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Punchout Quick Reference Guide

Access and Ordering

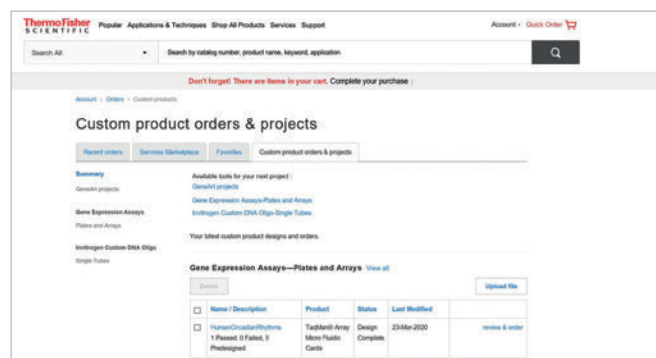
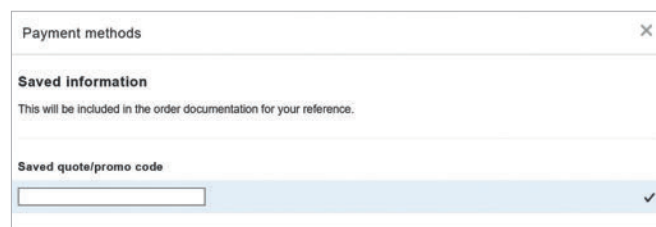
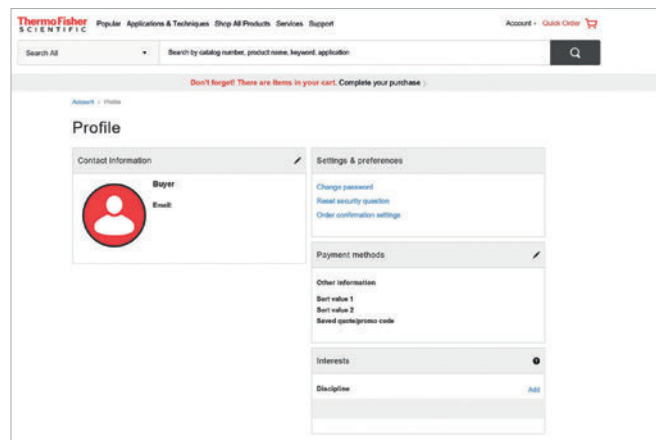
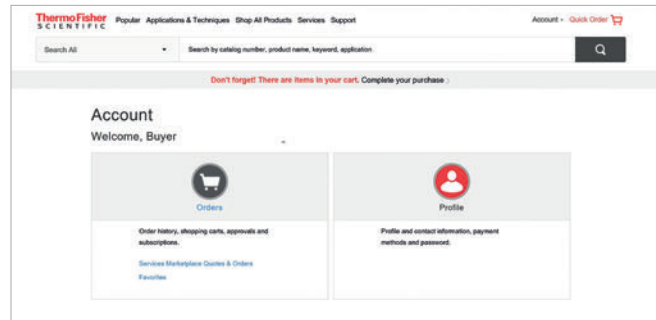
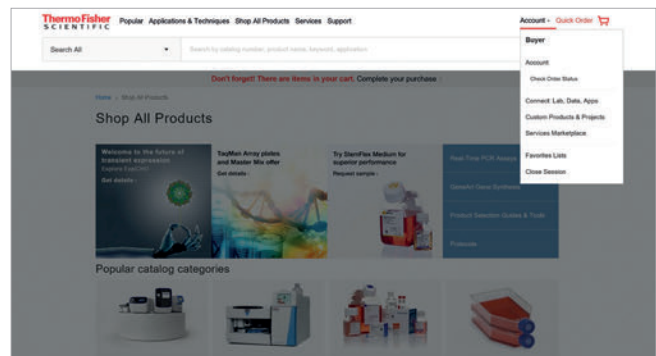
Log in to your eMarketplace and punchout
to thermofisher.com

ThermoFisher
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Direct Order Process

