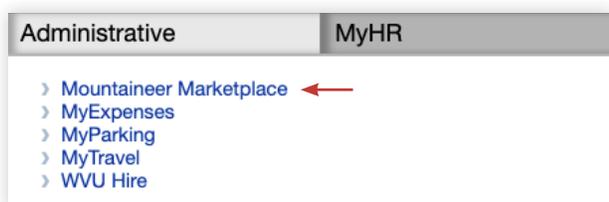




PLACING A RESEARCH MATERIALS ORDER IN MOUNTAINEER MARKETPLACE

You should submit one Research Materials Management (RMM) order per lab location. If ordering for more than one lab, you can submit multiple RMM carts for a Marketplace order. Items flagged as radioactive in the RMM system will be routed for approval through the Marketplace requisition workflow.

1. You will submit your order in **Mountaineer Marketplace** by going to portal.wvu.edu in Google Chrome.



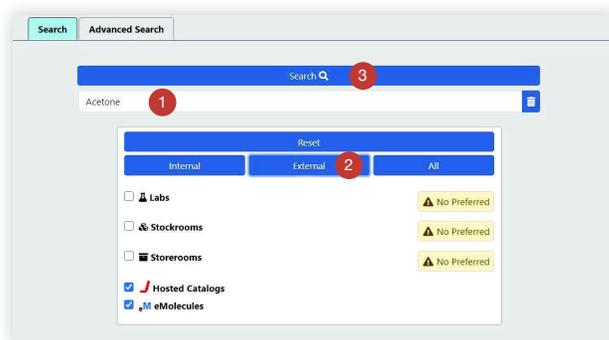
2. Click the **RMM** link from the **Supplier Catalogs** section to access the RMM system.



3. To begin your search for your order, click the **Source Search** icon.



4. Enter your search term, select **External** and click **Search**.



You can search by product name, CAS, catalog number or structure. If searching by structure, you can search by MOL file or by other advanced means.

Note: The **Internal** search option is for searching within WVU labs, NOT for ordering from suppliers.

5. Click **Hosted** in the top-left corner to view available items from hosted suppliers.



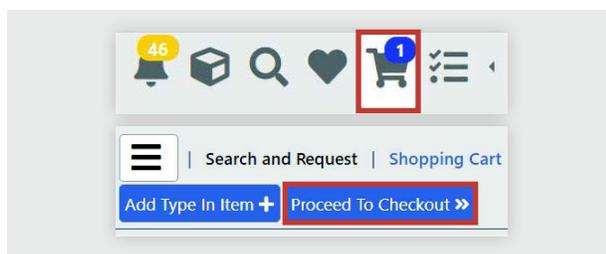
6. Click the **funnel** icon to add filters to your search. You can filter by Purity, Mol Weight, Price, Supplier, Brands or Package. Click the **eraser** icon to remove filters from your search.

7. Click the **shopping cart** icon next to the item you would like to purchase to add it to your cart.

VWR FUNDING LLC	
  	ACETONE P.A. 500ML AC17680-5000 A 200005-626
  	ACETONE, ECD TESTED FOR 1LT AC326 200042-410
   	ACETONE, REAGENT ACS SPEC 500ML / 200003-678

Note: Click the “i” icon to view more information about a product. To add an item to your **Favorites** list, click the **heart** icon.

8. To checkout, click the **cart** icon in the top-right and click **Proceed to Checkout**.



9. Optionally, rename your cart. Then, select the storage location under the **Deliver To** field and enter the name of the **Recipient** who will receive the order.



Cart Name *
00000141

Recipient *
[User Icon]

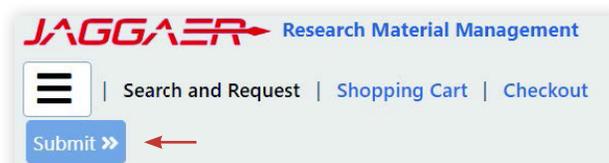
Shipping
Normal

Deliver To *
WVU>Default>Default>Default

Reservation
None

Note: The location selected for delivery should be where the chemical will be stored in inventory.

10. Click **Submit** and **Return to Purchasing** to be directed back to the **Mountaineer Marketplace**. Follow the normal process for submitting a requisition in Marketplace. You can either **Proceed to Checkout** or **Assign Cart**.



Note: If you need help, click the **MM General Training** link under the **Informational Links** section on the **Mountaineer Marketplace** homepage.

