

The world leader in serving science



Punchout Quick Reference Guide

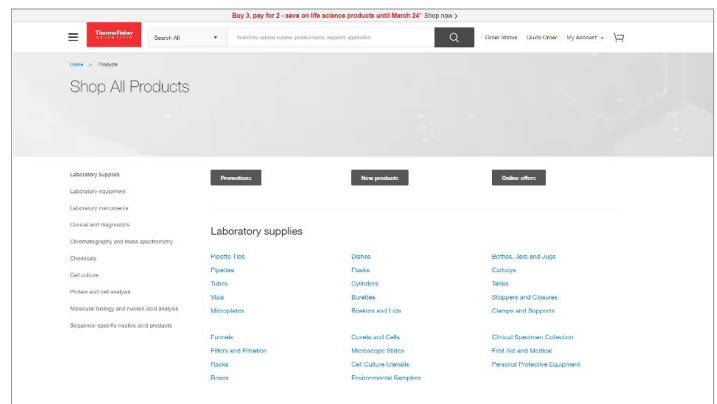
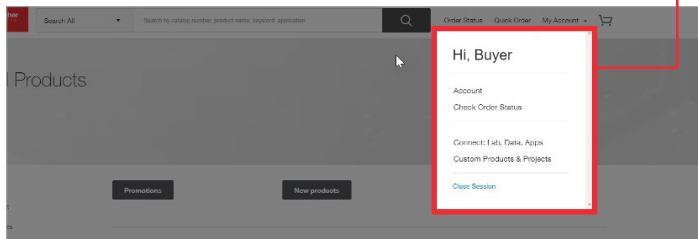
Access and Ordering

ThermoFisher
SCIENTIFIC

Log in to your eMarketplace and punchout to thermofisher.com

Your account options

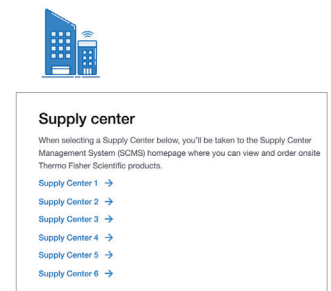
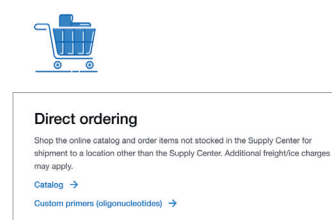
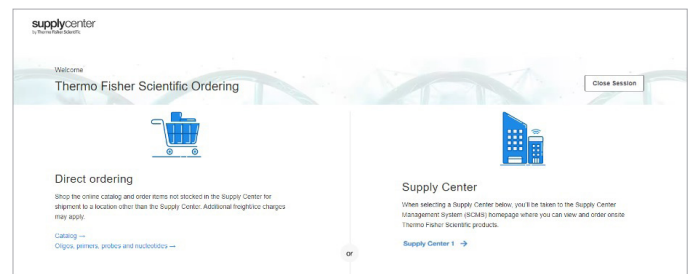
- There are several options available under the Your Account drop down, including links to past and current orders, saved favorites, and Custom Products & Projects.



If you have PSCMS enabled within your B2B punchout, you have several options

- To access the Thermo Fisher full online catalog, select one of the Direct Ordering Options under Direct Orders.
 - *Direct ordering option will appear, if it is turned on for the customer.*
- With a Supply Center account added to your B2B enablement, your Thermo Fisher Scientific life sciences ordering landing page offers two ordering options; Direct and Supply Center.
- To complete your Supply Center purchase via the Supply Center Management System (SCMS), select available Supply Center option(s).

