



ThermoFisher
SCIENTIFIC

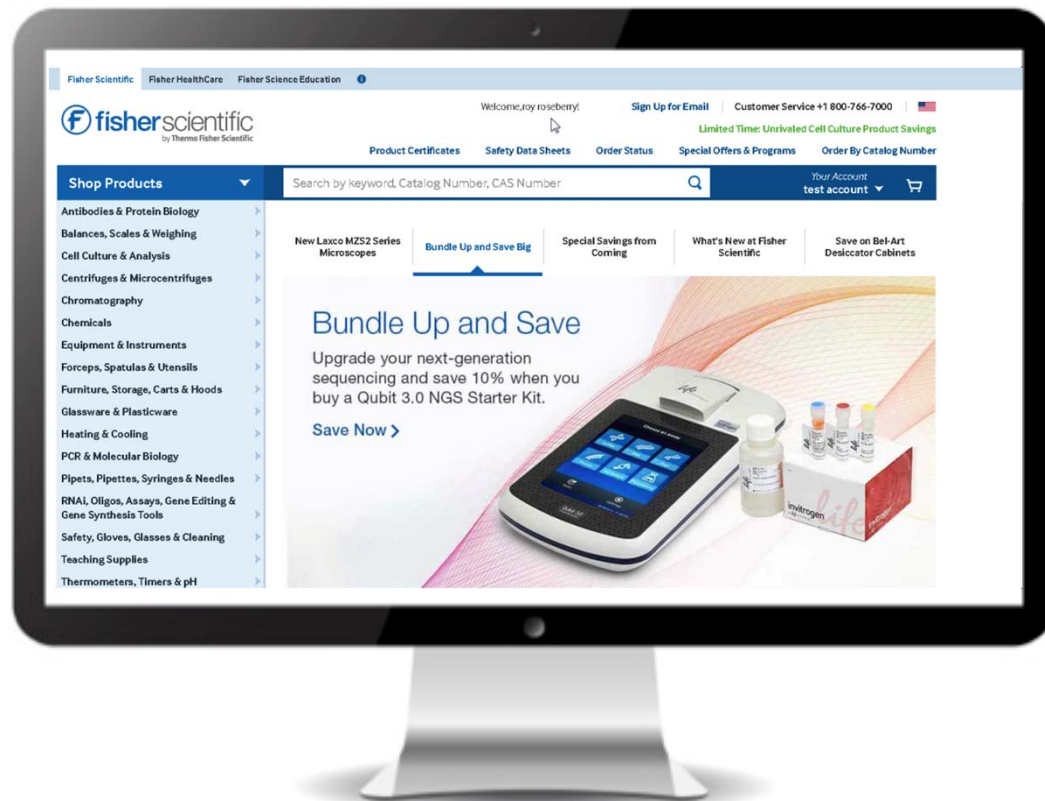
Fisher Scientific Punchout Web Guide

**UNIVERSITY OF
DELAWARE** **EXCHANGE**

The world leader in serving science

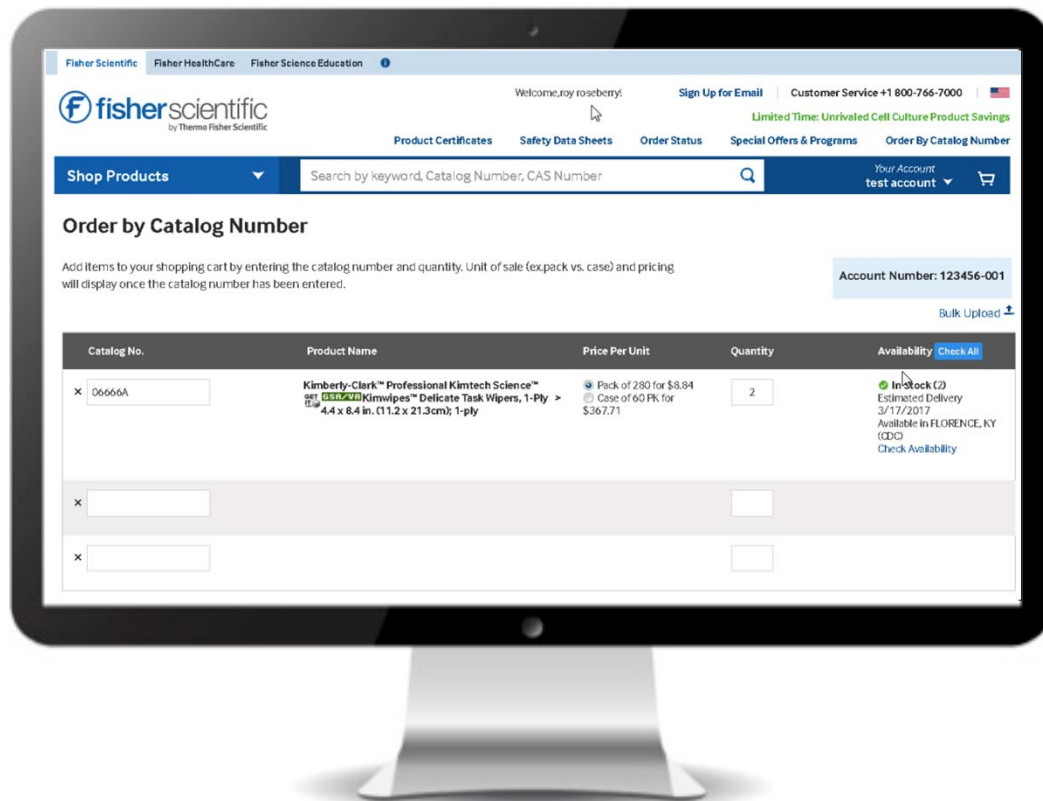
Shop products

- If you know what product you need, enter your search terms in the main search box, located on the dark blue bar near the top of the site; you may search by keyword or catalog number (Fisher, Manufacturer or Competitors); “**Type ahead**” suggestions will allow you to quickly filter your results to a manageable list
- If you’re unsure of the product you want, browse using the “**Shop Products**” menu located on the left