After ordering, you will follow the same receiving process as you would for traditional non-catalog or catalog purchase orders in Mountaineer Marketplace.

RMM orders should be placed in a cart by themselves without cart items from other catalogs.



Required Initial User Setup in RMM

Step 1. Setup your main Laboratory Location. If you have multiple, pick one of them for this step. This can be changed later. Locations are selected by dropdowns starting with your WVU campus, then Building, then Floor, then Lab (Room) number. Click SAVE.

Step 2. Required User Preferences Setup. On the User Preferences page (Located in the Upper Right), Select the following options:

Pre-printed Bar Codes : **YES**

Capture Gross Weight: **NO**

Search Sites: **ALL Sites**

Then click SAVE in the Top-Left of the screen.

Step 3. Add additional Laboratories that you will be PURCHASING Chemicals for. This will pre-populate a list of labs when on the checkout page. On the Top-Right of screen, select the User Settings Icon. Select Alternate Delivery Location. Click on your campus, building, and floor. When you get to the room level, select the + icon beside the room number you would like to add. (The list scrolls down for additional rooms.) This page auto-saves and you can select the links to other buildings and floors to the Left to add more locations.

Step 4. Select the 3 bars in the Top Left, then the Home icon. This is your home screen.

Notes:

Source Searching is to look for chemicals to purchase.

Container Searching is to manage your lab inventory or for containers already on WVU campus.

If your Laboratory Room does not exist, or you have any other questions or concerns, please email RMM@mail.wvu.edu

Additional Documentation can be found at:

<https://www.ehs.wvu.edu/chemical-procurement-inventory>

MANAGING INVENTORY IN THE **RESEARCH MATERIALS MANAGEMENT SYSTEM**

Searching for Chemicals in Your Lab

1. Click the **RMM** link from the **Supplier Catalogs** section to access the RMM system.
 2. From the homepage, click on the **Container Search** icon.
 3. Click on the **Advanced Search** tab.
 4. You can search for chemicals by either lab location or owner.
-

Transferring Chemicals to Another Lab

1. From the homepage, click on the **Container Search** icon.
 2. Click on the **Advanced Search** tab.
 3. You can search for chemicals by either lab location or owner.
 4. Select the chemicals you want to transfer to another lab.
 5. Click on the **Operations** tab and select **Transfer Owner/Location**.
 6. Enter the details of who the chemical is being transferred to and where it is going, then click **Transfer**.
-

Disposing of Chemicals in Your Inventory

1. From the homepage, click on the **Container Search** icon.
 2. Click on the **Advanced Search** tab.
 3. You can search for chemicals by your location or name. Optionally, you can search by chemical name under **Quick Search**.
 4. Select the chemicals you want to dispose.
 5. Click on the **Operations** tab, select **Dispose** and then click **Save**.
-

Finding Safety Data Sheets (SDS) for Your Chemicals

1. From the homepage, click on the **Container Search** icon.
2. Click on the **Advanced Search** tab.
3. You can search for chemicals by either lab location or owner.
4. Click on the tab with the horizontal three dots and select **View SDS**.

Research Materials Management (RMM) Frequently Asked Questions



Cannot find your question?

Please contact your support team for any questions about RMM:

For questions regarding chemical inventory, safety and delivery, please contact:

Environmental Health and Safety –
Chemical Inventory Group

RMM@mail.wvu.edu

For questions regarding Mountaineer Marketplace, purchases, orders, vendors and P-Cards, please contact:

Procurement Contracts and Payment
Services

PCPS@mail.wvu.edu

General Questions

What is RMM?

RMM is the Research Materials Management system from Jaggaer. This system is integrated into the current Mountaineer Marketplace. RMM is for laboratory and research chemicals only. It allows researchers and staff throughout the university to find, purchase, and track chemicals from a single application. RMM can also optimize inventory use and promote regulatory compliance while managing the risks associated with hazardous materials.

Who will use RMM?

Principle Investigators, researchers, staff, and students who purchase chemicals and keep track of chemical inventory must use RMM. While in transition to this system, chemicals will still be available in other punchouts (Fisher, Sigma, VWR), however, this will be for a limited time (estimated early Summer 2022).

Does RMM affect me?

RMM will only affect researchers and staff that find, purchase, and track chemicals. If you do not have any involvement in finding, purchasing, or tracking chemicals, then RMM is not for you.

When does RMM go live?

