompts to payment options.
- 13 Confirm order total and then select **Submit Order**.
- 14 Ensure that the Supply Center doors are locked and log out of iSupply 4.0.
- 15 You will receive an email confirmation of your purchase within 15 minutes.

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Call 1-800-246-1669 to register all credit cards and blanket purchase orders.

