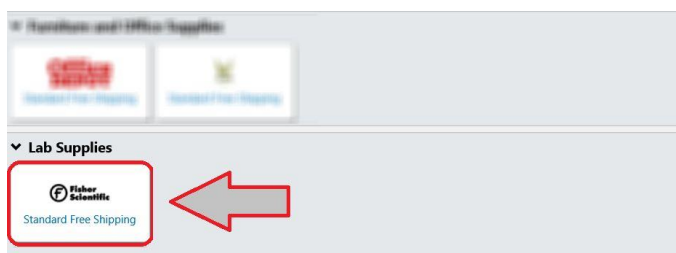


Fisher Scientific Punch-out User Guide

How to Order Using Fisher Scientific Quotes:

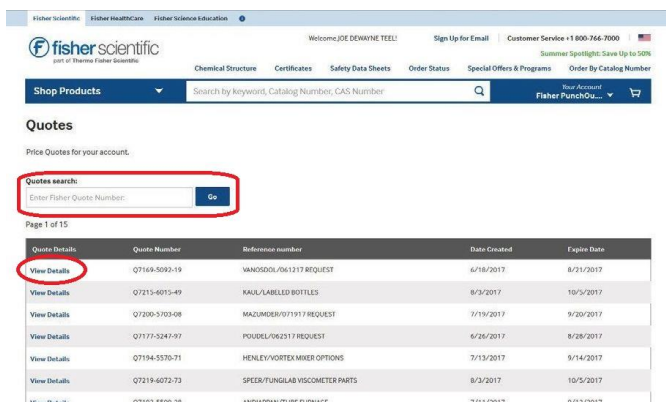
Step 1

Log into purchasing portal and select the Fisher Scientific™ option as your vendor catalog.



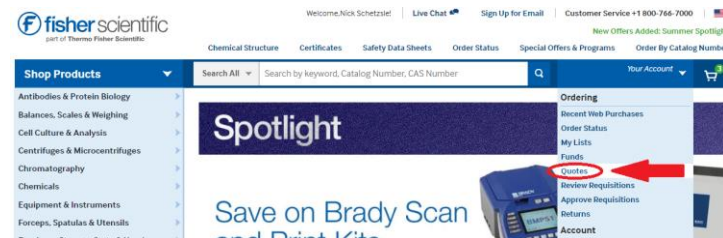
Step 3

Identify the correct quote and click on "View Details" to start the ordering process. If you know your quote number, enter it into the "Quotes search" to quickly identify your quote.



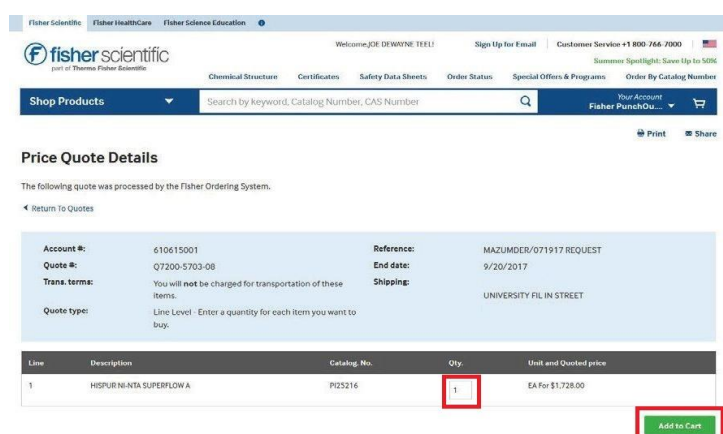
Step 2

Click on the down arrow next to "Your Account" in right side of the blue ribbon to the right of the search window. Choose "Quotes" to display the quotes available.



Step 4

Enter the correct quantities of items you need and enter a quantity of "0" for any items you do not need. Click "Add to Cart" and check out as usual. Promo codes are not available for punch-out customers.