For Morgantown HSC, Downtown and Evansdale Campus: RMM is LIVE!

For locations outside of Morgantown: RMM is coming Summer 2022.

For Beckley and PSC: RMM is coming late Summer 2022.

Why is WVU using RMM?

RMM has many benefits for PIs, researchers, students, and staff who purchase and inventory chemicals. Mainly, RMM is very easy to use. You can search for multiple chemical suppliers at once to ensure your location gets the best price possible or in-stock availability for chemical purchases and your needs. You can use both chemical structure and text searches. Also, you can use RMM to keep your chemical inventory up-to-date. This affords sustainable solutions for chemicals that would be disposed during lab closures to be relocated to other laboratories.

Where can I find more information about RMM?

On the Environmental Health and Safety Website under the Chemical Procurement and Inventory tab. <https://www.ehs.wvu.edu/chemical-procurement-inventory>

Research Materials Management (RMM) Frequently Asked Questions



Purchasing and Ordering

How do I purchase a chemical with RMM?

Access to RMM comes from Mountaineer Marketplace. See [Placing a RMM Order](#)

Can I order chemicals from RMM and other suppliers in one shopping experience?

No. RMM chemical carts MUST be submitted with only RMM items in a single requisition. You can submit multiple RMM carts under one requisition. This is due to approvals and shipping addresses that are utilized for the RMM system. Combining carts from other suppliers, or even lab supplies from vendors, may cause your requisition to be returned to you.

Is the Mountaineer Marketplace workflow any different when using RMM?

No. RMM uses the same workflow process as Mountaineer Marketplace.

What methodology was used to identify chemicals available in RMM?

To ensure consistency across multiple vendors offering products in RMM, we are using CAS numbers as the methodology. However, there will be products with CAS numbers that will not be available in RMM, such as test kits, cleaning supplies, etc. Users will continue to buy these items from their current sources.

How can I search for chemicals in RMM?

You can search by CAS number, name, catalog number, chemical formula, or structure.

I think there is an issue with pricing, who should I contact?

Please contact PCPS with the vendor name, item number and unit price. A screen shot is great.

I am having an issue placing my order in RMM, who should I contact?

Please contact the PCPS.

When ordering, can I use a P-Card?

No. Orders in RMM utilize the Mountaineer Marketplace workflow and funding strings.

What Suppliers are listed in the Hosted Catalogs?

Fisher Scientific

Sigma-Aldrich

VWR

Qiagen Inc

eMolecules (coming soon)

eMolecules

 fisher scientific
part of Thermo Fisher Scientific



MILLIPORE
SIGMA

VWR 

Note: Airgas and Matheson gasses are currently not available in RMM. Continue using their respective punchouts directly.

Research Materials Management (RMM) Frequently Asked Questions



What Suppliers are covered by eMolecules:

3A SpeedChem	Apollo Scientific - Building Blocks	Chemspace BB	Maybridge BB
4DrugDiscovery, LLC	AQ BioPharma Co. Ltd.	Chemtos	Medchem Express
A1 BioChem Labs	Aquila Pharmatech	CHESS GmbH	Nature Science Technologies
A2B Chem LLC	ASINEX - BB	Clearsynth	Oakwood Chemicals
AA Blocks LLC	ASINEX - BIO BB	Combi-Blocks, Inc.	Otava BB
Abosyn Chemicals Inc.	AstaTech	Cominex Zrt. - BB	Pharmablock - Backordered
AbovChem	Atlantic Research Chemicals	Crea-Chim	Pharmablock - Stock
Absolute Chiral	Aurum Pharmatech	CSN Pharm	Platte Valley Scientific
Accela ChemBio (ASD)	AvaChem Scientific	EDASA Scientific	Princeton BioMolecular Research - BB
Accela ChemBio (SD)	Avanott BVBA	Enamine BB - EU Stock	Pure Chemistry Scientific Inc.
AChem-Block Shanghai	AxisPharm	Enamine BB - UA Backorder	PurePEG, LLC
ACINTS	Axon Medchem	Enamine BB - UA Stock	Rieke Metals
Acros Organics	Azepine	Enamine BB - US Stock	Selleck Chemicals
Acrotein ChemBio Inc.	Bellen Chem	EvoBlocks	Sinova
ACS Scientific	BetaPharma	Frontier Scientific (Logan)	Specs - BB
Activate Scientific	BioBlocks	Frontier Scientific Services	SpiroChem
Advamacs	Bio-Farma	HE Chemical	SpiroChem - Backordered
Advanced ChemBlocks	BLD Pharmatech	HTS Biochemie - BB	Strem Chemicals
AEchem (USA)	BOC Sciences	Innovapharm Ltd.	SynInnova Laboratories Inc.
Aldlab Chemicals	Bridge Organics	InterBioScreen BB	Synovel Laboratory
Alfa Aesar (US)	Broadpharm	Iris Biotech	Synthonix - Backordered
Alichem	Cayman Chemical	J & W PharmLab LLC	Synthonix - Stock
Alinda Chemical - BB	CF Plus Chemicals	J&K Scientific	Target Molecule
Ambeed, Inc.	ChemBridge - BB	Key Organics/BIONET - Building Blocks	TCI America
Angel Pharmatech	Chemcia	Lan Pharmatech	Toctris Bioscience (Bio-Techne UK)
Angene Chemical	ChemDiv BB	Life Chemicals - BB	Toronto Research Chemicals
Anichem, Inc.	ChemImpex	Liverpool ChiroChem Ltd.	Tyger Scientific
AOBChem USA	Chemodex Ltd.	Manchester Organics	Vitas M Labs - BB
Apeiron Synthesis S.A.	ChemScene	Mason-Chem	ZereneX Molecular Ltd
ApexBio Technology	ChemShuttle	Matrix Scientific	

