SCMS admin reference guide

External Inventory Manager

Version 2023

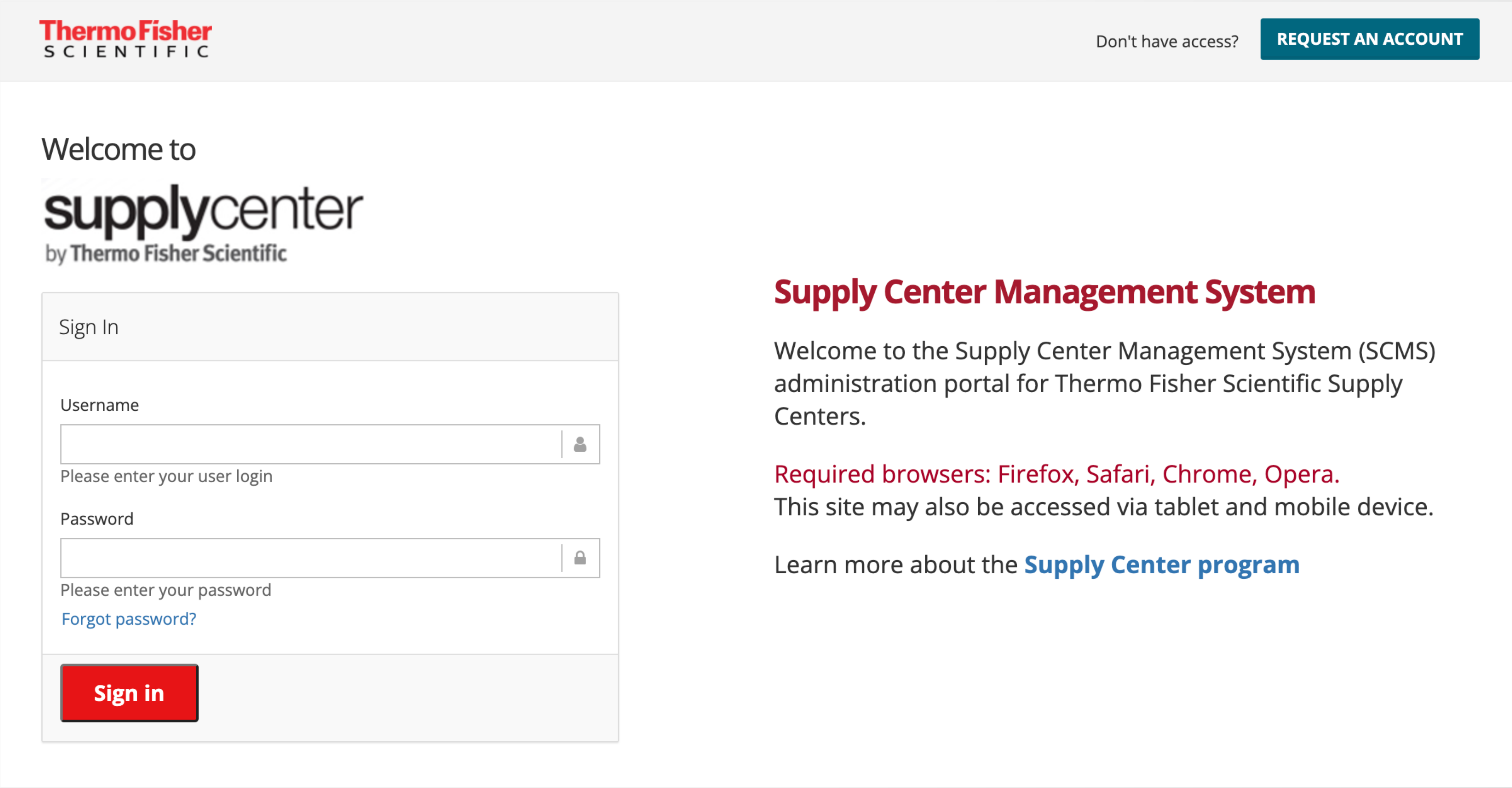
The world leader in serving science

Contents

Login

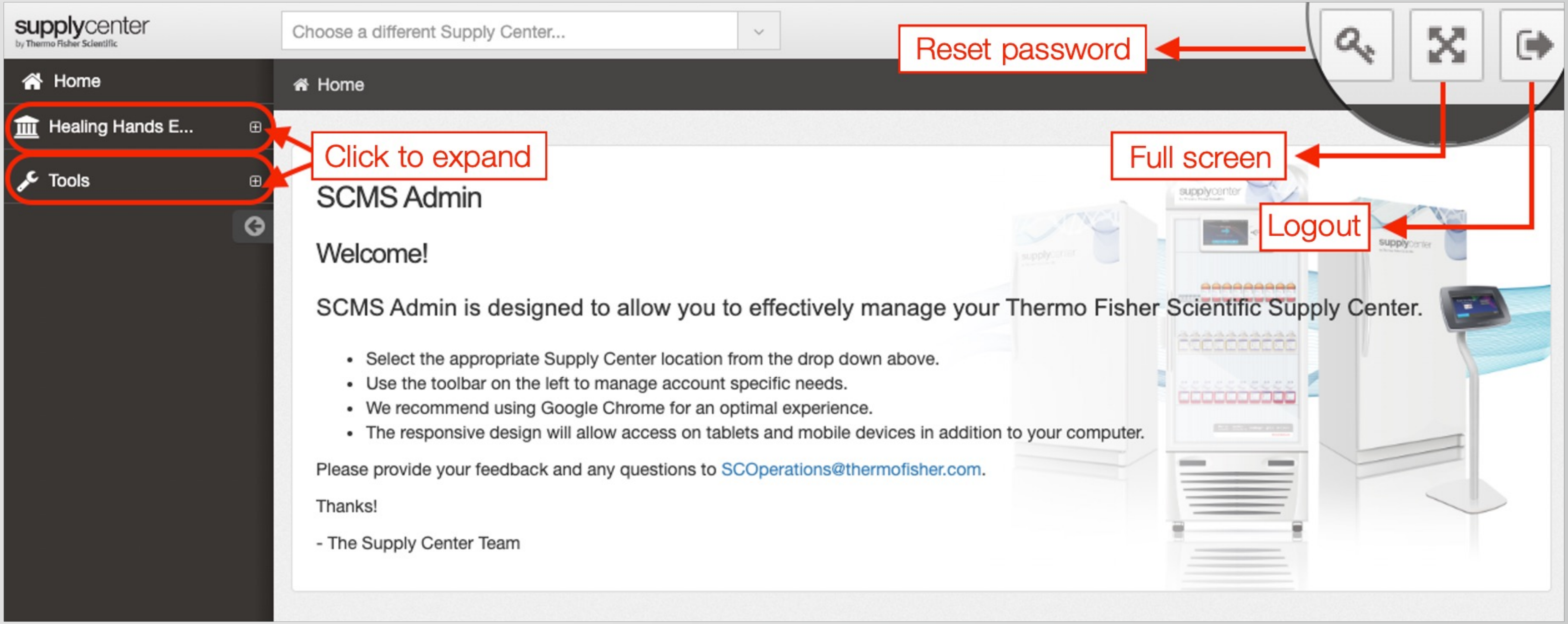
Log in using your SCMS admin username and password

