Punchout Quick Reference Guide

Access and Ordering.
Log in to your eMarketplace and punchout to thermofisher.com

Your Ordering Options

1. Your Thermo Fisher Scientific life sciences ordering landing page offers two ordering options; Direct and Supply Center.

2. To access the Thermo Fisher full online catalog, select one of the Direct Ordering Options under Direct Orders.

3. To complete your Supply Center purchase via the Supply Center Management System (SCMS), select available Supply Center option(s).
Direct Order Process.

**Your Account Options**

1. There are several options available under the Your Account drop down, including links to past and current orders, saved favorites, and custom products & projects.

2. The **Your Account** section contains information about order history, favorites lists, and custom projects. You can also view your current account profile information.

3. The **Custom Products & Projects** tab contains links to custom TaqMan™ Assay designs. Selecting the name link will open the Custom Assay Design tool.

4. You can edit your **Contact Preferences** under the main Your Account section under **Profile**.

5. The **Profile** section of Your Account stores a limited amount of profile information, including Contact Preferences and the ability to save **Quote/Promotion Codes**.
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.
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.

1. Items can be added to the cart using the **Manual Entry**, **Bulk Upload** template, or **Copy & Paste** options.

i. Manual entry allows you to add individual catalog numbers to the Quick Order table.
   * TaqMan™ Assay products also require an ID.

ii. The Bulk upload link allows you to download an Excel® template, edit the file, and upload the catalog numbers.

iii. 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.

1. You can add products to your cart with the **Add to cart** button directly from the Search results or from the detail description page.

2. 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.

3. Hover over the **Cart** button with your mouse, and a view of your cart will drop down.

4. Clicking on the **View Cart & Checkout** button will allow you to open the cart to process the order and see customer-specific pricing.
Cart.

1. Clicking View Cart from the mini-cart will take you to your cart.
2. Frequently ordered items can be added to Favorites from the cart by using the Select check box and then clicking add to favorites.
3. 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 above 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.

Questions?

Please contact our eProcurement (B2B) team at b2b@lifetech.com
Supply Center Home Page Navigation.

1. **Supply Center** menu option
   - **Supply Center Home**—returns to the Supply Center home page. Clicking the Supply Center logo in the top left navigation also takes you back to the Supply Center home page.

2. **Info and Contact buttons**—see information related to the Supply Center and contact your Supply Center Representative.

3. **Stocked items** list:
   - View product details by clicking the product name

4. **Search**—search stocked items using **Search Stock List**. Search for items that fall into a specific research category using the **Show Category** drop-down menu.

5. **Frequently Ordered** tab populates with the items you order often for faster reordering.

6. **Recommended Products** provides product suggestions to complement your purchase history if applicable.

7. **The Top Navigation Search** box brings back search results from the entire Thermo Fisher Scientific life sciences online catalog.

8. **The Order Non-stocked Items** provides non-stocked shipping selections (varies by Supply Center).
eProcurement (B2B)

Placing a Stocked-Product Order.

1. Place the quantity of the required product into the text box next to the product name.

2. **Add to cart** button adds product to your shopping cart.

3. Click **cart** to edit, save, or use previously saved shopping carts.

4. **Checkout** adds your items to the cart and simultaneously takes you to the first step of checkout.

**Other ways to create an order:**

a. The **enter catalog no.** field box adds items quickly to the cart.

b. Use the **quick order** feature to copy and paste catalog numbers, or to upload a file containing the products you’d like to order.

c. Order from a previously entered list of **favorites** (your account>favorites).
Checkout.

Checkout button initiates the checkout process.

**Cart Page Options**
- Quotes and promotions can be applied in the cart using the Enter Quote or Promotion box above Cart Summary.
- Click the Apply button to apply the quote or promotion and see updated pricing.
- Review other products that complement your existing purchase.

1. **Cart**
   - Opportunity to edit your order or add a quote or promotion code.
   - Quotes and promotions can be applied using the Enter Quote or Promotion box above Cart Summary. Click the Apply button to apply the quote or promotion and see updated pricing.

2. **Shipping & Billing**
   - Shipping and Account Billing Information can be selected if required. You can also specify delivery of a confirmation email for your order.

3. **Review Order**
   - Last opportunity to edit your order.

Supply Center Customer Service
Phone: 888.584.8840
Hours: 8:00am to 8:00pm EST
Email: supplycenters@lifetech.com

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