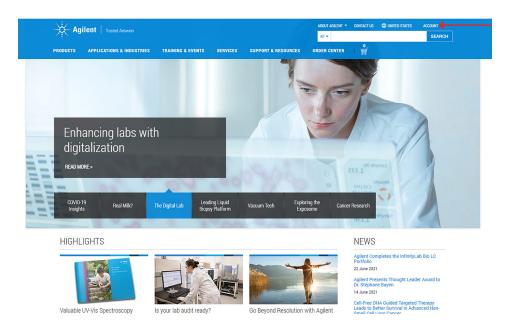




## How to Place a Routine Order

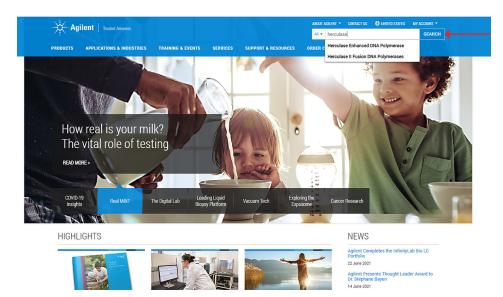
1. Go to Agilent.com and click **account** in the top right corner.



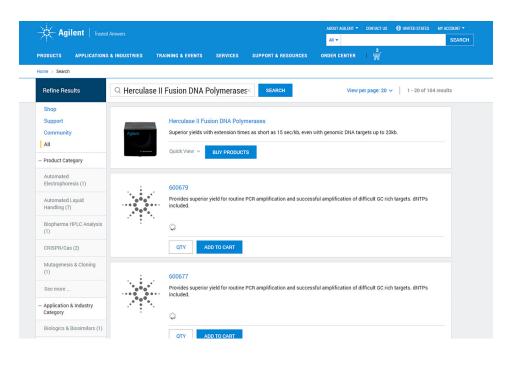
2. Next, log in using your account credentials. If you do not already have an account, <u>click here</u> for instructions on account creation.

| Sign In                               |  |
|---------------------------------------|--|
| Use one login for everything Agilent. |  |
| Email Address or Username             |  |
|                                       |  |
| Password                              |  |
| Forgot Password?                      |  |
|                                       |  |
| Sign In                               |  |
|                                       |  |
| Create a new account                  |  |

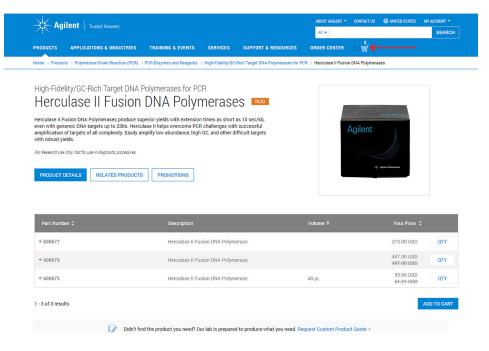
**3.** Use the search box at the top of the page to find products by either name or part number (e.g., "Herculase").



 Products can be quickly added to your cart from search results, or you may visit the product page for more information.



 Items may also be added to your cart from the product page view.
 When you are done adding items to the cart, click the cart symbol in the top right corner of the page.



- The shopping cart displays product quantities, expiry dates, stock status, and estimated shipping date. If applicable, contracted pricing discounts will be shown. Promo codes may be redeemed by using the box near the bottom left of the page.
- When you are ready, click START CHECKOUT. Alternately, you can create a subscription order by clicking Save time, create a subscription order. To learn more about product subscriptions, click here