URL: commerce.thermofisher.com/admin/login.cfm



Home page: overview

- Click on your Supply Center name to expand the menu on the left.
- If you manage more than one Supply Center, a drop-down menu will be available at the top of your screen so you can navigate between Supply Center locations.



Automatic Check-In

For Standard and Express Supply Centers

Non-Premier Supply Centers use “Automatic Check-In”

- Products are checked in the day after they ship.
  - E.g., products shipped on Jan. 20 are checked in by the end of the day on Jan. 21.
  - This gives admins a full day to stock the item in the Supply Center.
- A new page has been designed to manage special orders.
  - Handles out-of-stock and non-stock items.
  - Populates with orders the evening an item is shipped.
  - Allows triggering of emails to notify end users of received orders.
- Supply Center alert recipients will get a consolidated list of shipped products on the evening of shipment.
  - E.g., for items shipped on Jan. 20, the email will arrive that evening.
- Discrepancies between checked-in items and arrivals can be edited through the stock list.
- Contact your account manager to modify SCMS alert email preferences.

Inventory—Stock List

Welcome to the "Stock List" page of SCMS admin. Here's a guide to help you navigate and use this page effectively.

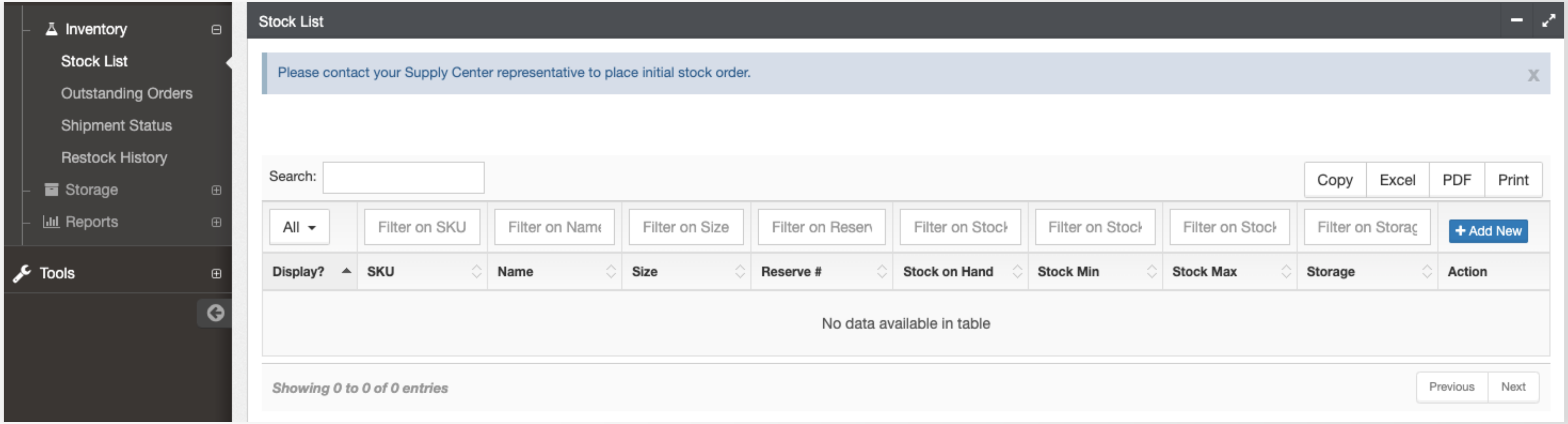
Initial stock order: If you're viewing this page for the first time or haven't placed an initial stock order, you'll see the prompt "Please contact your Supply Center representative to place initial stock order." Do reach out as instructed to get started.

Search and filter: Use the provided filters to narrow down your product search based on specific parameters like SKU, Name, Size, etc.

+ Add New: Use this button to add new items to your Supply Center inventory.

Stock List: This section displays all the items in your Supply Center with columns for Display, SKU, Name, Size, Reserve #, Stock on Hand, Stock Min, Stock Max, Storage, and Action.

If no data is available, the Stock List will display "No data available in table."



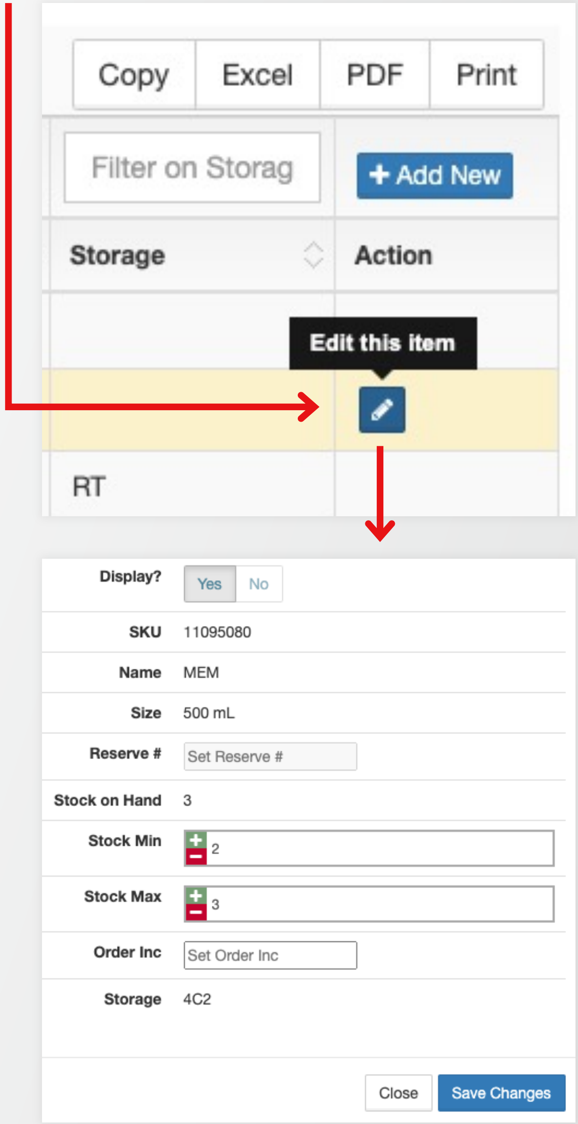
Inventory—Stock List—actions and updates

Editing an item: Click on the blue pen icon under the "Action" column to edit an item's details. Once clicked, you'll be presented with several fields.

