

1. Open [Lab Equipment and Supplies Inventory](#) link.
2. Browse Catalog with the help of the filter pane on the right of the webpage and/or search bar at the top of the page.
3. Once you find an item you would like to request, select the tile.
4. In the Share pop up, enter “Cody Rester” in the first field and include the quantity you request in your message in the second field.
5. Press “Send”.
6. Cody Rester will respond via email with next steps.