Your Account Options

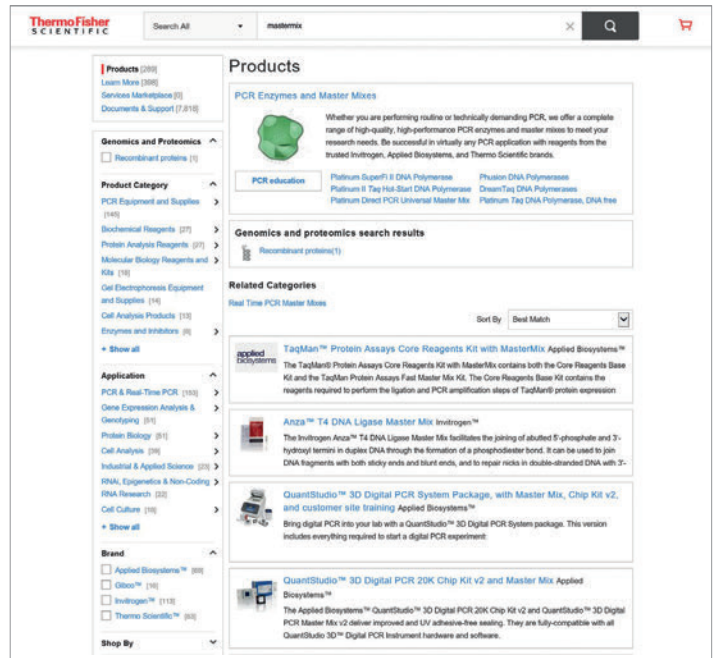
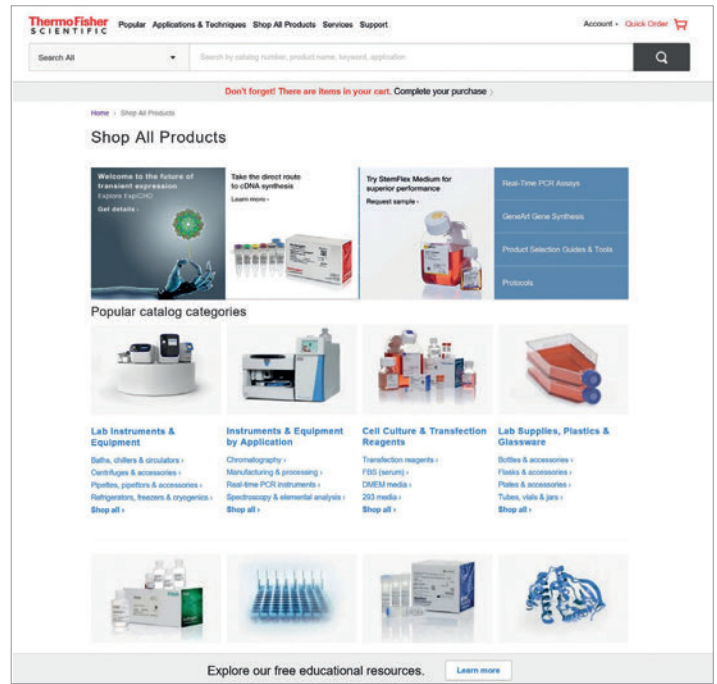
1. There are several options available under the Your Account drop down, including links to past and current orders, saved favorites, and Custom Products & Projects.
2. The **Your Account** section contains information about order history, favorites lists, and custom projects. You can also view your 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.

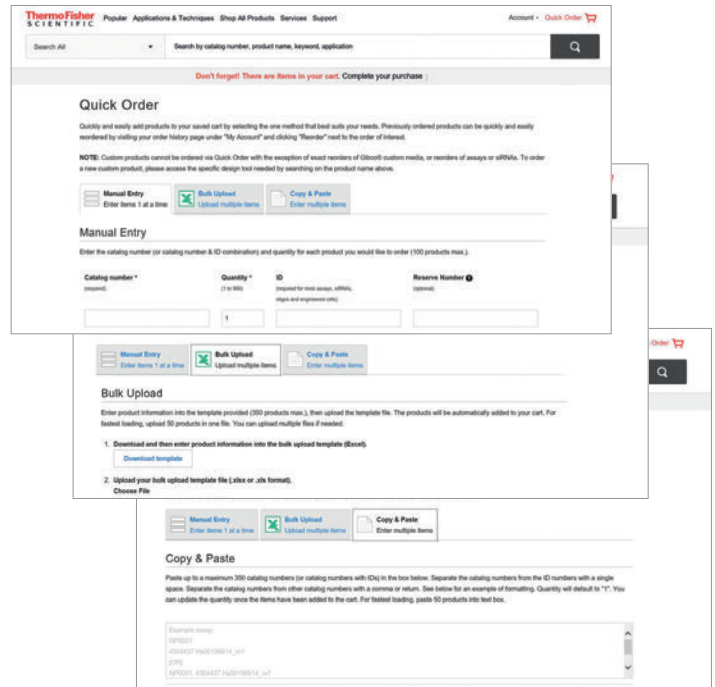
1. To Search the online ordering catalog, enter the search term(s) in the Search field. You can search by product name, product type, or catalog number.
2. The search results can be further filtered using the Product categories and Application filters. The search results allow you to see additional details 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

