### **SEARCHING**

#### You may search for:

Products — Enter your search term in the main search box, located in the upper right corner. You may search by keyword or catalog number.

Material safety datasheets — Click the MSDS link beneath the main search box, then enter a search term on the MSDS search page.

Product certificates — Click the Product Certificates link beneath the main search box, then enter the product catalog number on the certificates search

For detailed instructions on using www.fisherhealthcare.com search, ordering, tracking and return product features, access the Help menu located beneath the main search box.

The Fisher HealthCare website — wwww.fisherhealthcare.com — puts the equipment, consumables and supplies you need at your fingertips.

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#### In the United States:

For customer service, call 1-800-640-0640
To fax an order, use 1-800-290-0290
To order online: www.fisherhealthcare.com



# Order Online from www.fisherhealthcare.com

The Fisher HealthCare website — www.fisherhealthcare.com — puts the equipment, consumables and supplies you need at your fingertips.

## WWW.FISHERHEALTHCARE.COM QUICK TIPS

User Profiles: Create, Log In, Passwords and Edits

Ordering: Build, Place and Order Status

**Searching:** Products, Supporting Documents and Certificates



#### **ORDFRING**

# Create a Website User Profile

You will need to know your valid Fisher HealthCare account number and shipping address.

- Click "Register" at top right of fisherhealthcare.com
- 2. Type your Fisher HealthCare account number in the field labeled "Enter Account Number". Click Register
- Complete the Register Profile steps. Required fields are noted by an asterisk (\*)

Accounts are activated within one business day from the time of submission. You will receive an account activation notice at the address you provided. Please wait for that notification before you try to use your new account.

#### Log In

- Click "Log In", located near the top of any fisherhealthcare.com website page, to launch the login display
- 2. Enter your "Username" and "Password" in the fields provided, then click "Log In"

#### **Retrieve Password**

- Click "Log In", located near the top of any fisherhealthcare.com website page, to launch the login display
- Then, click the "Forgot Password" link
- 3. Enter your fisherhealthcare.com username and then answer the security question
- 4. Type a new password

#### **Edit Account or Profile**

Profile management options allow you to set default accounts, create account aliases, add/edit credit card information and update name and contact information.

- Log in, then access the "My Account" menu at the top of the screen
- 2. Choose the "Manage Profile" link
- Click the corresponding edit button to update account, login, profile or credit card information
- 4. Enter revised information such as account alias, name, contact information — in the fields provided; click "Save" to update the information

#### **Build an Order**

Use these purchasing tools to aid you in purchasing product:

Rapid Order — Rapid Order is the quickest, most efficient way to place an order on www.fisherhealthcare.com.

This feature enables you to create an entire order by keying in only the Fisher HealthCare catalog number, unit of measure, and quantity for as many items as you wish. The Rapid Order link may be found in the upper right-hand corner of every page.

Hotlists — Use this feature to define a list of products that you order repeatedly. You must be logged in to access this feature from the My Account menu. You may create multiple hotlists, import a list of products from an Excel file to build a hotlist and add products to your hotlist directly from the product's description page or the shopping cart. You should first create a hotlist prior to trying to add products to it.

Templates — Create a template to define a list of products that you order frequently as a group. Items must first be added to your Shopping Cart before they can be saved as a template. From the shopping cart, click the Save These Items as a Template link. Once a template has been created, you may access it from the My Account menu. Edit the quantity of items from the shopping cart.

Quotes — When you request a quote, it's available online for review as soon as it has been prepared, saving you time and effort. Access prepared quotes from the My Accounts menu. To review individual quote information, choose View Details for the identified quote. You may add products to your cart directly from the Quote Details screen.

#### **Place Your Order**

Once all items have been added to your shopping cart, you must check out for your order to be submitted. Use the Shopping Cart link, located in the upper right corner, to access the contents of your cart or go directly to checkout.

During the checkout process you will have the opportunity to:

- View your cart
- Review shipping information and designate a delivery method
- Designate payment method (credit card, fund, etc.)
- Verify and submit order

#### **After Ordering**

Once an order has been submitted you may add in to access the following from the My Account

- Order status Status available by order number
- Review requisition Search for a requisition by order, account or P.O. number
- Return products Search orders within the last 60 days by P.O. or order number

