

Product Search

1. Start searching for items on the left under Search.
2. Enter either part number or description and follow search results for locating the desired item.
3. If you click on **Advanced Search**, then click the drop down arrow, you can search by BVA item number, customer part number, item description, cross reference number or the manufacturer's number.

Established Customers Registering Online for a Log On

1. Go to www.bvascientific.com and click Log In.
2. Click the Register Now button.
3. Fill in the required information and hit Submit.
Please call for your Customer Code (Account Number) if you do not know.
4. Within 24 hours, you should receive an email approving you as a shopper. If you do not, please call us for follow up.

Shoppers Registering Online for a Log On

1. Go to www.bvascientific.com and click Log In.
2. Click the Register Now button.
3. Fill in the required information and click Submit.
If you are a new customer and do not have an account set up with BVA Scientific, please call for account information and set up.
4. Within 24 hours, you should receive an email approving you as a shopper. If you do not, please call us for follow up.

Please note: Shoppers and Customers can shop, but without a log on, you cannot build shopping carts or get specific account pricing. So essentially, anyone can use the online catalog, but only registered users can "build and order".

Creating Shopping Lists Online

1. Go to www.bvascientific.com and log in with your email address and password.
2. Click on the My Favorites link. (Upper left hand corner of screen under Literature)
3. Enter a name for your new shopping list and then click Submit. The Shopping Lists Details page will come up and it will state that your shopping list is empty.
4. Start searching for items on the left under Search. Enter either part number or description and follow search results for locating the desired item. If you click on **Advanced Search**, then click the drop down arrow, you can search by BVA item number, customer part number, item description, cross reference number or the manufacturer's number. Once located, click Add To List. You can change the quantity desired here or when you actually place an order. This is building your list, not cart. Do not click on remove, unless you want to permanently remove an item from your shopping list.
5. Once you click Add To List, use the drop down box to find the Name of the List you created from #3. Then click Submit. Once you have submitted, your list will start appearing. You keep adding items from the Search section. Build different lists for different uses if you need to.

Note you can bypass #3 and just log on and go straight to Search and then following #4 and #5. You will then Name the New List for the first item only. Once the new list is named or created, additional items after that you will need to use the drop down box to locate that list to add it to.



Shopping Carts and Ordering Online (For customers with a log on and shopping list created)

1. Go to www.bvascientific.com and log in with your email address and password.
2. Click on the My Favorites link. (Upper left hand corner of screen under Literature)
3. You should have an existing shopping list set up. If there is more than one list, you must use the drop down box to select the list you are wishing to order from. Then click Submit.
4. Once the list appears, ALL items are defaulted to show a quantity of zero (0) for each item on this list.
5. Go through the list and change quantities of the items you'd like to order and place a check mark in the box to the right of the item to indicate that you would like this item added to your cart. You can add these items to your cart at this time by clicking on Add Checked to Cart. Your cart contents should appear under Shopping Cart Details. If your order is not complete, click on Continue Shopping.
6. If an item is needed that is not in the shopping cart, use the search feature on the left side for look up. If not, then skip #8.
7. Enter either part number or description and follow search results for locating the desired item. Once located, Enter Quantities needed and then click Add Quantities to Cart. This will add the item to the current cart. However, if you want this to be listed on your "List", you will need to check the "add to list" check box. Otherwise, once the order is submitted, it will not appear on your shopping list for your next order. It will only appear on the current order you added it to.

There are several different ways to get through this portion (#8) so find one that you are comfortable with and use this process to add items to your cart or list.

8. Once all items are added to your cart, click the View Cart to get back to the order. This is located at the upper right hand corner of screen. This will take you back to the "check out" process.
9. Ensure all information on this Shopping Cart Details page is correct. Make any changes needed to the items at this time. Make sure you look at your Unit of Measurements (ie, PK, CA, etc.)...update the UOM you desire and click Update Cart. Then click Checkout.
10. This takes you to the Shopping Information page. Choose the selected carrier or just select Best Way and order entry will pick up the carrier information. It is important to communicate to BVA if a certain item on the order is a *rush* item. Use the Notes section to forward any information pertaining to this order. Also, if there are items you could not find online, note these items in the note section to alert order entry to add to your order.
11. Next, Enter PO number. If a PO is pending, then just type in Pending Approval, Pending, or something to this affect.
12. Click Submit Order. You will have one more chance to review order before order is transmitted to BVA order entry. Again, Click Submit Order.
13. An Order Confirmation page will appear. There will be a Web Reference number. You can click the red highlighted link that states, [Click here for a printable version of this page](#) in order to print a copy of this transaction.
14. This order will then generate you the user and BVA Sales an email with the same information for processing.
15. Remember to click on the Log Out Button once you are done using the website. (Upper left hand corner.)



Ordering Online by Using Quick Order Pad

(For customers with a log on and knowledge of BVA Part Numbers and/or their Customer Part Numbers)

1. Go to www.bvascientific.com and log in with your email address and password.
2. Click Quick Order Pad (Upper Right Hand Corner of Screen)
3. Starting with Box Number 1, simply enter the BVA Part Number* or your Customer Part Number (if applicable) into the box. Enter the quantity desired. If you would like to order additional items continue onto the next Box Number (up to ten items at a time). Once you've entered your items - click submit or press Enter. These items will go directly into your cart in the order you entered them.
4. At this point you will be in your cart. Look at your Unit of Measurements (ie, PK, CA, etc.)...update the UOM you desire and click Update Cart. If your order is not complete, click on Continue Shopping (Lower Mid-Screen). Click on Quick Order Pad again and continue to follow the steps outlined in Number 3 and 4.
5. Once your order is complete, click on Checkout.
6. This takes you to the Shopping Information page. Choose the selected carrier or just select Best Way and order entry will pick up the carrier information. It is important to communicate to BVA if a certain item on the order is a *rush* item. Use the Notes section to forward any information pertaining to this order. Also, if there are items you could not find online, note these items in the note section to alert order entry to add to your order.
7. Next, Enter PO number. If a PO is pending, then just type in Pending Approval, Pending, or something to this affect.
8. Click Submit Order. You will have one more chance to review order before order is transmitted to BVA order entry. Again, Click Submit Order.
9. An Order Confirmation page will appear. There will be a Web Reference number. You can click the red highlighted link that states, [Click here for a printable version of this page](#) in order to print a copy of this transaction.
10. This order will then generate you the user and BVA Sales an email with the same information for processing.

Please Note: If you do not have knowledge of the BVA Part Number for the item(s) you would like to order, you can start searching for items on the left under Search. Enter the description and follow search results for locating the desired item. If you click on **Advanced Search, then click the drop down arrow, you can search by customer part number, item description, cross reference number or the manufacturer's number. Once located – click on the Quick Order Pad and enter in the BVA Part Number and quantity for the item desired and click submit. This item will then be placed into your cart. Please note, when using the Quick Order Pad, your cart will contain the items in the same order in which you entered them.*