



When science clicks

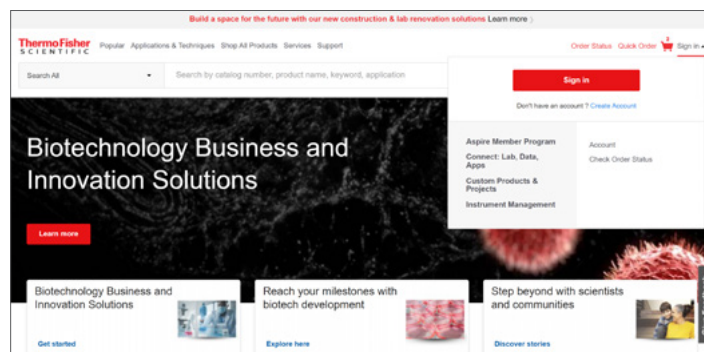
Easily create and manage recurring orders online

You can manage your recurring orders in a streamlined, single-page dashboard within your thermofisher.com account. Easily create, edit, and cancel your recurring orders online, as well as check the status of an order and track individual shipments.

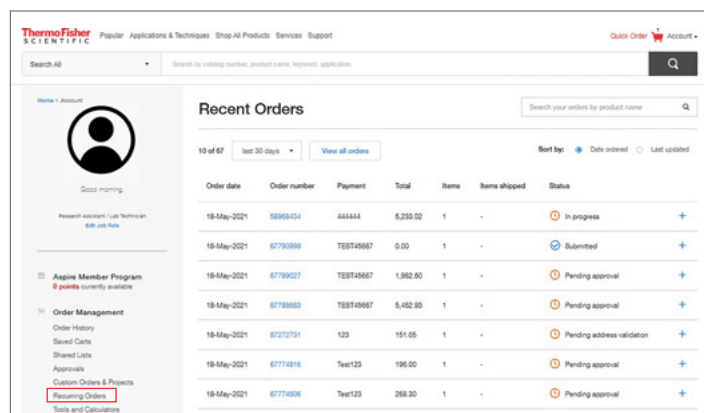
Step-by-step: create, edit, and cancel a recurring order

1. Go to [thermofisher.com](https://www.thermofisher.com) and log in to your account from the **Sign in** drop-down menu. If you don't have an account, select **Create Account** instead to register for an account.

Note: The email address used to register should match the email address used for existing recurring orders.



2. In the left-hand navigation of your account page, select **Recurring Orders**.



3. From this page, you can create a new recurring order and view any existing standing orders.

Note: If you do not see your current standing orders, please contact customer care at giresmaint@thermofisher.com or call 1-800-955-6288, option #8, ext. 46138.

Recurring orders

While we make updates to the recurring order feature, please email [customer care](#) to create or make edits to your recurring order.

A listing of your in-progress and shipped recurring orders is displayed below. Please note that edits can only be made up to 8 days prior to shipment.

[Create recurring order](#)

Series

Filter orders: [View all](#) [Active](#) [Submitted](#) [Ending soon](#) [Cancelled](#)

Monthly: Lab #204 [View series details](#)

Next shipment: 01-Aug-2022
 20 items
 Frequency type: Monthly
 First shipment: 01-Aug-2022
 Last shipment: 01-May-2023
 Payment type: Purchase order
 PO number: 67652034

Monthly: Lab #106 [View series details](#)

Next shipment: 16-Aug-2022
 70 items
 Frequency type: Monthly
 First shipment: 16-Aug-2022
 Last shipment: 10-Apr-2023
 Payment type: Purchase order
 PO number: 688777000

164 Series

Shipments [Download CSV](#) [Share](#)

Search by order number, series name, catalog number, product name, payment

Shipment date: [Range](#) [Single day](#) dd-mm-yyyy to dd-mm-yyyy [Clear all](#)

Order requested date	Series name	Order number	Payment	Total price	Status	Actions
24-May-2022	TESTEDT1	68448270	EDITQUAN1	7,613.00	Submitted	Edit Cancel +
31-May-2022	TESTEDT1	68448300	EDITQUAN1	7,613.00	Submitted	Edit Cancel +
07-Jun-2022	TESTEDT1	68448301	EDITQUAN1	7,613.00	Submitted	Edit Cancel +

4. Select **Create recurring order** to begin your order.

4a. Account information

Name your order series and select a linked account to populate shipping and billing information. You can update this information from the profile section of your online account.

Create recurring order

Account information

Enter a name to easily identify your series. Select the shipping destination for your series (create a new account from the Profile section of your online account).