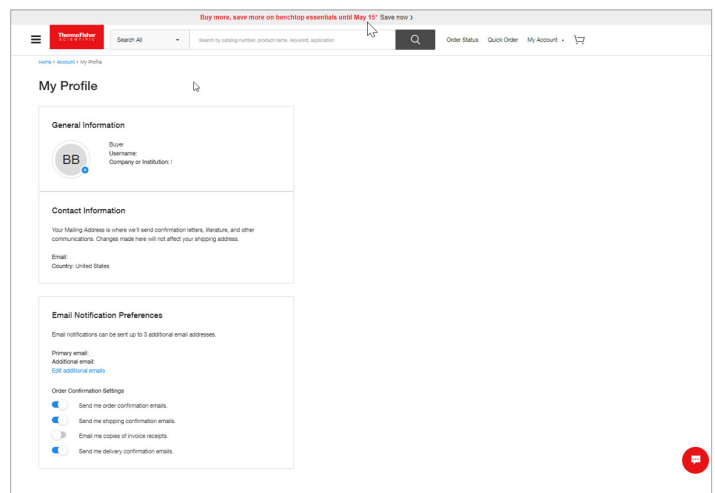
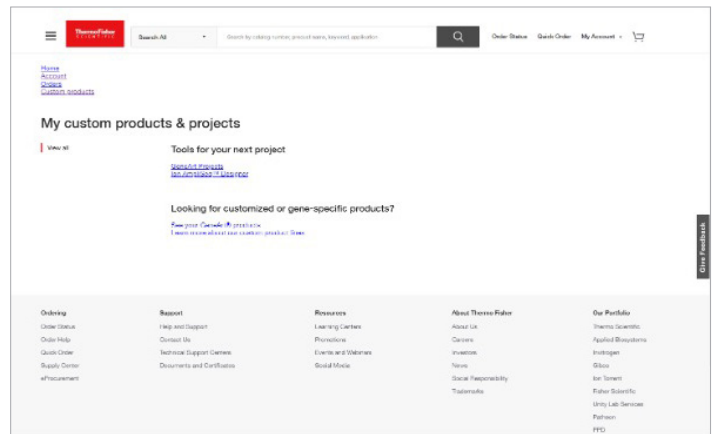
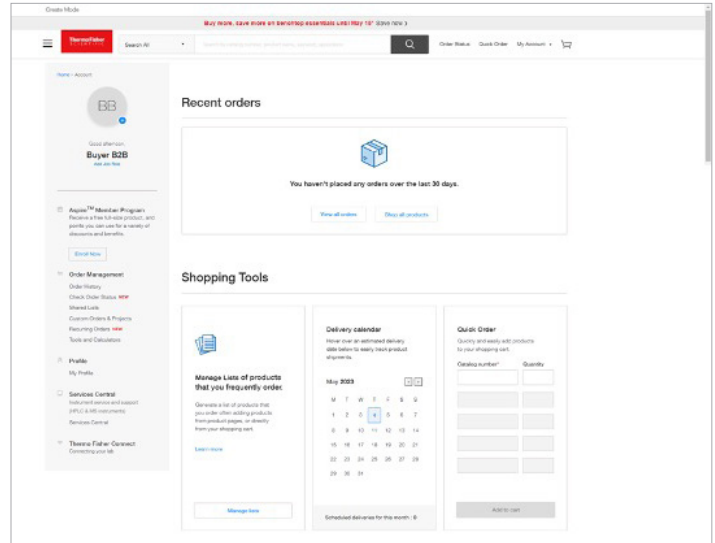
For full details, please refer to the full PSCMS quick reference guide, **located here**.



Direct Order Process

Your account options

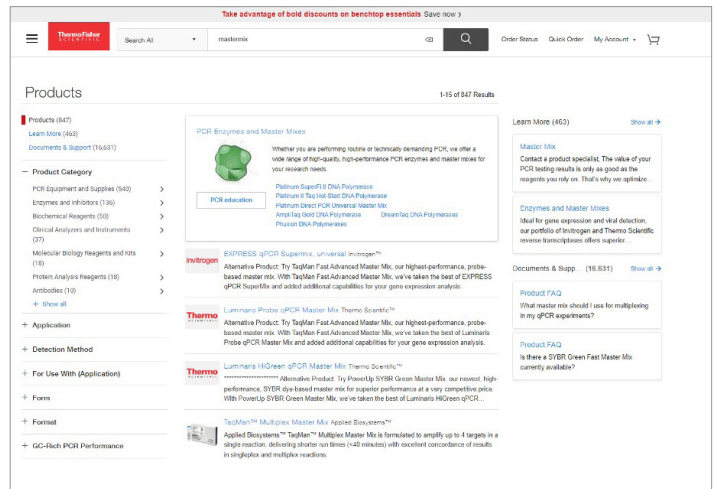
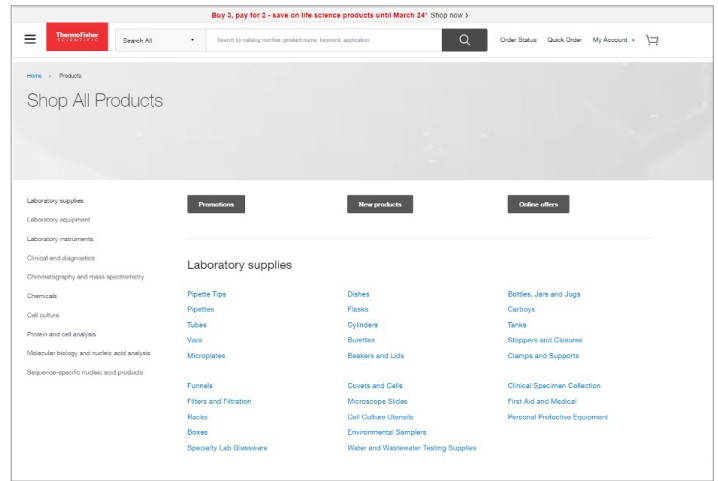
1. From **Your Account** you can view order history, order status, saved carts, saved lists, recurring orders, and view tools and calculators.
2. The **Custom Orders & Projects** tab contains links to custom TaqMan™ Assay designs. Selecting the name link will open the Custom Assay Design tool.
3. The **Profile** section of **Your Account** allows you to view and edit contact information and email notification preferences.