- **Display?:** Toggle between "**Yes**" or "**No**." This determines whether the item is displayed in the list or not.
- **SKU:** Displays the stock keeping unit number. This is a unique identifier for each product (e.g., 12309050).
- **Name:** Displays the name of the product (e.g., Gibco™ OptiPRO™ SFM).
- **Size:** Shows the volume or size of the product (e.g., 100 mL).
- **Reserve #:** If there is a reserve number for the item, it will be displayed here.
- **Set Reserve #:** This field is grayed out for external inventory managers. To modify or set a reserve number for the product, please contact your Thermo Fisher Biosciences account manager for assistance.
- **Stock on Hand:** Indicates the current stock level. Use the "**+/-**" buttons to adjust the quantity. The number in the text box reflects the current stock (e.g., 1).
- **Stock Min:** Indicates the minimum desired stock level. Use the "**+/-**" buttons to adjust the minimum stock level as needed.
- **Stock Max:** Represents the maximum desired stock level. Adjust using the "**+/-**" buttons.
- **Storage:** Allows you to choose the storage location for the product within your Supply Center.

Once you have made the necessary updates:

- **Close:** Use this button if you decide not to save the changes and want to exit without modifying the item's details.
- **Save Changes:** After making your edits, always click on "**Save Changes**" to update the item's details in the system. If you don't, your modifications won't be saved.



Inventory—Stock List—Replenishment

Replenishment guide for external inventory managers

Overview:

The "Replenishment" tab, specific to Premier Supply Centers, allows users to manage and view items that might require replenishment. All sites are set up as auto-replenishment by default; this tool can be used in the event a manual order needs to be placed.

Options and their descriptions

- **Search:** Allows users to search for a specific item using SKU, Name, or any other column.
- **SKU, Name, Size, etc.:** Display columns provide details about the product, including current stock status, reserve number, and how much needs to be ordered. (Min/Max Premier only)
- **Outstanding:** The quantity of the product that was already placed with Thermo Fisher. Outstanding products should arrive with your next Supply Center replenishment shipment unless it is on backorder.
- **Preview, Submit, and Clear All buttons:** These actions are enabled for external inventory manager personas.

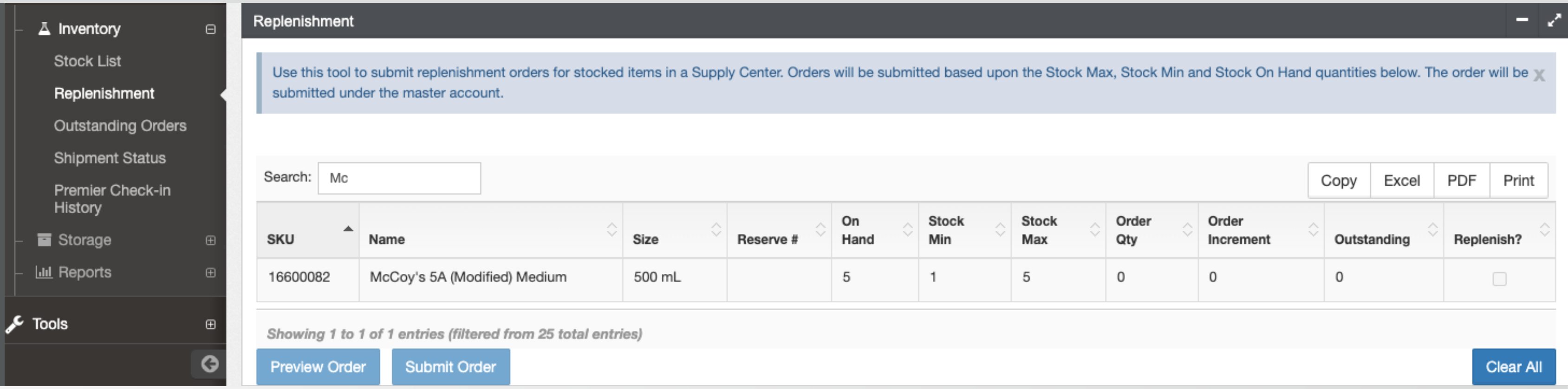
Unavailable (grayed out) options for external inventory managers: Use this tool to submit replenishment orders. This introductory note provides context but does not allow for any action.

- **Replenish?:** The checkboxes in this column are not modifiable for external inventory managers.

Need help

If you need any modifications or have questions regarding the replenishment of stocked items:

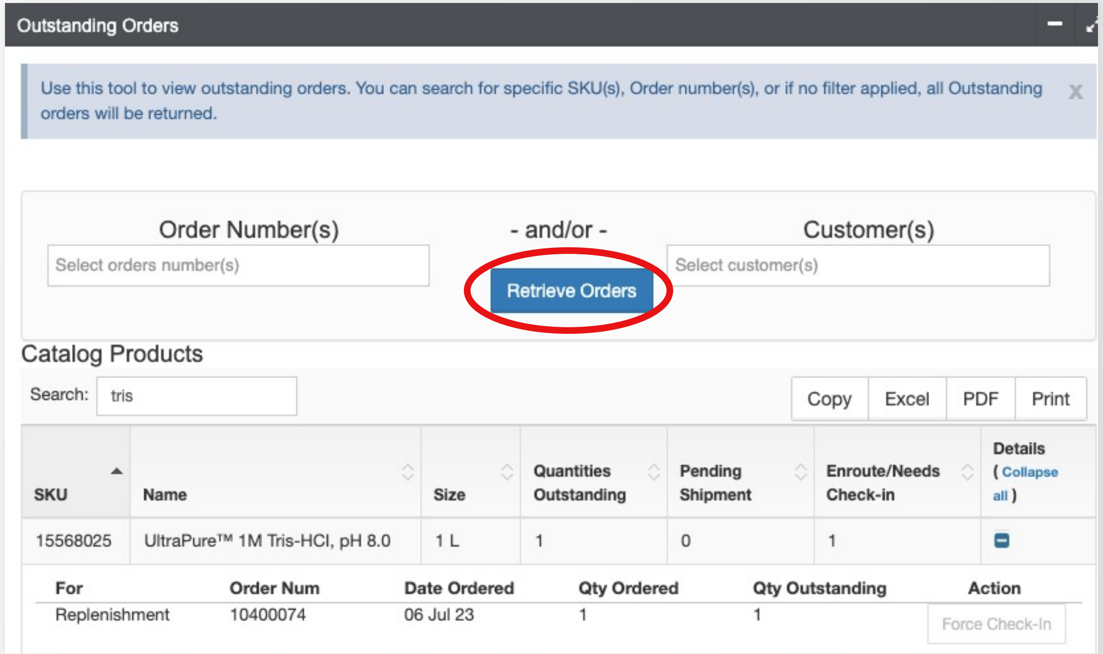
- Contact your internal inventory manager.
- Reach out to a Supply Center specialist.
- Contact your organization’s Supply Center admin.
- For additional assistance, you may also refer to the generic contact information for Care & Operations.



Inventory—Outstanding Orders

To monitor and trace Supply Center replenishment orders in progress

- **Search and retrieve orders**
  - **Order Number(s):** Enter or choose the specific order numbers you want to observe.
  - **Customer(s):** This field lets you narrow down outstanding orders based on distinct customers.
- **Retrieve Orders:** After specifying your search parameters, press this button to retrieve the pertinent outstanding orders.
- **Quantities**
  - **Outstanding:** Reflects the amount of the product placed but yet to be received.
  - **Pending Shipment:** This shows the number of products packed and awaiting dispatch.
  - **Enroute/Needs Check-in:** Denotes products currently en route. Shipment will be automatically checked in.
- **Details:** Accessing this provides supplementary details for each order.
- **For:** Username
  - **Order Num:** The unique number linked to a specific order.
  - **Date Ordered:** The date the order was initiated.
  - **Qty Ordered:** The aggregate number of products ordered.
  - **Qty Outstanding:** Represents the amount of the product that remains undelivered.
  - **Action:** Standard, Express, and Premier Supply Centers can all benefit from the automatic check-in system, eliminating the need for manual intervention. If you would like to override, the "**Force Check-in**" button is available to instantly check in your orders.



Inventory—Special Orders

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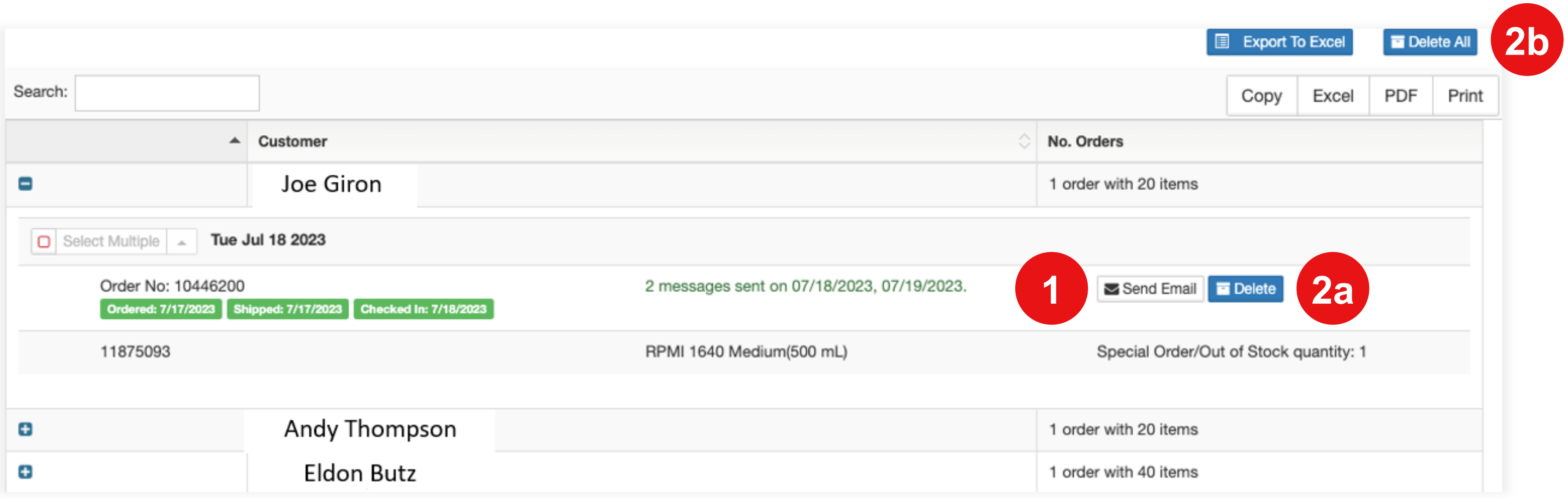
The Special Orders tab showcases all non-stock and out-of-stock orders that have been dispatched.

This interface facilitates the process of notifying your customers that their unique orders have been received.

1. **Email notifications:** Use this button to seamlessly inform your customers that their special orders have been successfully received.
2. **Order management:**
   a. **Delete individual orders:** To remove a specific order from the display, simply click on the blue "**Delete**" button.
   b. **Delete all orders:** For bulk removal of all listed orders, utilize the "**Delete All**" button.