side of the blue bar at the top of the site; here you will find all of the top categories and products—if you don’t see the product category you need, click the “**See All Categories**” link at the bottom of the “**Shop Products**” menu



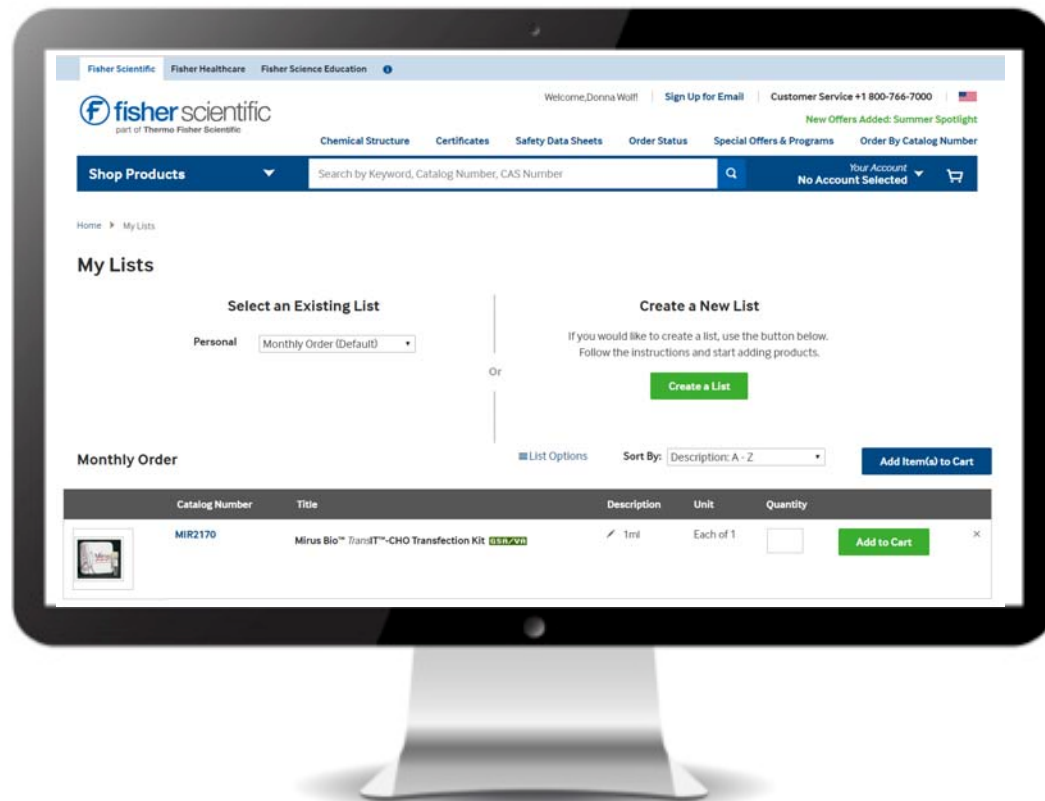
Order by catalog number

“Order By Catalog Number” is the quickest, most efficient way to place an order if you know the item Cat. No.; this feature enables you to create an entire order by entering the Fisher Scientific or manufacturer Cat. No. and quantity, and selecting the desired unit of measure. The “Order By Catalog Number” link is found in the top navigation of every page.



