

Marketplace Checkout and Ordering

Store Access

- Log in at <https://app.riskandsafety.com>
- Go to the RSS homepage, and select the store name in the top-right

Setting up a Purchasing Account

1. From the RSS homepage, select the store name in the top-right
2. If the status for your inventory is “Configuration Required”, select the name
3. Select **Continue**

Adding a Fund

1. To add a fund, select the round, three-dot menu in the bottom right and select **Add Fund**
2. Fill out the required fields (*)
3. Select the toggle next to “Default” to make this the default payment method
4. Select **Save**

Adding a Delivery/Transfer Location

1. To add delivery/transfer location(s), select the round, three-dot menu in the bottom right and select **Add Location**
 - **Note:** Sublocations for your Chemical Inventory must be setup in Chemicals prior to setting up the fund account
2. Input the required fields (*)
3. Select the toggle next to “Default” to make this the default delivery location
4. Select **Save**

Accessing My Purchasing Code

Each purchaser has their own code which is required prior to making any purchase, in-store and in-person.

1. Select **My Purchasing Code**
2. Either print the QR code by selecting **Print**, take a picture with your mobile device, or scan and save the QR code. **Note:** Do not share this with anyone
 - If the QR code has been compromised, select **Generate new code**
3. Remember to take the Purchasing Code to the store to purchase products

Online Ordering

If the store has enabled delivery and pickup, purchases can be made online.

1. From the Store homepage, search for a product by name or product number
2. Choose the item
3. Select **Add to Cart**
4. Repeat steps 1-3 until all items are in cart
5. Select the cart icon in the top right
6. Modify the quantity or remove items added in error
7. Select **Checkout**
8. Input the “Payment Method” and “Receiving Method”
 - **Note:** You must have a location associated with account to place an order
9. Select **Place Order**
 - A notification email will be sent once the order is ready for pickup or has been delivered

In-Person and Self-Checkout Ordering

1. Gather all products to purchase and go to an available workstation in the store
2. Begin scanning each product into the shopping cart
3. Once all products have been scanned, review items: input “Quantity” or **Remove** individual items
4. Select **Checkout**
5. Scan your Purchasing Code
6. Input Payment Method and Receiving Method
7. If everything looks accurate, select **Place Order** to checkout

Adding a Delivery/Transfer Location to an Existing Account

1. From the Store homepage, select **Accounts**
2. Select an inventory
3. Select the round, three-dot menu in the bottom right and choose **Add Location**
4. Choose the building, room, and sublocation
 - **Note:** If all sublocations in your chemical inventory have been added here, you cannot add any further delivery locations. You must first add a new sublocation or building with rooms and sublocations etc. in Chemicals, then return to these steps.
5. Select **Save**

Adding a New Fund to an Existing Account

1. From the Store homepage, select **Accounts**
2. Select an inventory
3. Select the round, three-dot menu in the bottom right and choose **Add Fund**
4. Fill out the form and select **Save**