Tips:

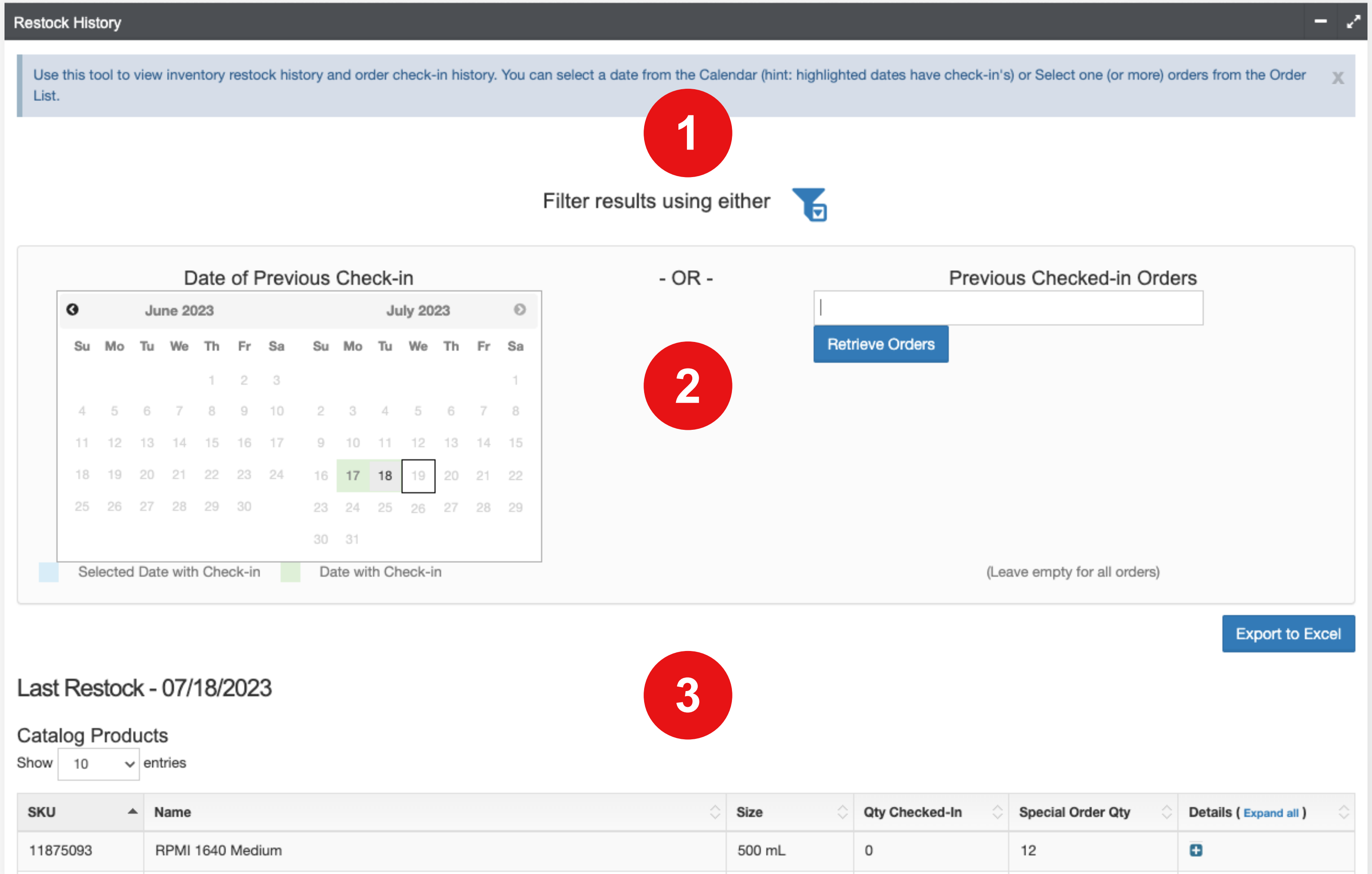
- Regularly monitor the Special Orders tab to ensure timely communication with your customers regarding their special orders.
- Utilize the resend email function if you believe a customer may not have received or acknowledged the initial notification.



Important highlight

Deleting any orders from the Special Orders tab does not actually erase or cancel them from our systems. Instead, this action simply refines your display for a more streamlined view.

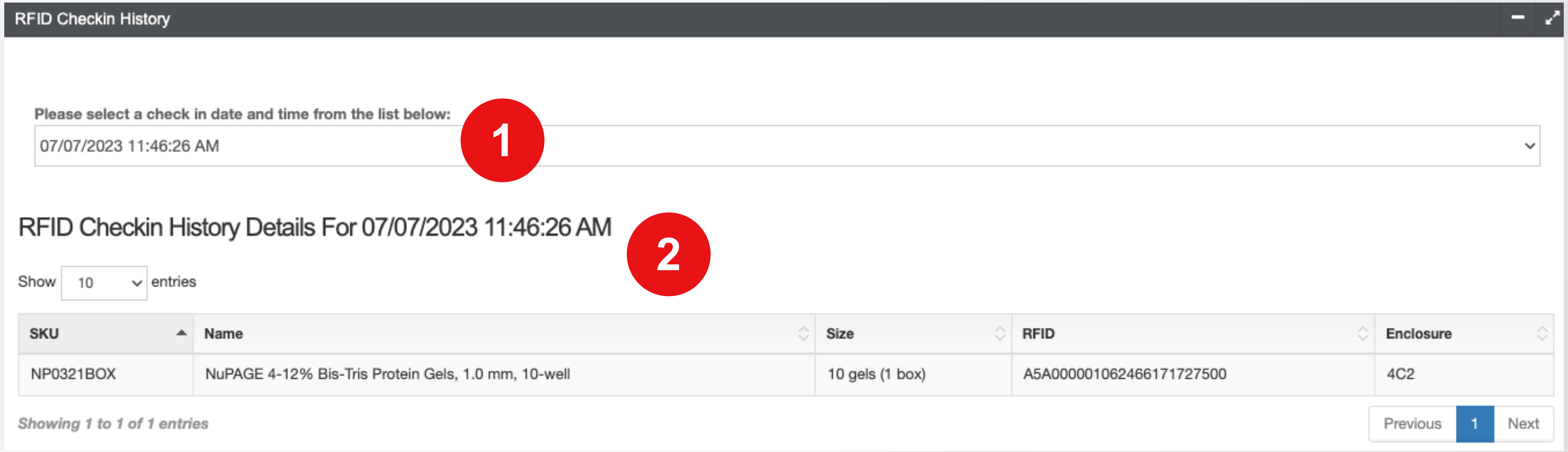
Inventory—Restock History



1. The "Restock History" tab provides an overview of past check-ins.
2. Choose orders based on the date (via the calendar interface) or by inputting the order number.
3. At left, an order summary is displayed, which can be expanded to see in-depth details.

Premier/RFID Check-in History (Premier only)

The RFID Check-in History page allows you to view details of check-ins at your Premier Supply Center location.

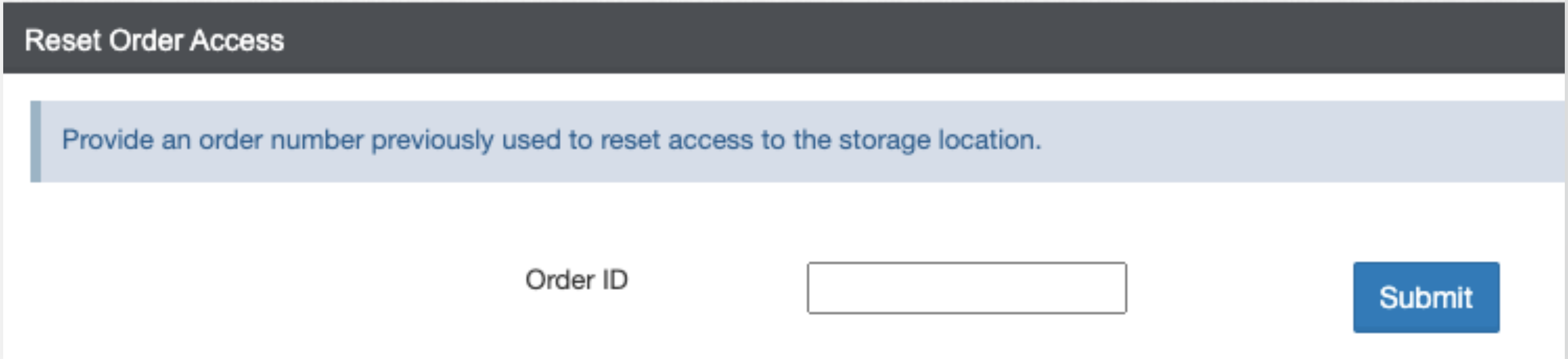


To view check-in history, go to the Inventory tab and click on "RFID Check-in History" in the left menu.

1. You will see a drop-down list of past RFID check-in dates and times. Click on a date/time to select it.
2. The details of the selected check-in will load below.
   - The results will show the SKU, name, size, RFID tag ID, and storage location for each item checked in at that date/time.
   - Use the page controls at the bottom to navigate between pages of results.

Storage—Reset Order Access

This function is only available to Express Supply Centers with locks.



Reset Order Access guide:

- Exclusively available to Express Supply Centers with locks.
- Users can input a previously scanned order number to regain access to the locked storage location. Upon submitting the order number:
  - The original barcode from the order becomes reactivated.
  - Use this barcode to unlock your Supply Center.

Reports—Transaction Report

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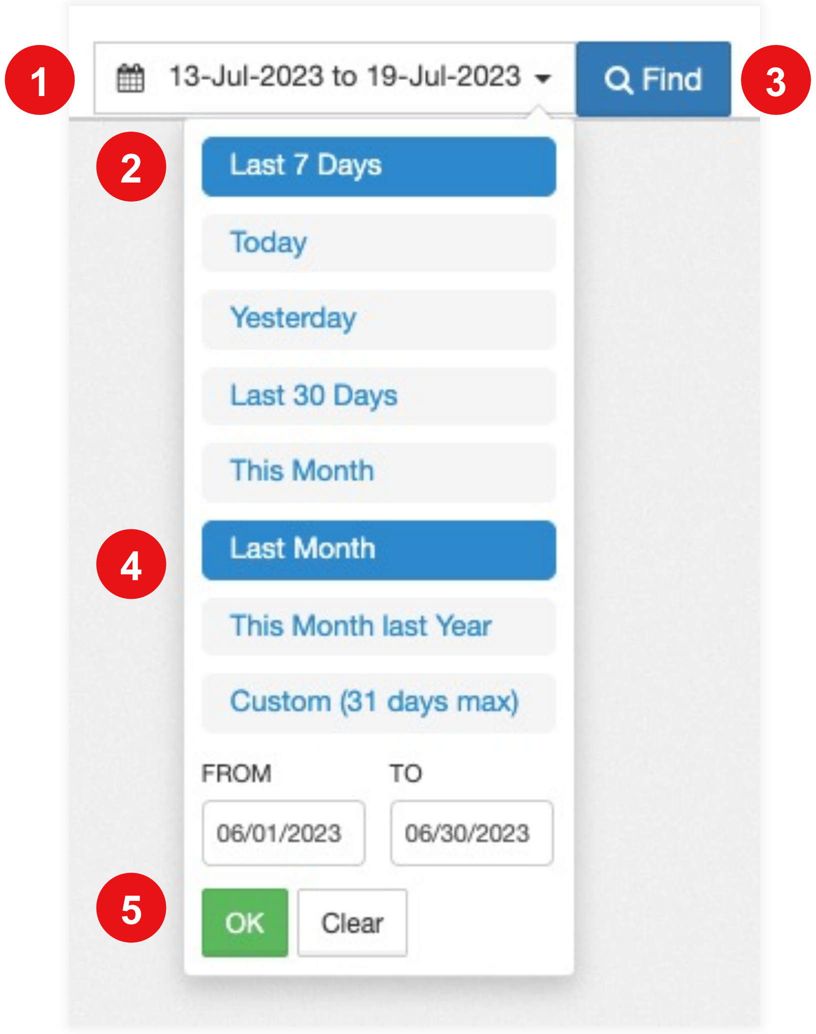
To generate a transaction report:

1. Click the date input box on the right side of the page to open the calendar picker.
2. Select your desired date range for the report. You can choose from preset options like "**Last 7 Days**" or create a custom range of up to 31 days.
3. Click the "**Find**" button to generate the report.
   The initial results will show the most used fields. To view all available fields, use the Copy, Excel, or Print options at the top of the page.
4. To modify the date range, click the drop-down menu above the calendar picker. Here you can select a different preset range or custom date criteria.
5. Once you've updated the date range, click "**OK**" to refresh the report with the new criteria.

Use the "**Excel**" button to export to the Microsoft™ Excel™ program. View order type, contents, quantities, charges, payment and cost center details, order and shipment dates, end user details, and other useful information for tracking and reporting purposes.



