

Structure Searching Purchasing Procedure



Structure Searching Purchasing Procedure	
Chemical Inventory Management	Select the "Structure Search" icon or tile
Source Search	
My Requests Container Operations Image: Container Stockroom Held Carts Open Approval	
Replenishment Requests	



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Chemical Inventory Management

		Structure Search can be performed as follows:
Monu Home Page Searching and Shopping Structure Search MOL File List		Import structure file (.mol file can be obtained from a saved internet search):
Import Paste C Edit (7 Clear ×	Include sources ?	i. Click import, a browse window will open to insert. mol file
	Reset Internal External ✓ ▲ Labs ▲ No Preferred ✓ ♣ Stockrooms ▲ No Preferred ✓ ➡ Storerooms ▲ No Preferred ✓ ➡ MeMolecules ✓	 ii. Select the desired. mol file from the saved directory. Select 'ok' Paste mol chemical structure (as text): Click the 'Paste' button Copy/paste structures from chemical structure software Accept
	Databases ☑ SpendDirector 4 ☑ eMolecules 2	 Draw structure Click the 'Edit' button Chemical drawing tool window open Draw the chemical structure Press the red 'x' button Close 'Draw structure' window



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Now that you have performed an import/Paste/Draw of your structure, you can now 'Search' end
Follow the same instructions to submit as you did in Test Case 3 to complete purchase