Search and Navigation

You can search our online catalog using the **Search** box at the top of the page or by navigating the Applications categories on the right side of the page.

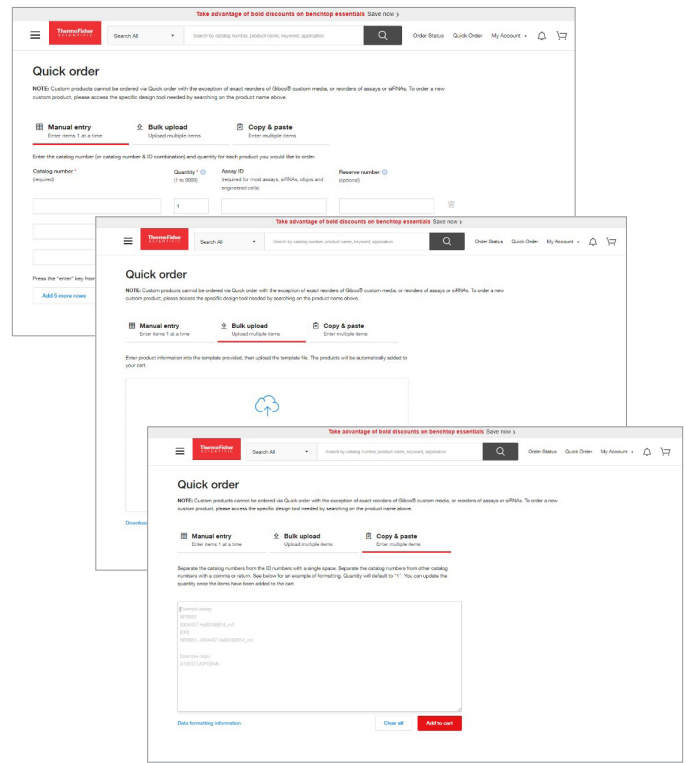
1. To Search the online ordering catalog, enter the search term(s) in the Search field. You can search by product name, product type, or catalog number.
2. The search results can be further filtered using the Product categories and Application filters. The search results allow you to see additional details about the product by clicking on the product name.
3. You can access additional product information from the results by selecting **See Price and size** or **Specifications** to find protocols or manuals for the product.
4. You can also add the products to your cart from the search results by clicking on **Add to cart** (see add to cart section on next page).



Quick Order

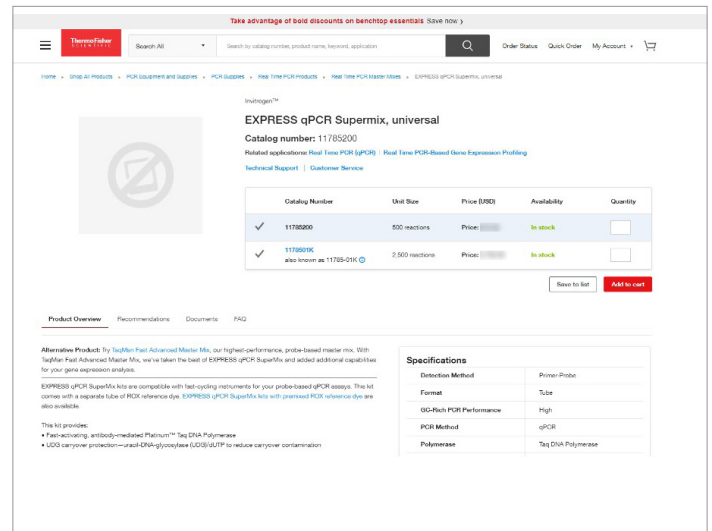
The Quick Order page allows you to add products to the cart when you already have the catalog number. Click the **Quick Order** button at the top of the page to access this function.