Series name:

Select account: **test_tester_2**

Shipping information

Account number: 281222
 1600 FARADAY AVE
 CARLSBAD, CA 92008
 United States

Required field *

Attention to:

Building & room number:

Lab or department:

Billing information

Account number: 277486
 BT ADD 3
 FREDERICK, MD 21704
 United States

Attention to:

Building & room number:

Lab or department:

Order summary

Please add products to your recurring order to see pricing.

[Save draft](#)

[Cancel](#)

4b. Products and pricing

Enter the catalog number, quantity, and reserve number, if applicable. Reserves will add up to 3 days to process.

If a product cannot be purchased via recurring order, an alert will appear advising the removal of the item.

Select **Save items** if the order is complete or **add more rows** to enter more products.

Products and Pricing

Some items cannot be added to your recurring order. These include, and are not exclusive to, instruments, services, subscription products, custom configurations.

Your current pricing is displayed. For each shipment, pricing will be calculated based upon the item's price at the time of shipping. Expired promotions/quotes will be excluded.

Pricing is subject to change.

For pricing or quote-related questions, please contact your Sales Representative.

Required field *

Catalog number *	Quantity *	Reserve number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save items](#) [Add 3 more rows](#)

4c. Schedule frequency

Identify the shipment frequency (weekly, monthly, or custom), how often, and on what day of the week (Monday–Thursday).

Choose the order duration by period or number of shipments. Shipment date refers to the date your items will be shipped.

Schedule frequency

Select the frequency and duration of your recurrence.

Please note: 'Shipment date' refers to the date your item(s) will ship from the warehouse. Holidays, weekends and Fridays are excluded. Shipments scheduled for holidays will ship on the next shipping day.

Shipment frequency *

Weekly Monthly Custom

Every week(s) on

Shipment duration *

Period of time Number of shipments

First shipment on: to Last shipment on:

4d. Payment information

Choose an existing purchase order (PO) number or enter a new PO number.

Add in a PO reference or contract label to be included in the order documentation.

Payment information

Enter your preferred payment method.

You will be invoiced when your order ships.

Purchase order

Select purchase order number (required) * or Enter purchase order number (required) *

Your PO number will be standardized in our system, all letters will be capitalized.

Purchase order reference Contract

This will be included in the order documentation for your reference.

4e. Special instructions and email preferences

Enter special instructions if needed; this can increase processing time by up to 48 hours.

Edit email preferences to add additional email addresses to receive the shipping confirmation or invoice.

Additional instructions (optional)

Enter special instructions for your order and any additional email address(es) where you'd like order information sent.

Special instructions

Adding special instructions can increase your order processing time by up to 48 hours.

Email preferences

Email will be sent to ITQASupport@lifetech.com

If you would like to have your order confirmation email sent to an additional email address(es), please specify that here:

Send order and shipping confirmation to

[+ additional email](#)

If you would like to receive your invoice by email, please specify that here:

Send invoice to

[+ additional email](#)

5. Apply a quote or promotion number to the **Enter a quote or promotion** field.
Note: Customers will pay the list price marked on the day of shipment.

Order Summary

Product price - 5 item(s)	1,585.00
Subtotal	1,585.00

Shipping & Misc ▾

Catalog freight charge	109.00
Tax amount	131.29

Shipment price USD 1,825.29

Total price USD 9,126.45
Sum of 5 shipments

Submit recurring order

You agree to the [thermofisher.com Terms of Sale](#) that apply to the products you're buying.

Enter a quote or promotion ⓘ

Apply

If you wish to discuss pricing, please contact your sales representative

Save draft

Cancel

6. Once submitted, you can print, download, or share the recurring order details with coworkers who have a thermofisher.com account.
7. View and track shipments within your account dashboard or via the order lookup tool at [thermofisher.com/orderlookup](https://www.thermofisher.com/orderlookup).

Home > Account > Recurring orders > Confirmation

✓ Thank you for your order.

Your recurring order schedule has been submitted.

Your order was placed on 02-Jun-2022. A confirmation email will be sent to the email address(es) that you specified.

It may take a few moments for your order to fully process and reflect on the recurring order details page.

[Print](#) [Sign out](#)

View recurring order details
Continue shopping

Account information

Series name: Lab 2 Standing Order
Account: test_tester_2

Shipping information

Account number: 281222
1600 FARADAY AVE
CARLSBAD, CA 92008
United States

Attention to: sdd@stestprod1
Building & room number: ASD@sdafsdvsdqeqwe
Lab or department: 123456782332

Billing information

Account number: 277496
BT ADD 3
FREDERICK, MD 21704
United States

Attention to: 23423
Building & room number: BT ADD 2
Lab or department: BT ADD 1

Order Summary

Product price - 5 item(s)	1,585.00
Subtotal	1,585.00

Shipping & Misc ▾

Catalog freight charge	109.00
Tax	131.29

Shipment price USD 1,825.29

Total price USD 9,126.45
Sum of 5 shipments

8. You can **Edit** or **Cancel** a shipment, provided it is not within 8 days of the shipment date.

Recurring orders

While we make updates to the recurring order feature, please email [customer care](#) to make edits to your recurring order.
A listing of your in-progress and shipped Recurring Orders is displayed below. Please note that edits can only be made up to 8 days prior to shipment.

