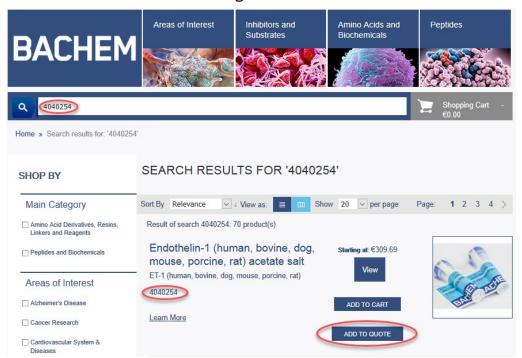
## **BACHEM**

## HOW TO CREATE A QUOTATION IN YOUR WEB ACCOUNT

1. Login or register:

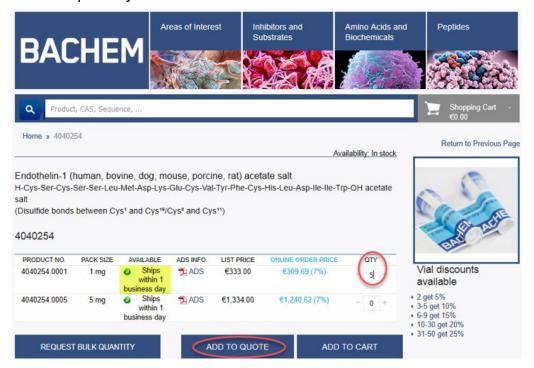


2. Search for the item of interest in the designated search field and click on «ADD TO QUOTE»:

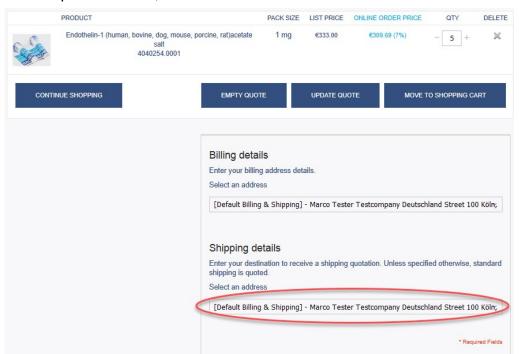




3. Enter the desired quantity and click on «ADD TO QUOTE»:

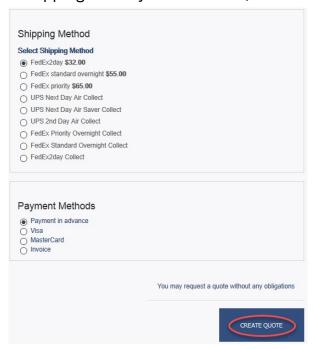


4. To change the Ship-to address, click on the field shown below:

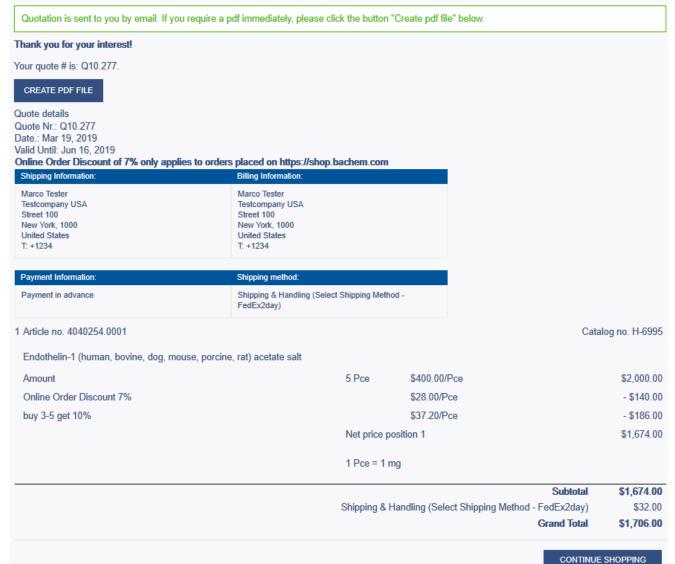




5. Scroll down to choose the Shipping and Payment Method, click on «CREATE QUOTE»:



6. You're done! Your offer will be sent to the email address, entered at the time of registration:



## **BACHEM**

# HOW TO CREATE AN ORDER FROM A QUOTATION IN YOUR WEB ACCOUNT

### 7. Login or register:



#### 8. Go to «My Account»:

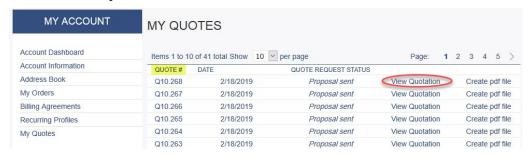


### 9. Click on «My Quotes»:





10. Choose the Quotation you would like to order and click on «View Quotation»:



11. At this point, you can verify that that items and amounts you entered are correct:



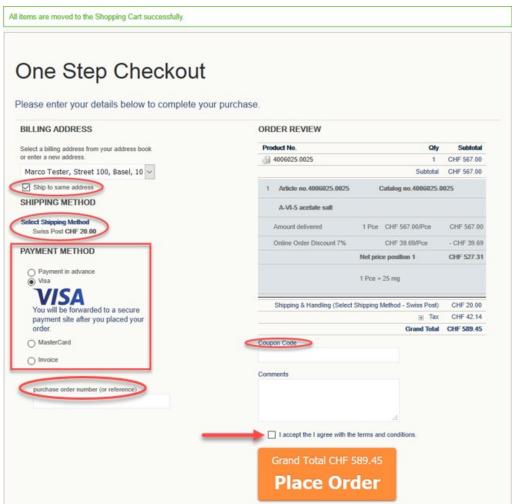
- Click on «Resubmit Quote», in case changes are needed.
- If you need to make changes to the Billing address, Payment Method or Shipping Method, proceed to the next step.



12. Scroll down to the bottom of the page and click on «CONFIRM AND CHECKOUT»:



13. At this step of order placement, you can enter your Purchase Order Number, Coupon Code, make changes to the Ship-to address, Payment Method and Shipping Method (if multiple methods are available):





14. After you successfully placed your order you will see your order confirmation:

