Processing online orders through Colonial Scientific

Colonial Scientific is fortunate to be centrally located in Virginia, and CS’s primary focus is to be a helpful resource for the labs at various state agencies and universities. They are a SWaM certified small business, on VA State Contract E194-73039 for laboratory supplies and equipment. They do not charge freight to William and Mary, (however, there is a small order fee for orders under $50). Some of the manufacturers they work with include: Eppendorf, Thermo Scientific, Waters Corporation, Microflex/ High Five, Bel Art, Heidolph, Boekel, Whatman, Nalgene/ Nunc.

CS also works with both Fisher and VWR to offer their products at a discount. It may be helpful to price compare some of these items and see if it may be beneficial to purchase through CS for these items given that you would be utilizing a VA-based, SWaM business that does not charge freight for orders over $50.

Prior to placing your order, please contact our sales representative, David Shultz: david@colonialscientific.com; 866-898-4360.

David will complete a quote for you and provide you with the competitive pricing available on the state contract. If the items are for routine purchases, David will add the items to your ‘personalized shopping list’ on your CS online account.

To create your CS online account:
Visit: www.colonialscientific.com

Click on the New Customer link under forgot password?
Processing online orders through Colonial Scientific

Complete the fields with your account information.

**NOTE:** If you already have an account with us, please login at the [login page](#).

**Your Personal Details**

- **Gender:**
  - Male
  - Female *

- **First Name:**
  - Marr

- **Last Name:**
  - Austin

- **E-Mail Address:**
  - maaustin@wm.edu *

**Company Details**

- **Company Name:**
  - College of William & Mary

- **Company’s tax id number:**
  - 10-546001718

**Your Address**

- **Street Address:**
  - 115 Grigsby Drive

- **Post Code:**
  - 23185

- **City:**
  - Williamsburg

- **State/Province:**
  - VA

- **Country:**
  - United States

**Your Contact Information**

- **Telephone Number:**
  - [ ] *

**Tax ID** – please enter W&M’s tax exempt number 10-546001718 – Colonial Scientific will make sure that your account will reflect tax exempt for your orders.

**Your address** – be sure to complete this with your shipping address and not your PO Box as it will automatically populate as shipping for your orders.
Continue filling out the account information and hit **continue**.

Once you work with CS and determine which items you will be purchasing, CS will add those items at the contracted rate to your personalized shopping list for easy ordering. You may find them by clicking, ‘**Click here to shop for your personalized pricing list**’. 
Processing online orders through Colonial Scientific

You should then be able to see all the items that you and CS determined would be recurring purchases and should be included in your products listing.

You may pick and choose and add to your cart.

You will then see that the item has been added by reviewing the left side of the screen under shopping cart.
You will also be able to add any other items through the search field to the same order.

Once completed, click on the shopping cart link to review the orders.

**NOTE:** Orders under $50 will be charged a fee, so please try and bundle your purchases to ensure you receive the best pricing available.

If you need to ship these items to another location, please click on the change address.

You may include any comments about your order, if needed and then hit **continue.**
Processing online orders through Colonial Scientific

Payment Information
Please process through your SPCC for the order and then hit continue.

Confirmation
You should see a summary review of your order and then hit Confirm order.