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| |  |  |  | | --- | --- | --- | | VWR Lab Supply & Service Center |  | King Life Sciences BLdg, Rm 1013  •  Hours M-F 8:30-4:30, closed 1:15-2:00 | | C:\Users\lynn.moore\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\85L5VV8K\FSU 1 (002).jpg |  | C:\Users\lynn.moore\Pictures\vwr tube.jpg | | Benefits & Products Products In Stock: Filtration, Culture Tubes, Multi-Well Dishes, FBS, Centrifuge Tubes, Universal Tips, Filter Tips, Safety Supplies and much, much more!  Full List: (Link to be inserted) How Do I Place an Order? ***Storefront Orders***: Come by the storeroom and pick out your products, log into SpearMart/VWR Storeroom Punch-out. Create a shopping basket of the items you picked up, submit for approval OR use your p-card at time of purchase.  ***Lab Orders***: Don’t have time? Place your order in SpearMart/VWR Storeroom Punch-out using the Custom Catalog for In Stock Items, we will notify when it is ready for pick up.  **Non Stock Orders:** Need extra product not available in the storeroom? Order while you are in the storeroom and bundle with your storeroom order - it automatically will deliver to your lab. |  | Contact Supply Room Manager  Karl Bedsole  Office: 850-644-6778, Cell: 850-556-9295  [Karl.bedsole@vwr.com](mailto:Karl.bedsole@vwr.com)  VWR Representative  Gustavo Galdo  Cell: 678-316-9306 Email: [Gustavo.Galdo@vwr.com](mailto:Gustavo.Galdo@vwr.com) | |

### What is the Cost of Products? Do I pay extra or any fees?

The price for products is the same as you currently pay through VWR. We do not charge hazard, dry ice or any other fees for products in the storeroom. There is no minimum order.

### How Will I be Billed?

Once you create your cart in SpearMart, standard approvals will be completed. You do not need to have approvals to take or pick up your materials. Invoicing will be the same as standard orders and will be paid electronically to VWR.

### How can I get a new item in the Storeroom?

Contact Karl or Gustavo and provide the product number and quantity you would like to have in place. They will order it and place it in stock.

### Do you Offer Chemicals?

At this time, we do not offer chemicals due to cross campus transportation restrictions. However, you may place your regular order with VWR for desk top delivery. If there is a chemical you order regularly – let us know and we will stock it in our Georgia Warehouse for easy next day delivery. We can also help you set up In Lab stocking of chemicals.

### I work in the King building and usually pick up my non VWR packages in the storeroom – will that change?

No. However Karl/VWR will be the one notifying you that you have a package and assisting you will pick up and signing the package out. You will receive an email notification when products arrive.

### Why are there two VWR Punch-out?

The VWR Storeroom punch-out (look for the symbol) is specific to the storeroom. This allows for tracking of storeroom only orders. All products are available on both sites. We will only use the Storeroom punch-out in the supply center. If you order from the “wrong” punch-out in your lab, just give us a call, we can help!