| Shopping Carl<br>term will remain up our shopping car for 3 days. Continue Shopping   | PROD        | UCTS         | APPLICATIONS & INDUSTRIES  | TRAINING & EVENTS | SERVICES | SUPPORT & RESOURCES | ORDER CENTER | ↓ <b>*</b>                  |   |
|---|-------------|--------------|--|-------------------|----------|---------------------|--------------|-----------------------------|---|
| 60 rests 12 mil.       1       List Price: \$690:60         60 rests 12 mil.       1       List Price: \$690:60         60 rests 12 mil.       1       Total: \$590.00         Moduct Expiration: 31 December 2022       Total: \$590.00       \$1,137.30         In Stock: Item available to ship       1       Your Price: \$477.30         Add to Favorites ~       Remove       1       Create Guote Save Cart         In Stock: Item available to ship       1       Total: \$447.30       Create Guote Save Cart         Add to Favorites ~       Remove       1       Total: \$447.30       Create Guote Save Cart         Add to Favorites ~       Remove       SUBTOTAL       \$1,137.30       Save Cart         Do you have a promotion code?       SUBTOTAL       \$1,137.30       Start CHECKOUT         VYY2/1234.4123       APPLY       START CHECKOUT       Create Guote Save Cart         Do you have everything you need?       Do you have everything you need?       Start CHECKOUT       Create Guote Save Cart |             |              | -  | nue Shopping >    |          |                     |              | 🕼 Share   🖨 print   🗎 Empty | Ŷ |
| Add to Favorites ~ Remove      Herculase II Fusion DNA Polymerase 600679 Product Expiration: 30 May 2023 In Stock: Item available to ship      Add to Favorites ~      Add to Favorites ~ Remove       Do you have a promotion code?    SUBTOTAL \$1,137.30    Multiple promos with comma separated.    Do you have everything you need?  |             | •            | 50 tests, 12 mL<br>SA61161-2   | ated, FLEX RTU,   |          | List Price: §       | \$690.00     |                             |   |
| Herculase I Pusion DIA Polymerase<br>opoiors     OTY     Your Price: \$447.30       In Stock: Item available to ship     I     Total: \$447.30  | Add to Favo |              |  |                   |          |                     | e            |                             |   |
| WXX72.1234.A123       APPLY         Add multiple promos with comma separated.    Do you have everything you need?   | Add to Favo | * 6<br>••• F | 600679<br>rroduct Expiration: 30 May 2023<br>n Stock: Item available to ship |                   |          | List Price: §       | \$497.00     | Create Quote   Save Cart    |   |
| , , , , ,   | WXYZ,123    | 34,A123      | APPLY  |                   | SUB      | •••••               | _            |                             |   |
|   | _           |              |  |                   |          |                     |              |                             |   |
|   |             |              |  |                   |          |                     |              |                             |   |

 Input your preferred shipping and billing details and scroll down to
 Payment. You may use change or add new buttons to add new locations as needed.

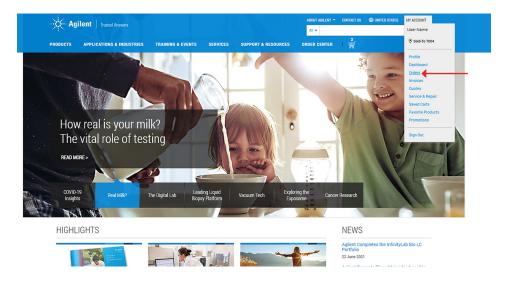
| Agilent   Trusted Answers |                                |   |
|---------------------------|--------------------------------|---|
| Checkout                  |                                | 🖋 EDIT CARI   |
| Shipping Address o        |                                | Order Summary   |
| University                | Attention* Building/Room*      | Items(2) \$1,137.30<br>Shipping & \$67.00<br>handling<br>Tax \$93.33  |
| United States             |                                | Order Total   |
| Change Add New            | Phone*                         | \$1,297.63  |
|                           |                                | SUBMIT ORDER  |
|                           |                                | OR  |
| Billing Address           |                                | CREATE QUOTE  |
| University                | Attention Building/Room number | <ul> <li>By placing your order, you agree to Agilent<br/>Terms &amp; Conditions</li> <li>Agilent does not accept orders from unauthorized<br/>resellers or intermediaries.</li> </ul> |
| United States             |                                |   |
| Change   Add New          |                                |   |

- Payments may be made by adding either a purchase order number (PO#) or a credit card.
- Quotes may be redeemed using the Quote Reference dialog box.
   Note: for an optimal experience, please redeem quotes using the quote redemption workflow.
   <u>Click here</u> for more information.
- 11. Enter the remaining data fields for delivery method. You may also enter email addresses for invoice communication, order confirmations, or any special shipping instructions. Any text entered in the **special shipping** instructions box will be reviewed by an Agilent representative before order fulfillment.
- When your order is complete, review and accept the terms and conditions, then click SUBMIT ORDER.

| Payment   |  | Order Summary   |
|---|--|---|
| Purchase order / Invoice me *     Reference Purchase Order  |  | Items(2) \$1,137<br>Shipping & \$67<br>handling<br>Tax \$93   |
| Quote Reference @   |  | Order To<br>\$1,297.6   |
| Please e-mail me my invoice (no hard copy by post)<br>Email address   | Add CC e-mail to my order confirmation | SUBMIT ORDER<br>OR<br>CREATE QUOTE  |
| Delivery Method   |  | <ul> <li>By placing your order, you agree to Agilent<br/>Terms &amp; Conditions</li> <li>Agilent does not accept orders from unauthoriz<br/>resellers or intermediaries.</li> </ul> |
| ① Order must be received by 6:00pm EST to ship same day.  |  |   |
| Standard Shipping<br>Standard Overnight<br>Second Day Delivery<br>Saturday Delivery<br>Next Day AM Delivery | FedEx account                          |   |
|   |  |   |
| Packaging Ship items as they become available   | Special shipping instructions 🛛        |   |

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- **13.** If you need to review your orders, navigate back to the Agilent.com home page.
- **14.** Click **MY ACCOUNT** in the top right corner, and click **Orders** to monitor order status.



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