- Items can be added to the cart using the **Manual Entry**, **Bulk Upload** template, or Copy & Paste options.
 - Manual entry allows you to add individual catalog numbers to the Quick Order table.
 - * TaqMan™ Assay products also require an ID.
 - The Bulk upload link allows you to download an Excel® template, edit the file, and upload the catalog numbers.
 - The Copy & Paste link allows you to add up to 350 catalog numbers to the Quick Order table. The products can be separated by a comma or return. Separate the catalog numbers from the IDs with a single space. Once the catalog numbers are entered, click **Add to cart**.



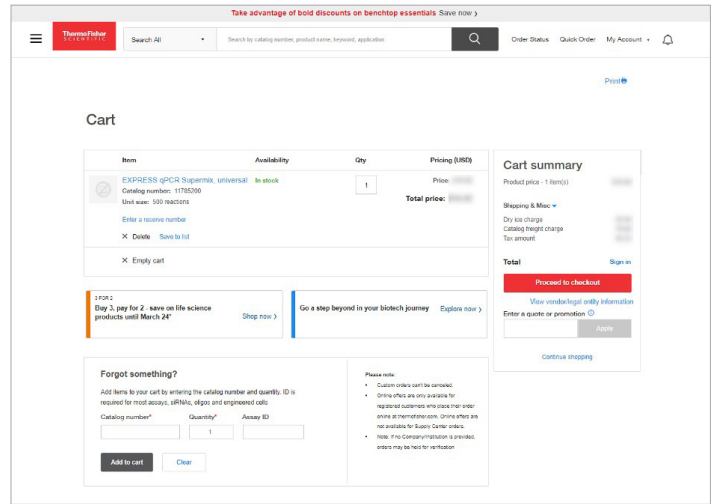
Add to Cart

- You can add products to your cart with the **Add to cart** button directly from the Search results or from the detail description page.
- Once the products have been added to your cart, the mini cart will open to show you the product has been added. The **Cart** button in the top navigation will also indicate the number of products in your cart.
- Hover over the **Cart** button with your mouse, and a view of your cart will drop down.
- Clicking on the **View Cart & Checkout** button will allow you to open the cart to process the request.



Cart

1. Clicking View Cart from the mini-cart will take you to your cart.
2. Frequently ordered items can be added to a **Saved List** from the cart by using the Select check box and then clicking **Save to List**.
3. Easily add your reserve order to your online cart. Click “Enter a reserve number” under the product, add the reserve number in the text field, and click Save.
4. When the quantity is changed in the **QTY** field the **Update Cart** button will appear and can be used to refresh the cart.

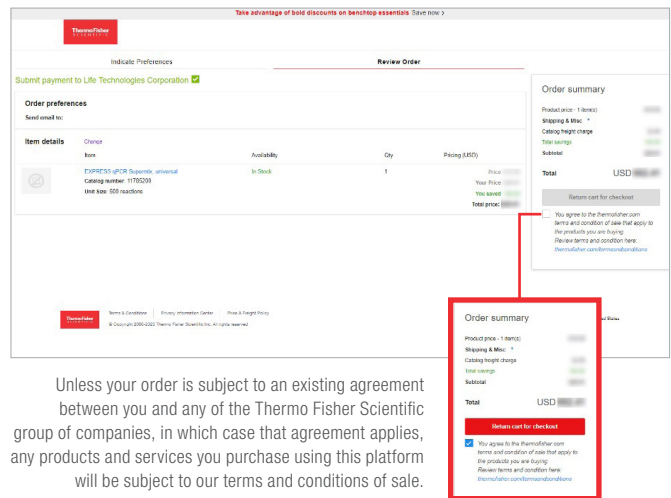


Quotes and Promotions

1. Quotes and promotions can be applied in the cart using the **Enter quote or promotion** box below Cart Summary. Click the **Apply** button to apply the quote or promotion and see updated pricing.
2. To complete your order, click **Begin Checkout**. This link opens the Checkout page.

Checkout

1. On the **Review Order** tab of Checkout, confirm the order is correct. You can click the **back** button to return to the cart to make any changes to the order.
2. The **Return Cart for Checkout** button will return the cart to your procurement system for processing and order submission. To return your cart for checkout, check the box to agree to the Terms and Conditions.



Questions?

Please contact our eCommerce Team at csecommerce@thermofisher.com

Learn more at thermofisher.com/eprocurement