I don't see the chemical I need in RMM. How do I order it?

Please initiate a non-catalog form requisition in Mountaineer Marketplace. Also, be sure to

Check the Hazardous Material box on the non-catalog form. 

For orders in Morgantown, these items can be added to your RMM chemical inventory and barcoded if you change the shipping address associated with your cart. The RMM chemical receiving address is HSC Chemical Receiving G249 in the Mountaineer Marketplace address system.

This address will route the delivery through the chemical receiving process for barcoding, in addition to your chemical inventory, and allow delivery to your designated location. Approvers may request your designated location in the Comment section of the MM requisition if it is not known.

Can I utilize vendor quotes for startups or bulk orders?

Pricing in RMM can be very competitive, however, vendor quotes can still be uploaded and processed inside the Fisher and VWR punchouts. A comment should be made in the MM Requisition specifying the PI/Researcher name(s) and the Lab Room(s) for inventories.

Research Materials Management (RMM) Frequently Asked Questions



Shipment and Delivery

Where will my chemicals be delivered?

Chemicals will be delivered to the primary delivery location in RMM or alternate delivery location the purchaser indicates at RMM checkout. This varies by campus location. For most users, you will not notice any change to your delivery, except for a barcode being added to your containers.

HSC Morgantown: Standard delivery process.

Clark Hall and CRL: Standard delivery process to 302 Clark Hall.

Downtown/Evansdale: Deliveries may be delivered to your department's mail room.

PSC/Beckley: TBD

Who will deliver my chemicals?

This may vary by location, but can include department postal employees, Campus Mail, Facilities Warehouse employees, and/or EHS

Will I know when the chemical will arrive?

Yes. You should receive the standard communications from the vendor with tracking information. Once your chemicals arrive on campus, you will receive an email with further information about the delivery. Depending on when it is processed, most will be delivered the same day. Some orders will require an additional 24 hours to be delivered.

Chemical Inventory

Do I need to do any chemical inventory operations after receiving a chemical?

Currently, all you need to do is make sure to store your items in your locations. EHS will be auditing each lab and helping set up areas for inventory. It will be the lab's responsibility to remove and transfer items within their labs. Annual audits will reconcile any mis-inventoried containers.

Will RMM help with identifying chemical hazards?

Yes! RMM provides the chemical hazards associated with any chemical pictorially via the Global Harmonized System (GHS), National Fire Protection Association (NFPA) and has all Safety Data Sheets (SDS) embedded.

What should I do with my current chemical inventory?

Your lab's current chemical inventory (due in Summer 2022) will be transferred to RMM and will be reconciled in a chemical audit performed by EHS during the 2022/2023 year.

Will there be any help with current inventory conversion to the RMM inventory system?

Yes. Your laboratory will have the option of barcoding chemicals PRIOR to completing our last spreadsheet inventory. Upon submittal of your standard spreadsheet inventory, EHS will upload your information into the RMM system. If you chose not to barcode, EHS will visit your laboratory to barcode your reported chemicals. Missing information on your spreadsheet inventory may require additional visits to correct errors.