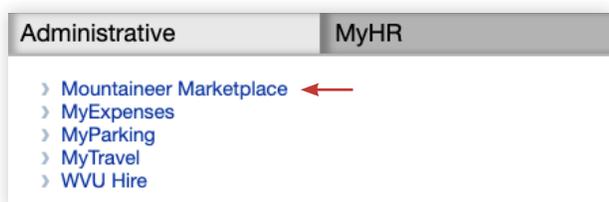


# PLACING A RESEARCH MATERIALS ORDER IN MOUNTAINEER MARKETPLACE

You should submit one Research Materials Management (RMM) order per lab location. If ordering for more than one lab, you can submit multiple RMM carts for a Marketplace order. Items flagged as radioactive in the RMM system will be routed for approval through the Marketplace requisition workflow.

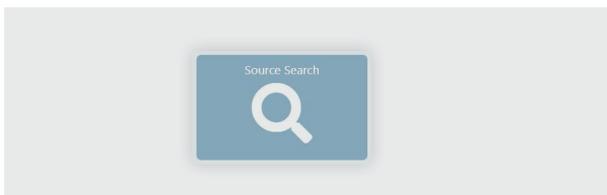
1. You will submit your order in **Mountaineer Marketplace** by going to [portal.wvu.edu](http://portal.wvu.edu) in Google Chrome.



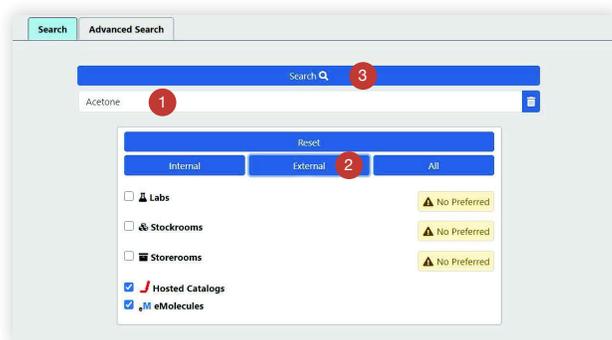
2. Click the **RMM** link from the **Supplier Catalogs** section to access the RMM system.



3. To begin your search for your order, click the **Source Search** icon.



4. Enter your search term, select **External** and click **Search**.



You can search by product name, CAS, catalog number or structure. If searching by structure, you can search by MOL file or by other advanced means.

**Note:** The **Internal** search option is for searching within WVU labs, NOT for ordering from suppliers.

5. Click **Hosted** in the top-left corner to view available items from hosted suppliers.



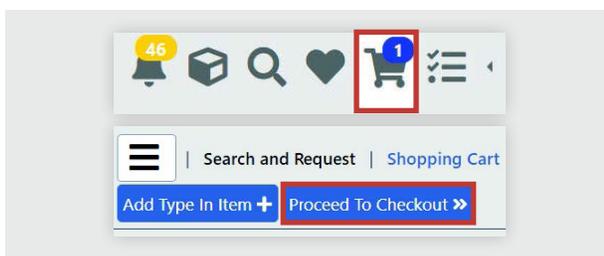
6. Click the **funnel** icon to add filters to your search. You can filter by Purity, Mol Weight, Price, Supplier, Brands or Package. Click the **eraser** icon to remove filters from your search.

7. Click the **shopping cart** icon next to the item you would like to purchase to add it to your cart.

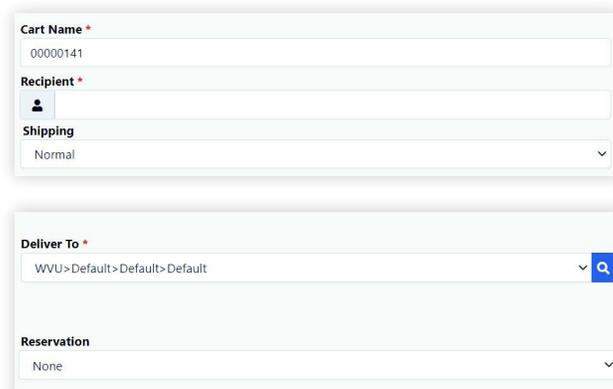
VWR FUNDING LLC	
  	ACETONE P.A. 500ML AC17680-5000 A 200005-626
  	ACETONE, ECD TESTED FOR 1LT AC326 200042-410
   	ACETONE, REAGENT ACS SPEC 500ML / 200003-678

**Note:** Click the “i” icon to view more information about a product. To add an item to your **Favorites** list, click the **heart** icon.

8. To checkout, click the **cart** icon in the top-right and click **Proceed to Checkout**.



9. Optionally, rename your cart. Then, select the storage location under the **Deliver To** field and enter the name of the **Recipient** who will receive the order.



**Note:** The location selected for delivery should be where the chemical will be stored in inventory.

10. Click **Submit** and **Return to Purchasing** to be directed back to the **Mountaineer Marketplace**. Follow the normal process for submitting a requisition in Marketplace. You can either **Proceed to Checkout** or **Assign Cart**.



**Note:** If you need help, click the **MM General Training** link under the **Informational Links** section on the **Mountaineer Marketplace** homepage.

After ordering, you will follow the same receiving process as you would for traditional non-catalog or catalog purchase orders in Mountaineer Marketplace. Environmental Health and Safety will handle the RMM system receipts. If an order is canceled in Marketplace, it will be marked as canceled in the RMM system as well.