

# Marketplace Checkout and Ordering

# **Store Access**

- Log in at <a href="https://app.riskandsafety.com">https://app.riskandsafety.com</a>
- 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