



# Order online from [fishersci.com](https://fishersci.com)

## User Guide

Learn how to...

**Place an order:** Order by Catalog Number and My Lists

**Check on your order:** Review requisitions, order status, track delivery

For more information about Fisher Scientific™ products and services, please visit: [fishersci.com/gettingaround](https://fishersci.com/gettingaround)

# Find products



## Search for products using:

- Product name
- Product type
- Fisher Scientific catalog number
- Supplier part number
- Common chemical name



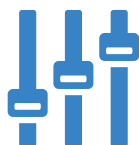
## Narrow your results:

- Search within the initial results
- Sort by “Most popular” or “Best match”
- Filter by product attribute
- Focus on special interests:
  - GSA
  - Get-It program
  - Science education
  - Environmentally friendly
- Choose product category or name
- Choose a supplier



## Browse for products:

- Product categories
- Suppliers



## See more ... or less:

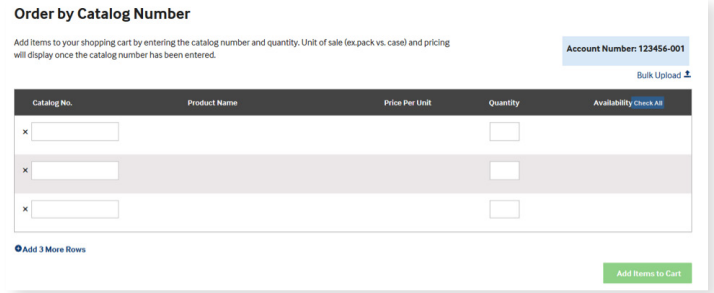
- Within a product category, further refine by product details (like size, color, material)
- Choose “Quick view” to check availability
- Open the product page to check for availability

# Place an order

## Order by Catalog Number

Order by Catalog Number is the quickest, most efficient way to place an order if you know the item catalog number. This feature enables you to create an entire order by entering the Fisher Scientific or manufacturer catalog number, quantity and selecting the unit of measure.

The Order by Catalog Number link is found in the top navigation of every page.

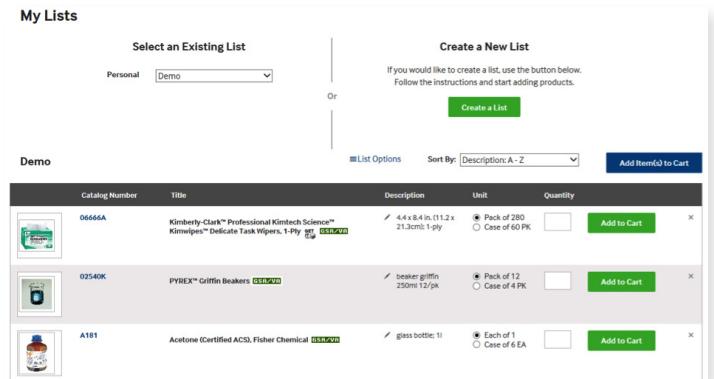


Order by Catalog Number screen

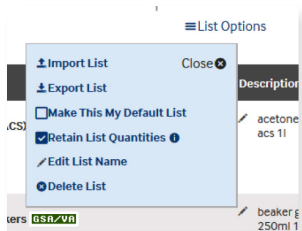
## Using My Lists

Use this feature to create a list of products that you repeatedly order. You must be signed in to access this feature from the Your Account menu.

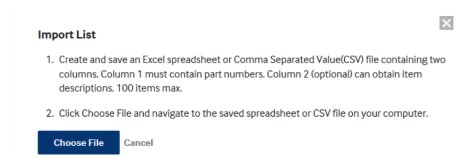
You may create multiple lists, build a new list from an Excel file import, or add products to your list directly from the product page or the shopping cart.



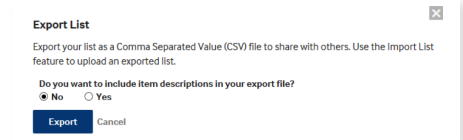
My Lists screen



List option to retain list quantities



Option to import an existing list from a spreadsheet



Option to export a list as a CSV file

# Check on your order

## Order Status and tracking

You can review all orders placed within the past 90 days.

Order information includes:

- Purchase Order (PO) number
- Fisher Scientific Order Number
- Details such as Catalog Numbers, descriptions, quantities and prices
- Current Order Status
- Real-time location of the shipment/package

**Order Status** Email notification settings

Show 15 Entries

Orders (128)	Items (186)	Invoices (3)		
Order Date	PO#	Order#	Status	
08/23/2017	XOLE	D72359427	Complete	<a href="#">View Details</a>
08/23/2017	NOD TEST ITEM	H72353192	Complete	<a href="#">View Details</a>
08/18/2017	***** BLS	D72309421	Complete	<a href="#">View Details</a>
08/17/2017	QUOTE/MONINA AVDEEF/MICRO CL	H72290848	Complete	<a href="#">View Details</a>
08/17/2017	***** BLS	D72296473	Complete	<a href="#">View Details</a>
08/16/2017	DEBBY	D72284612	Complete	<a href="#">View Details</a>
08/11/2017	INTERSEC	D72233918	Complete	<a href="#">View Details</a>
08/04/2017	D	H72165148	Complete	<a href="#">View Details</a>
08/02/2017	DP NOT SHIP - TEST	D72144469	Complete	<a href="#">View Details</a>
08/02/2017	6541	D72144468	Complete	<a href="#">View Details</a>
08/02/2017	X	H72146450	Complete	<a href="#">View Details</a>

Order Status screen

### In the United States:

For customer service, call 1-800-766-7000

To fax an order, use 1-800-926-1166

To order online: [fishersci.com](http://fishersci.com)