Important highlight

Your invoiced totals take precedence. Dollar amounts in reports are for reference only. They may not match the final invoiced totals due to credits or cancellations after order creation. Always verify the costs against your Thermo Fisher invoice.

Reports—User Report

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User Report

Registered Users: 27 07/19/2023

Active Users: 12 (44%)

Search:

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Login Name	Name	Email	Phone	Registration Date	Last Transaction Date	Total Orders'	Total Revenue	Order Details
kevin.meyers@gmail.com	Kevin Meyers	kevin.meyers@gmail.com	+47 123 45 678		07/19/23	43	3000 Gold Coins	

Order Type	Order Num	Date Ordered	Revenue	Item Detail
SO	99999999	04/19/2023	112 Gold Coins	

The report will initially display summary information including total registered users, active users, and the date the report was run.

To view user details:

1. Use the search bar to filter for specific SKUs or item names.
2. Click the column headers to sort the data.
3. Use the page controls at the bottom to navigate between pages.

To expand the order details for a user:

1. Locate the desired user and click the "**+**" button in the "Order Details" column.
2. This will open a breakdown of the user's orders, including revenue per order and SKUs purchased.

Important highlight:

Your invoiced totals take precedence. Dollar amounts in reports are for reference only. They may not match the final invoiced totals due to credits or cancellations after order creation. Always verify the costs against your Thermo Fisher invoice.

Reports—Stock List Report

The Stock List Report provides an overview of all inventory stocked in the Supply Center.

Stock List Report

Search:

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Sku	Storage	Name	Display?	Size	On Hand	Stock Max	Price	Lot/Expiration
Filter Sku	Filter Storage	Filter Name	Filter Display?	Filter Size	Filter On Hand	Filter Stock Max	Filter Price	Filter Lot/Expiration
164610	RT	384 Well White Plate, TC Surface, Pack of 10	Yes	Case of 30	14	4		
2140-HR	RT	ART Barrier Tip, Sterile, 10µL Extended Length, Hinge Rack, Universal Fit	Yes	Case of 4800	11	6		
264705	RT	Nunc™ 384 Well ShallowWell Standard Height Plates, 384U, black	Yes	Case of 100	7	4		
12440053	4C	IMDM	Yes	500 mL	5	5		
142761	RT	384 Well Black Plate, Optically Clear Polymer Bottom, Pack of 10	Yes	Case of 30	4	4		

The report will display up to 10 entries per page. To customize the report view:

- Use the search bar to filter for specific SKUs or item names.
- Click the column headers to sort the data.
- Use the page controls at the bottom to navigate between pages.

The report allows you to:

- Copy the data to export to Excel or other programs.
- Download as Excel or PDF format, or print directly from the page.

Important highlight:

The Lot/Expiration column only displays data for inventory housed at a Premier Supply Center. Products stored in Standard and Express Supply Center locations have no verified lot number or expiration date details reflected in this report.

Reports—Lot Expiration Report (Premier only)

The Lot Expiration Report allows you to see expiration details for inventory items tracked by RFID tags.

Lot Expiration Report

Reading RFID Tags: **The six-digit number in bold** is physically printed on each item's RFID tag. This allows you to match the tag ID in the report to the tag on the physical product for verification.

Search:

Copy | Excel | PDF | Print

Enclosure	SKU	Lot	RFID	Description	Expires	Note
Filter Enclosure	Filter SKU	Filter LOT	Filter RFID	Filter Descritpion	Filter Expires	Filter Note
RT	G800802	D050123-01	A5A000001119 **730065** 763400	E-Gel™ 48 Agarose Gels, 2%	01/05/2024	
-20C	15279011	2180799	A5A000006244 **520414** 665400	Human Cot-1 DNA™	01/23/2031	

To access the report: Go to the Reports tab and click "**Lot Expiration Report**" in the left menu.

- The report will display SKU, lot number, RFID tag ID, item description, expiration date, and storage location.
- Use the search bar to filter for a specific SKU, description, lot number, etc.
- Click the column headers to sort by expiration date, SKU, location, etc.
- Use the page controls at the bottom to navigate results.
- To export data, use the Copy, Excel, PDF, or Print options at the top.

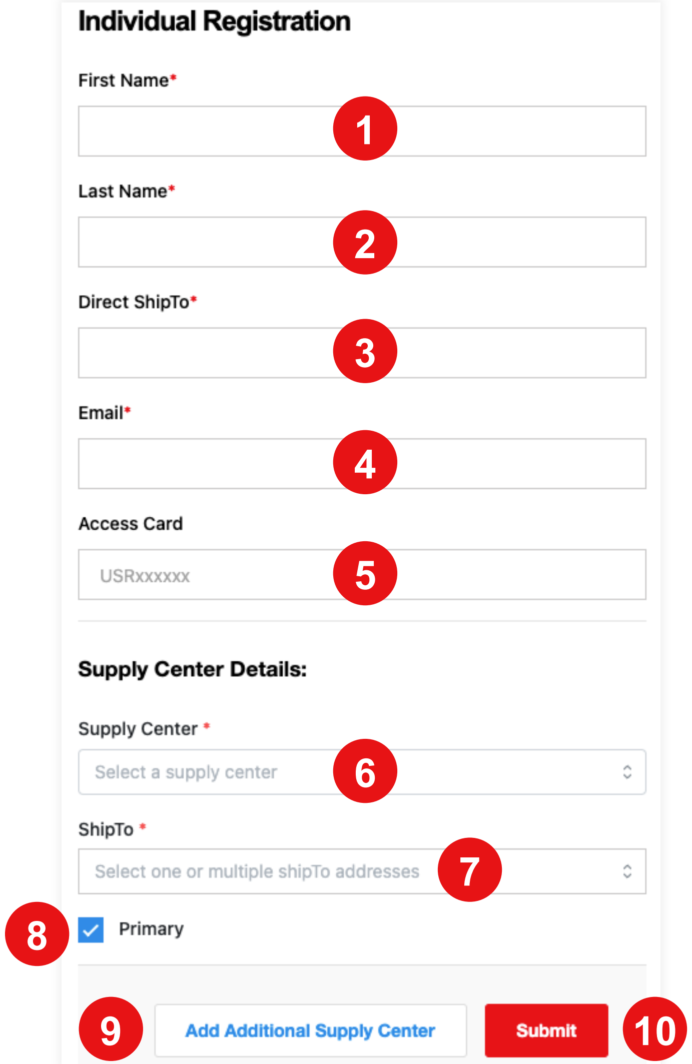
Note column error messages:

- **SKU/Lot combo not found in E1:** This note indicates that the item's SKU and lot number combination does not exist in the E1 ERP system.
- **Lot was not entered at the DC:** This note means that the lot number was not entered for the item when it was being RFID-tagged at the distribution center.

