

## Instructions on how to access digital packing list from QR code

Please see the below instructions on how to utilize the QR code located on your Avantor shipment to access the digital packing list.

The prerequisite to access the digital packing list is that users must have a vwr.com profile with digital packing list feature enabled or a Passcode issued by the company Administrator.

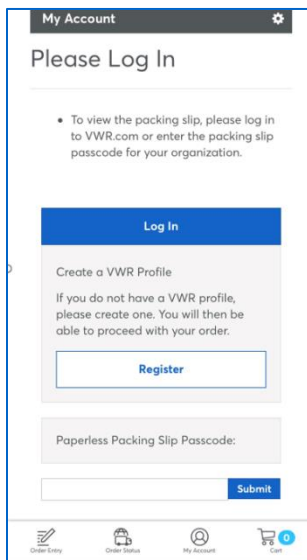
Please see FAQs found at [https://us.vwr.com/cms/help\\_main](https://us.vwr.com/cms/help_main)

**Step 1:** The QR code is located on the delivery address label attached to the box. Use a mobile device with QR code reader or a device connected to a laptop or desktop to read the QR code. See page 4 for sample of new address label with QR code location.



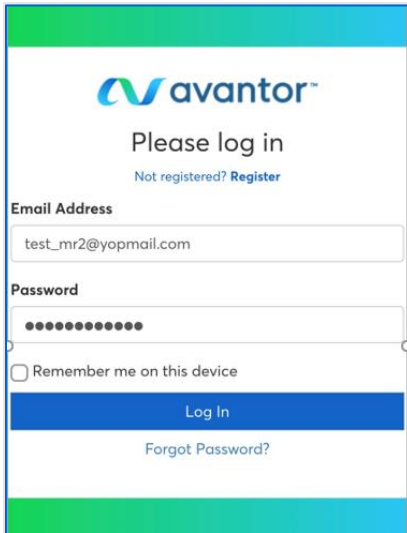
**Step 2:** Once the QR codes is scanned, the user will be directed to vwr.com with three options:

1. Log In
2. Register
3. Paperless Packing Slip Passcode



The screenshot shows the 'My Account' section of the VWR website. The main heading is 'Please Log In'. Below it, a bullet point states: 'To view the packing slip, please log in to VWR.com or enter the packing slip passcode for your organization.' There are three main options: 1. 'Log In' button. 2. 'Create a VWR Profile' section with the text 'If you do not have a VWR profile, please create one. You will then be able to proceed with your order.' and a 'Register' button. 3. 'Paperless Packing Slip Passcode:' section with a text input field and a 'Submit' button. At the bottom, there is a navigation bar with icons for 'Order Entry', 'Order Status', 'My Account', and 'Cart'.

**Step 3: For registered users on VWR.com** - tap Log In to enter email address and password.  
Permission to view the packing slip will be verified: (skip to **Step 6** to use the Passcode option)



The login screen features the Avantor logo at the top. Below it, the text "Please log in" is displayed, followed by a link "Not registered? Register". The "Email Address" field contains "test\_mr2@yopmail.com". The "Password" field is masked with dots. There is a checkbox for "Remember me on this device" and a blue "Log In" button. A link for "Forgot Password?" is located below the login button.

**Step 4:** Allow the pop-up window (if prompted) to view your packing slip.

**Step 5:** Your packing slip will now be automatically displayed; the user can send it to the printer or email from their device.

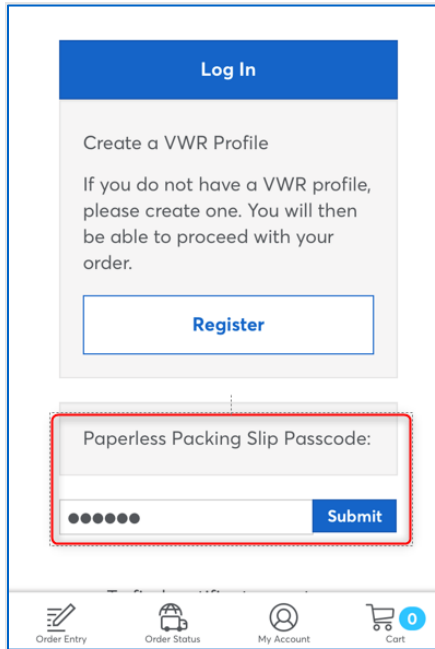
You can use the back arrow to go to the order details to obtain the certs, view the order, and can also click the packing slip icon from there. The forward arrow brings you back to the packing slip.



The packing list is titled "PACKING LIST" and includes a barcode. It provides contact information for Bridgeport Distribution Center. The list is divided into "Buyer Information" and "Seller Information" sections, both containing customer details. A table lists items with columns for Item, Case ID, Catalog#, Customer Part#, Qty, and Unit. The items are "PWR BOUFFANT 24 LF WHITE CS1000" and "PWR BOUFFANT 24 LF WHITE CS1000". The total cases are 2. At the bottom, there is a section for "CERTIFICATION OF COMPLIANCE" with two numbered points.

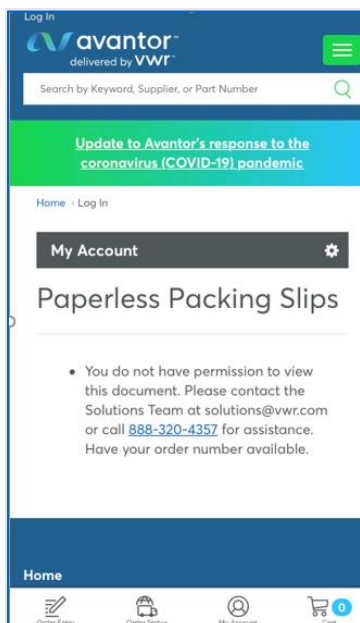
Item	Case ID	Catalog#	Customer Part#	Qty	Unit
701024700	89107-770			2	CS
701024701	89107-770			CV	CS

**Step 6: For passcode users on VWR.com** - tap Log In to enter Email Address and Password, permission to view the packing slip will be verified:




Note: The following message will be display if you attempt to use the passcode but do not have access. Refer to FAQs for further guidance.

**Step 6a:** Continue with Step 4 as shown above:



Sample of new address label on the exterior of the package:

<b>FROM:</b>		<b>ORD Ref #:</b> 8304764503
BRIDGEPORT DISTRIBUTION CENTER		
2039 Center Square Rd.		<b>PDO:</b> 1003389108
Bridgeport NJ 08014-0639		<b>WD:</b> 5383103
<b>PO #:</b> Paperless		

<b>Customer Name</b>
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<b>Customer Street Address</b>
<b>City, State Postal Code</b>

**SHIP TO**

**NHMA**


Tracking #

<b>DOT</b>	<b>WGHT:</b> 7.701	<b>LB</b>	<b>01/14/2022</b>
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FREIGHT ALL KINDS


  

	<b>HU:</b> 7101024700
	<b>LANE NHMA</b> 06

<b>02D54AB</b>	<b>VEN #</b> 89107-770
<b>DEC:</b> VVMR BOUFFANT 24 LF WHITE CS1000	<b>LOT:</b> 03201771 1 CV MULT 1
<b>SPEC INB:</b>	<b>CAT #</b> 89107-770
	<b>POST #:</b>

	<b>Scan for Packing List</b>
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