Order using My Lists

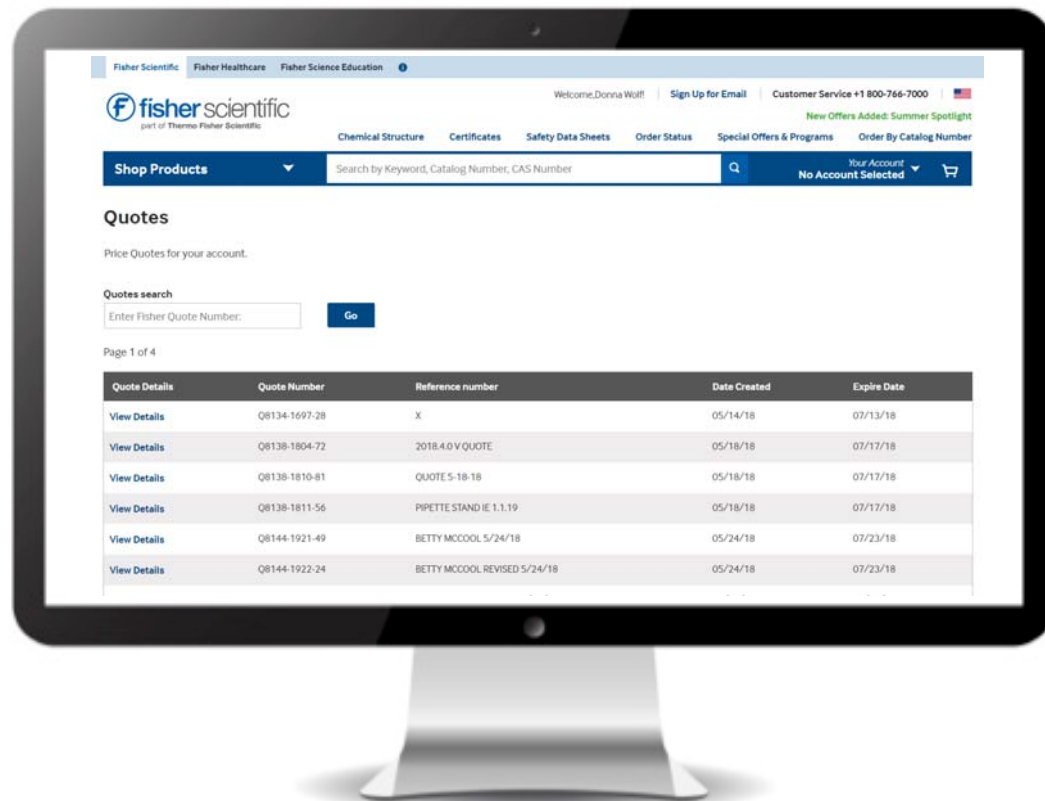
- To create a list of your frequently purchased items, click on the **Your Account** menu, then click **My Lists** and then the **Create a List** button
- Enter a **New List Name** and select the type of list you wish to create
- Click the **Create New List** button and you will return to the **My Lists** page
- Use the search bar to find items you want to add to your list
- Select the unit of measure, type in a quantity for each product and click **Add to List** link
- Repeat this step until you have all items added