In both error cases, SCMS admin cannot confirm the item's lot number or retrieve an associated expiration date, so the expiration date field will be blank in the Lot Expiration Report.

Tools—Registrations—Individual

The Individual Registration tool allows you to add new individual customer accounts to the system.



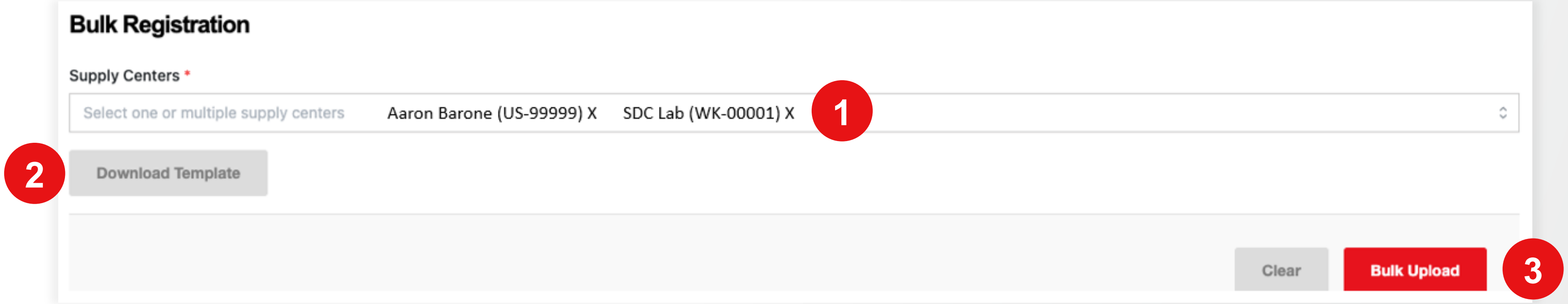
To register an individual: Go to the Tools tab and click "**Registrations**" in the left menu. Select "**Individual**" from the registration types. Enter the required details: (" * " indicates a required field)

1. * First Name
2. * Last Name
3. * Direct ShipTo location (your non-Supply Center Thermo Fisher account number)
   - If you do not know the Direct ShipTo account number for the customer, please contact your Thermo Fisher scientific account manager to obtain this information before registering the individual. Having the correct Direct ShipTo account number is required for completing the registration.
4. * Email address
5. Supply Center user badge/access card number (if applicable: in "USR123456" format)
6. * Select the customer's primary Supply Center from the drop-down under Supply Center Details.
7. * Choose the primary ShipTo location from the drop-down.
8. * Check the "**Primary**" box to set this as the default Supply Center and ShipTo.
9. Optional: Click "**Add Additional Supply Center**" to designate secondary locations and shipping addresses.
10. **Click "Submit" to complete the registration.**

The new individual customer will now be able to log in online or use their badge at a Supply Center and order from their assigned Supply Center(s) and ShipTo destination(s) in 48–72 hours.

Tools—Registrations—Bulk

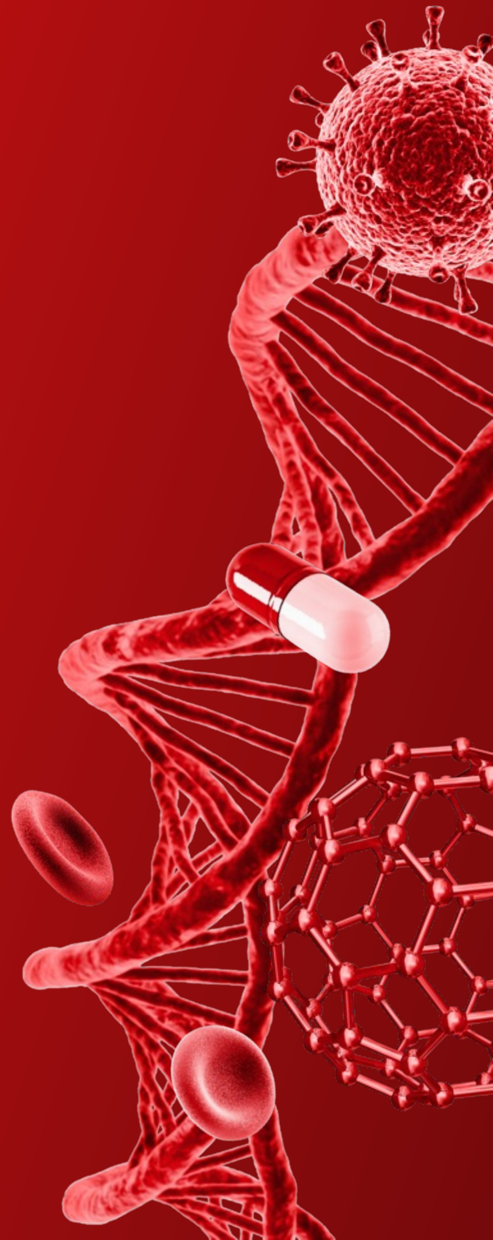
The Bulk Registration tool allows you to add multiple new customers to the system at once through an Excel template.



To use Bulk Registration: Go to the Tools tab and click "**Registration**" in the left menu. Select "**Bulk**" registration.

1. In the Supply Centers field, select one or multiple Supply Center locations for the customers you want to register.
2. Click "**Download Template**" to get the Excel file for entering customer details.
   - Enter the required registration details for each customer in the template. Refer to the template instructions for guidance.
   - When finished, save the filled template file to your computer.
3. Back in the Bulk Registration page, click "**Bulk Upload**" and select your saved template to upload it.
   - After uploading the bulk registration template, please allow up to 72 hours for the new customers to be registered by the Customer Care team. The bulk registrations will not take effect immediately.
   - For large bulk uploads exceeding 30+ new customers, contact your Supply Center representative to have the review and registration process expedited by a member of the Customer Care team.
   - Do not have customers attempt to log in until after receiving individual email confirmations that their registration is complete and activated.

Thank you



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