[Continue creating recurring order](#)

Series

Filter orders: [View all](#) [Active](#) [Completed](#) [Draft](#) [Submitted](#) [Ending soon](#) [Cancelled](#)

Draft test

Next shipment:

Payment type: Purchase order
PO number: 345678
Frequency type: Weekly
First shipment: 19-Sep-2022
Last shipment: 20-Sep-2022

[Delete](#) [Continue editing](#)

Submitted Add series name

Next shipment:

Payment type: Purchase order
PO number: 345678
Frequency type: Custom
First shipment: 31-Aug-2022
Last shipment: 21-Sep-2022

[View series details](#)

757 Series < 1 2 3 4 ... 370 >

Shipments

[Download CSV](#) [Share](#)

Search by order number, series name, catalog number, product name, p...




Shipment date: dd-mm-yyyy to dd-mm-yyyy

Order requested date	Series name	Order number	Payment	Total price	Status (1)	Actions
19-Sep-2022	-	10003939	345678	166.59	Upcoming	Edit Cancel +
19-Sep-2022	-	10003913	345678	157.25	Upcoming	Edit Cancel +
19-Sep-2022	-	10004089	345678	157.25	Upcoming	Edit Cancel +
19-Sep-2022	E2E2-6-29	72393399	E2E2-6-29	7,499.00	Upcoming	Edit Cancel +

8a. After selecting **Edit**, you can change the shipment date, change the quantity of an item, cancel an item, or cancel the shipment.

19-Sep-2022 E2E2-6-29 72393399 E2E2-6-29 7,499.00 Upcoming [Edit](#) [Cancel](#)

Order requested date [Cancel changes](#) [Save changes](#)

Items	Item status	Quantity	Price
 <p>Invitrogen™ UltraPure™ Agarose-1000 Catalog number: 16550100 Unit size: 100G</p> <p>Cancel item</p> <p>Product documents Save to list Reorder</p>	Upcoming	3	Your price: 380.00 Total price: 1,140.00
 <p>Gibco™ Advanced DMEM/F-12 Catalog number: 12634028 Unit size: 10 X 500ML</p> <p>Cancel item</p> <p>Product documents Save to list Reorder</p>	Upcoming	9	Your price: 500.00 Total price: 4,500.00
 <p>Gibco™ Advanced DMEM Catalog number: 12491023 Unit size: 10 X 500ML</p> <p>Cancel item</p> <p>Product documents Save to list Reorder</p>	Upcoming	5	Your price: 348.00 Total price: 1,740.00

Order summary

Product price - 17 item(s) 7,380.00

Shipping & miscellaneous + 119.00

Estimated total USD 7,499.00

* Your total price will be calculated based upon the current price at the time the order is shipped. Please contact your Sales Representative to discuss pricing.

[View order details](#)

[Reorder](#)

[Cancel shipment](#)

8b. When you are done making edits, select **Save changes**.

The screenshot shows an order management page for an order with ID 72393399, requested on 19-Sep-2022. The order status is 'Upcoming'. The page displays a table of items:

Items	Item status	Quantity	Price
 Invitrogen™ UltraPure™ Agarose-1000 Catalog number: 16550100 Unit size: 100G Cancel item	Upcoming	3	Your price: 380.00 Total price: 1,140.00
 Gibco™ Advanced DMEM/F-12 Catalog number: 12634028 Unit size: 10 X 500ML Cancel item	Upcoming	9	Your price: 500.00 Total price: 4,500.00
 Gibco™ Advanced DMEM Catalog number: 12491023 Unit size: 10 X 500ML Cancel item	Upcoming	5	Your price: 348.00 Total price: 1,740.00

On the right side, the 'Order summary' shows a product price of 7,380.00, a handling charge of 119.00, and an estimated total of USD 7,499.00. The 'Save changes' button is highlighted with a red box.

8c. When selecting **Cancel**, a pop-up will appear that confirms your desire to cancel the order.

The screenshot shows the same order management page as in 8b, but with a 'Cancel shipment' pop-up dialog box overlaid. The dialog box contains the following text:

Cancel shipment X

Are you sure you want to cancel this shipment?
This action cannot be undone.

Buttons: No, go back (white), Yes, cancel order (red)

The background page is dimmed, showing the same order details and summary as in 8b.

Sign in using the dashboard to manage your recurring orders at thermofisher.com/recurringorders