

Molecular Resource Facility, The Genomics Center
MSB, F-635

Supply Center Online Ordering System (SCOOS)

Steps to Order Online:

1. Go to our website at <http://supplycenter.njms.rutgers.edu/>
2. Click on **Supply Center** and then click on **online ordering**.
3. Click on **Supply center**.
4. Here, you have 2 options.
 - a. you can search the item by clicking on **Search button** to see whether we already have that item in our database.
 - b. you can click on desired vendor to select the item.

Note: If you are requesting special order, fill in 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 **Lab ID** (Issued by MRF).

Note: If you don't have a Lab ID number, please call us at 973-972-2625 or email us to mrfadm@njms.rutges.edu.

7. Once logged in successfully, please fill in the required fields.
8. Name, Email (Person who is submitting) and UDO string in the Index box (check if the number are correct).
9. Click on checkout button.
10. Check totals and click on checkout button to place the orders.
11. Print out the order confirmation page and bring it with you when you pick up your order.

Please Remember:

MRF-Supply Center places orders from **Monday to Thursday**.

All orders must be submitted by **12:30 pm** to be placed same day.

All items must be picked up in timely fashion after they are delivered.

Any questions please call us at 973-972-2625 or email us at mrfadm@njms.rutges.edu

For more information please visit our website at <http://supplycenter.njms.rutgers.edu/>

Thank you