Order using a quote

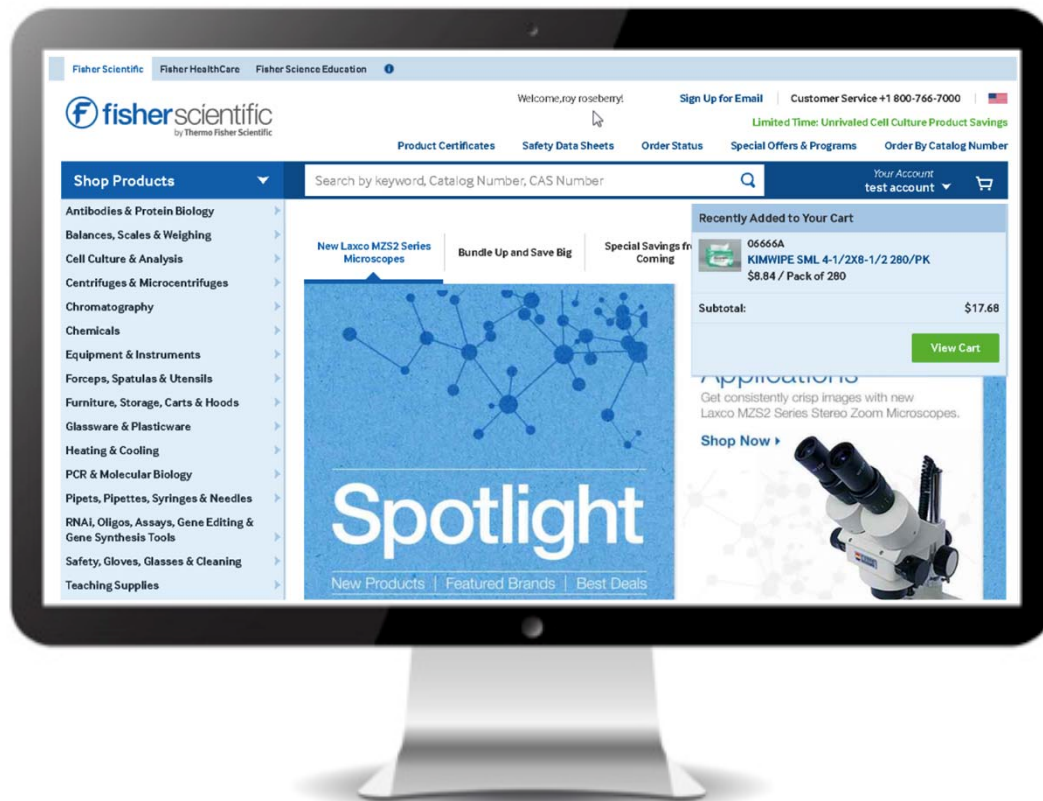
- To view existing Quotes, click on the **Your Account** menu.
- Click **Quotes** for a list of current Fisher Scientific quotes.
- Click **View Details** on any listing for details.
- You can add quoted items to your **Shopping Cart** directly from this page simply by entering a quantity, then clicking **Add to Cart**.

Important note: If it's a line-level quote, you can choose from the individual items. If it's an order-level quote, all of the items must be ordered.



Go to shopping cart

When you are ready to check out, click the **Shopping Cart** icon, located on the blue bar at the top of the site next to “Your Account”.



Order and shipment status – search

- After logging in, click **Your Account** in the navigation bar to make the drop-down list appear.
- Click on **Order Status** to view the status of a specific order.
- There are multiple methods of searching for an order
 - **Search by Orders**
 - Choose the **Orders** tab.
 - Select **Account** (if multiple accounts are tied to your profile, you will need to choose the account number the order was placed with). Choose **All Orders** or **My Web Orders**. The orders that were placed with that account number will automatically appear.
 - **Search Order History** by typing the known information for one of the following categories into the search box:
 - Brand Name
 - Catalog Number
 - Invoice Number
 - Order Number
 - PO Number
 - **Specify the timeframe** of your order by clicking on the field that defaults to **Past 6 months**
 - Click the **Search** icon

Fisher Scientific | Fisher Healthcare | Fisher Science Education

Welcome, Donna Wolff | Sign Up for Email | Customer Service +1 800-766-7000

New Offers Added: Summer Spotlight

Chemical Structure | Certificates | Safety Data Sheets | Order Status | Special Offers & Programs | Order By Catalog Number

