



Punchout user guide

Search features and functionality

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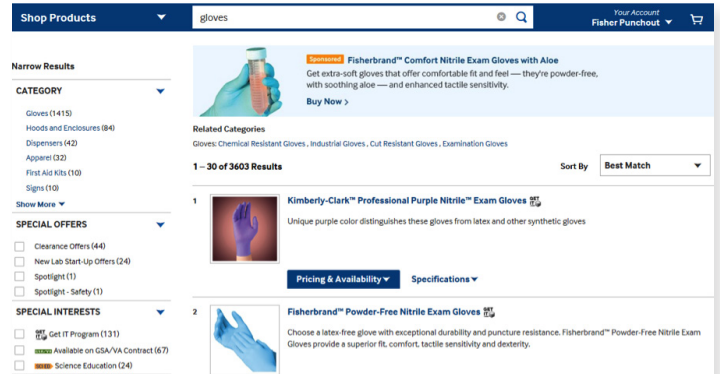
Getting started

To begin online ordering, punchout to fishersci.com. Once in the punchout session, you may access features from either the My Account dropdown menu located in the upper right-hand corner of the screen or the links on the left-side banner.

More than one way to find products

You can search for products using:

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



Related searches

- Show the product categories that most-closely match the search term
- A quick, easy way to refine results to a specific classification of products

Search refinements

- Powerful refinement options allow you to narrow the displayed results
 - Special Interests include:
 - Environmentally friendly
 - Get-It program
 - Science education
 - Preferred products
 - Product Category
 - Supplier
 - Application

TIP: If you misspell a product, fishersci.com will offer a suggestion. For any search that yields few or no results and a close match item is found, the closest match will be auto-populated and a message indicating the change will appear.

See a little ... or a lot

- Expand and collapse result descriptions
- Terms matching search criteria are highlighted in yellow

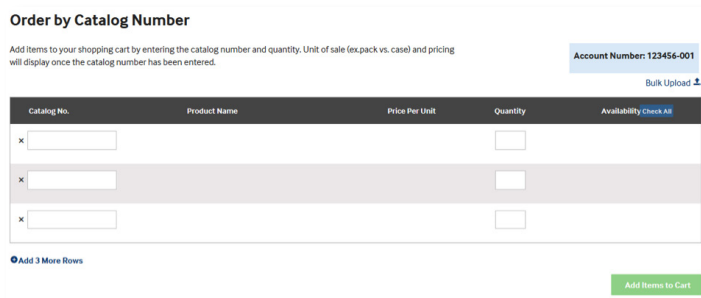
TIP: Additional requirements (size, capacity, etc.) can further assist in finding exactly the products you need.

Punchout features and functionality

Order by Catalog Number

This feature enables you to create an entire order by entering the Fisher Scientific, manufacturer or even a competitor catalog number. You can then choose from the available units of measure and add a desired quantity.

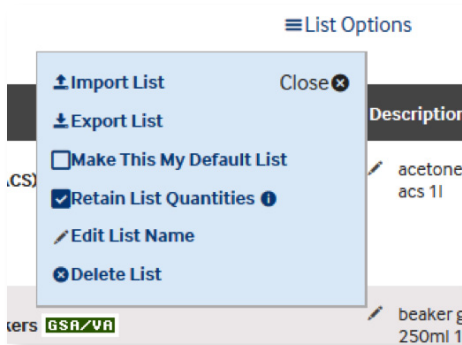
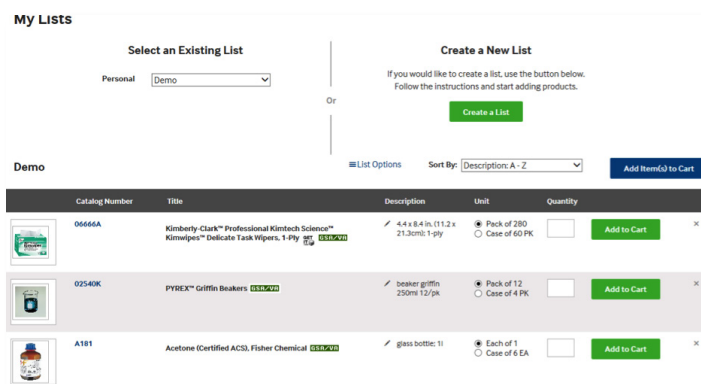
Once you have added a quantity, product availability and estimated delivery date will be displayed.



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.



Import List

1. Create and save an Excel spreadsheet or Comma Separated Value(CSV) file containing two columns. Column 1 must contain part numbers. Column 2 (optional) can obtain item descriptions. 100 items max.
2. Click Choose File and navigate to the saved spreadsheet or CSV file on your computer.

Choose File Cancel

Export List

Export your list as a Comma Separated Value (CSV) file to share with others. Use the Import List feature to upload an exported list.

Do you want to include item descriptions in your export file?

No Yes

Export Cancel

Punchout features and functionality

Order Status

- You can review all orders placed within the past two years
- The list includes:
 - PO number
 - Fisher Scientific order number
 - Order details such as catalog number, description, quantity and price
 - Status of order
 - Real-time shipment location for every UPS shipment

Order Status Email notification settings

SELECT ACCOUNT 123456001
 All Orders
 My Web Orders

SEARCH ORDER HISTORY
Search
Past 6 months [Clear Search](#)

REFINE RESULTS

ORDER STATUS
 Complete (127)
 Open (1)

PO NUMBER
 D (12)
 DP NOT SHIP - TEST (1)

Orders (128) Items (186) Invoices (3) Show 15 Entries

Order Date	PO#	Order#	Status	
08/23/2017	XXLE	D72259427	Complete	View Details
08/23/2017	NOD TEST ITEM	H72353192	Complete	View Details
08/18/2017	***** BLS	D72309421	Complete	View Details
08/17/2017	QUOTZ/MONIKA ANDERF/MICRO CL	H72290848	Complete	View Details
08/17/2017	***** BLS	D72296473	Complete	View Details
08/16/2017	DEBBY	D72284612	Complete	View Details
08/11/2017	INTERSEC	D72233918	Complete	View Details
08/04/2017	D	H72165148	Complete	View Details
08/02/2017	DP NOT SHIP - TEST	D72144469	Complete	View Details
08/02/2017	6541	D72144468	Complete	View Details
08/02/2017	X	H72149450	Complete	View Details

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

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