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, click here for instructions on account creation.
3. Use the search box at the top of the page to find products by either name or part number (e.g., "Herculase").

4. Products can be quickly added to your cart from search results, or you may visit the product page for more information.
5. 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.

6. 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.

7. 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.
8. 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.

9. Payments may be made by adding either a purchase order number (PO#) or a credit card.

10. Quotes may be redeemed using the **Quote Reference** dialog box. **Note**: for an optimal experience, please redeem quotes using the quote redemption workflow. [Click here](#) 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.

12. When your order is complete, review and accept the terms and conditions, then click **SUBMIT ORDER**.
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.