Shop Products | Search by Keyword, Catalog Number, CAS Number

Your Account | No Account Selected

Order Status

Email notification settings

SELECT ACCOUNT: 123456001

All Orders | My Web Orders

SEARCH ORDER HISTORY

Past 6 months | Clear Search

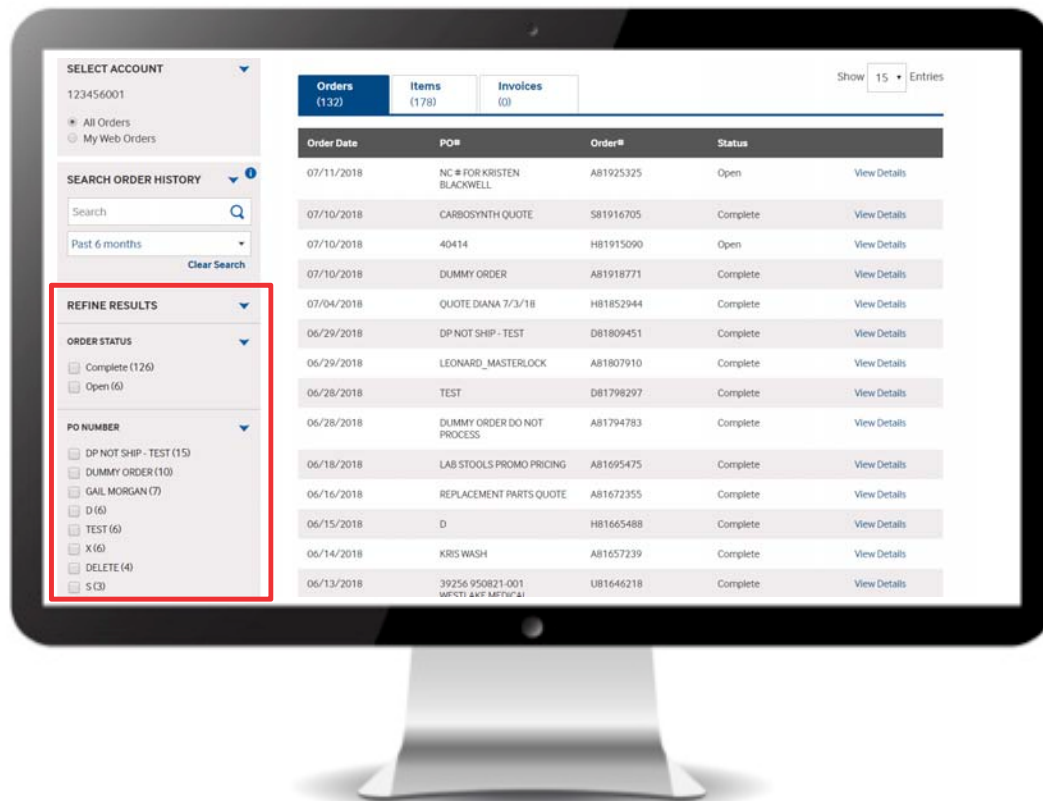
REFINE RESULTS

ORDER STATUS: Complete (126) | Open (6)

| Orders (132) | Items (178) | Invoices (0) | | | |
|--------------|----------------------------|--------------|----------|--------------|--|
| Order Date | PO# | Order# | Status | View Details | |
| 07/11/2018 | NC # FOR KRISTEN BLACKWELL | A81925325 | Open | View Details | |
| 07/10/2018 | CARBOSYNTH QUOTE | S81916705 | Complete | View Details | |
| 07/10/2018 | 40414 | H81915090 | Open | View Details | |
| 07/10/2018 | DUMMY ORDER | A81918771 | Complete | View Details | |
| 07/04/2018 | QUOTE DIANA 7/3/18 | H81852944 | Complete | View Details | |
| 06/29/2018 | DP NOT SHIP - TEST | D81809451 | Complete | View Details | |
| 06/29/2018 | LEONARD_MASTERLOCK | A81807910 | Complete | View Details | |
| 06/28/2018 | TEST | D81798297 | Complete | View Details | |

Order and shipment status – refine results

- Use the **Refine Results** feature to narrow down your search criteria by clicking the box next to the refinement:
 - Order Status
 - PO Number
 - Credit Card



Order and shipment status – view details, packing slips and invoices

- Click the **View Details** link to advance to the order details page, where you can choose from the following actions:
 - **Request Packing Slips** — review what items were shipped on that order.
 - **View Invoice** — see your invoice as a PDF document.
 - **Reorder These Items** — advance to product detail page to add item to cart.
 - **Track Shipment** — review the status of your shipment.
 - **Return Products** — initiate a return of a product from this page.
- To view the item you ordered, click the **Catalog Number** link.
- Click the **Back to Order Status** link when you want to return to the order status page
- Click the **View Invoice** link to advance to a PDF of your invoice.

