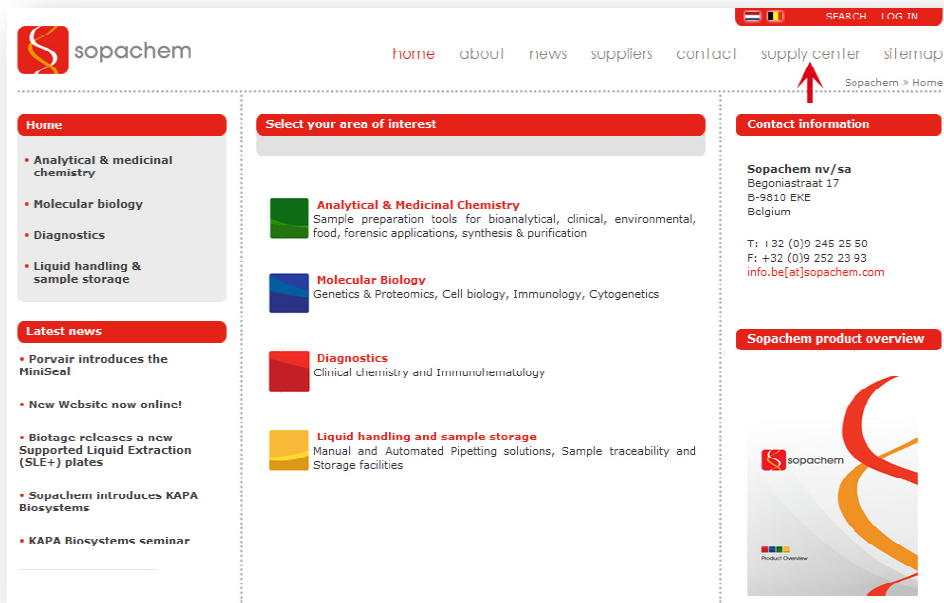


# Order on the Sopachem Supply Center in 3 steps

**Step 1 :** visit the Sopachem website [www.sopachem.com](http://www.sopachem.com) and click on "supply center" in the upper menu.



**Step 2 :** take care that you have a PO reference number provided by your purchase manager and fill in the requested information. When finished, click on "submit".

The image shows a screenshot of the Sopachem order form. The form is titled 'Order form' and is divided into three main sections. The first section is 'Product ref. #' and contains five rows, each with a text input field for the product reference number and a dropdown menu for the quantity, all set to '0'. The second section is 'Your details' and contains several text input fields: 'Company\*', 'Laboratory\*', 'Full name\*', 'Email\*', 'Facturation address\*', and 'Your PO Reference\*'. The third section is 'Comments' and contains a text area for 'Your comment'. At the bottom of the form is a 'Submit' button.

**Step 3 :** check your mailbox and print your order confirmation e-mail. Give this document to your supply center manager who will allow you to remove the corresponding product(s) from the freezer.