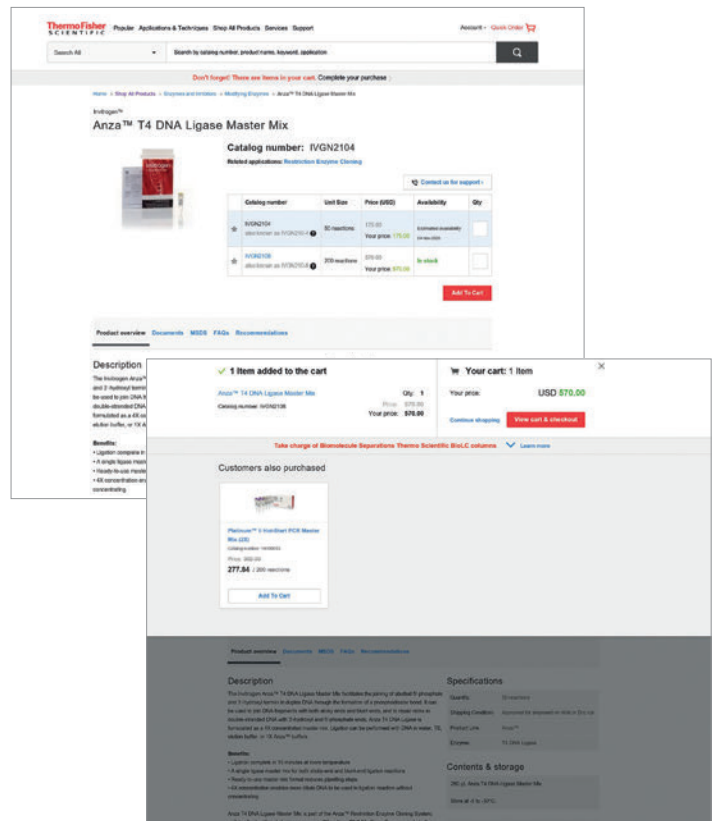
The Quick Order page allows you to add products to the cart when you already have the catalog number. Click the **Quick Order** button at the top of the page to access this function.

- 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**.



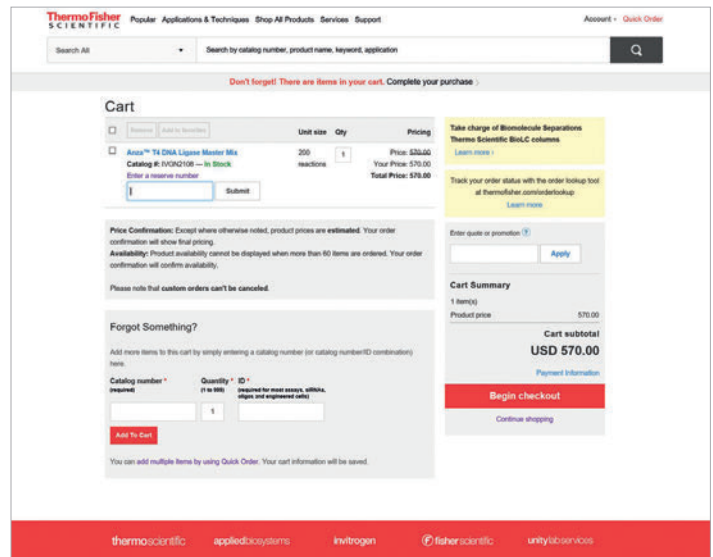
Add to Cart

- 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.



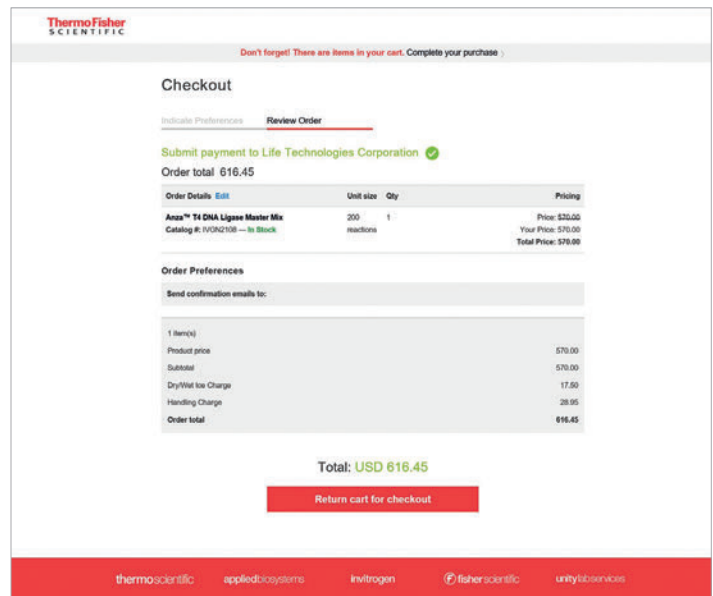
Cart

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

Learn more at thermofisher.com/eprocurement

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