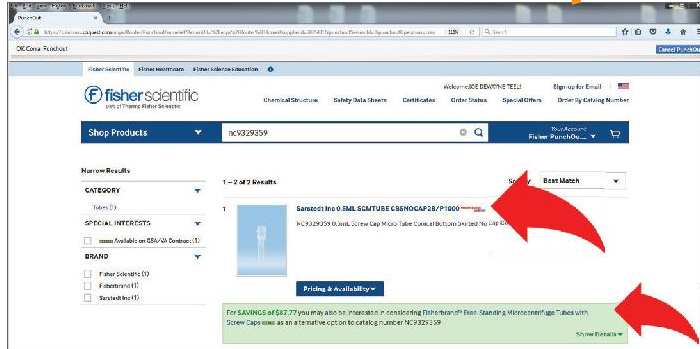




Fisher Scientific Punch-out User Guide (continued)

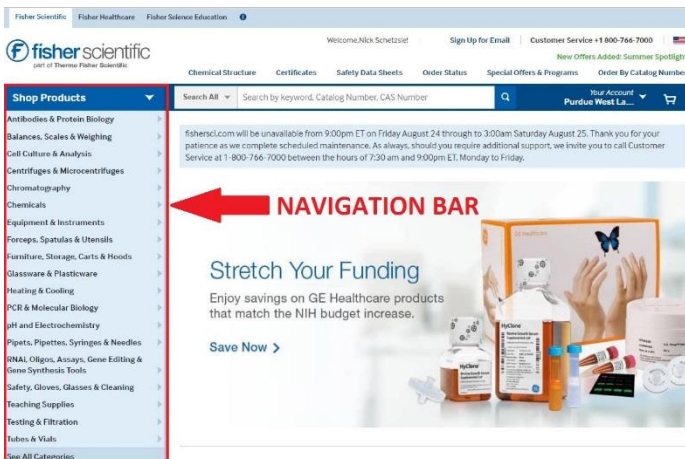
Encompass Products (Third Party)

If you are ordering an Encompass item, an alternate product that offers additional savings may be available. If this occurs, the savings will be displayed below the original product in a green, highlighted box.

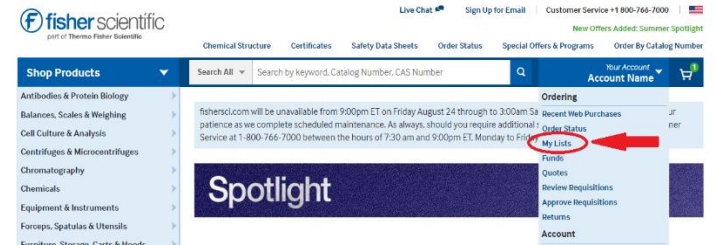


Searching for Products

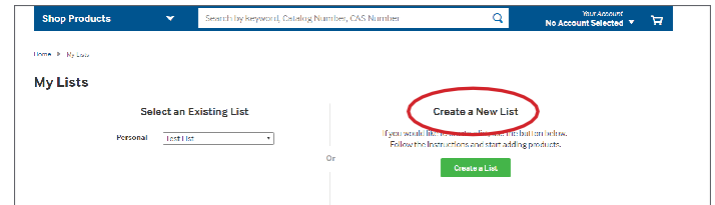
1. Looking for a product? Search by:
 - Product Name or Catalog Number
 - Manufacturer Name or Part Number
 - CAS #
2. The type-ahead feature facilitates your search by providing a drop-down selection
3. Search results can be refined by using the navigation bar on the left



Create My Lists (Access from "Your Account")



1. Use or create your own personal My Lists. My Lists can be used for commonly ordered items or hard to find items. Click on the down arrow next to "Your Account" in right side of the blue ribbon to the right of the search window and click on "My Lists".
2. Select an Existing List or choose Create a New List.



3. Create a name for your list. Add items from the product page, the shopping cart, or import a spreadsheet or a .CSV file to get started using your list.



4. If you'd like more information on how to create customized My Lists, please contact your sales representative.

Fisher Scientific Sales Rep:
908-798-3483 | molly.mcdowell@thermofisher.com

Fisher Scientific Web Support:
877-885-2081 | fisher.support@thermofisher.com

Strategic Sourcing Purchasing Team:
<https://uiowa.edu/ap-purchasing/people>