

Online Ordering System User Manual

1. For a new customer, please register.

- 1.1. Click “Register” to create a user account or a member account (you can select either one).
- 1.2. Check your email and click the link provided in the email to activate your account.

2. Ordering processes

There are 7 steps during the ordering process.

2.1. Sign in with your user name and password.

2.2. Select materials you wish to order from the online catalog.

- 2.2.1. Select materials by clicking the “Add to Cart” button.
- 2.2.2. View selected materials by clicking the “View Cart” button.
- 2.2.3. Select a purpose for ordering materials (research and educational purpose, commercial evaluation purpose, or commercial purpose).
- 2.2.4. Click the “Checkout” button.

2.3. Select field of use and describe the purpose for ordering the materials.

For the research and educational purpose or the commercial evaluation purpose, the system will proceed to step 2.4. For the commercial purpose, the system will proceed to the confirmation page. Please fill contact information and submit your request.

2.4. Fill information for Material Transfer Agreement (MTA).

- 2.4.1. Fill a recipient’s name. If you are a student, laboratory assistant, or postdoctoral researcher, please fill information of your supervisor or principal investigator (PI).
- 2.4.2. Fill an authorized person’s name. If you are unsure who is assigned or authorized to sign the agreement, you can skip this part and proceed to the next step.

2.5. Upload required documents.

This step shows a list of required documents. Customers in Thailand who order risk group 2 materials must submit an issued permit by uploading the permit. If you do not have a permit, you can proceed to the next step and later submit the required permit via email.

2.6. Fill Shipping address, invoice address, and tax information.

2.7. Confirm and submit your request. You can view your material requests from your account.