

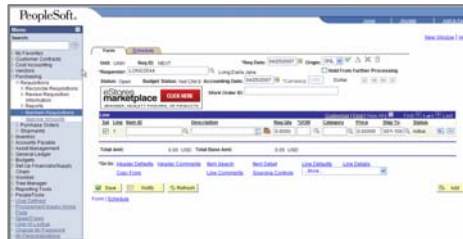


Fisher Scientific Guide to PeopleSoft

ONE SOURCE. INFINITE SOLUTIONS.

All Fisher Scientific products are available on the NEW PeopleSoft Financial System.

The University of Minnesota supports the Fisher Scientific Primary laboratory supply contracts (U176, U177 & U11) on the new PeopleSoft financial system. The UStores ordering system is accessible via PeopleSoft eprocurement which supports ordering from Fisher Scientific as a contract supplier for laboratory supplies. **All Fisher Scientific products are accessible via UStores.** If a catalog number does not come up in UStores, call or email us and we will get it added to the site same day.



How do I access UStores?

- Login to Peoplesoft Financial Systems and click e-procurement
- Select the Web tab
- Click UStores online catalog
- Users will notice the UStores ordering system and online catalog is the same as it was before the July 1, 2008 transition to PeopleSoft.
- UStores vendor ID is 0000000068

How do I access UStores when using a special quote from Fisher Scientific?

- Login to Peoplesoft Financial system and click eprocurement
- Select Web tab and click on UStores online catalog
- Enter the Fisher Scientific part numbers on the UStores site that you are ordering.
- Once you have entered all items from the special quote return to PeopleSoft system.
- Hit "Review & Submit"
- Summary of your order is listed. You will need to click on each item to change the price to your quoted price.
- On the first line of your order, please put your Fisher quote number in the justification comment box. This communicates to UStores that you're ordering off a special Fisher quotation.
- Submit your requisition.
- Please fax a copy of your quote to UStores. Fax # 612-626-9273.

Why Should I use UStores for Fisher Scientific orders?

- One Stop Shopping with Fisher Scientific
- Next day, Desktop Delivery
- Free shipping
- Free Inside delivery on capital equipment
- No hazardous charges on chemical orders
- No fuel surcharge fees or special handling charges applied
- No receiving process necessary as with direct PO's
- XML ordering process and daily invoicing
- Ideal for everyday purchases
- Ensures lowest contract price for laboratory supplies with quotes, and or special pricing
- Streamlines processes and helps reduce costs for commonly used products

What will UStores ensure with Fisher Scientific?

- Enhanced customer service via our two fulltime Onsite specialists, Darryl Hanson and Erin Everhart
- Dedicated sales representatives on campus daily. Sue O'Brien and Brenda Seidel
- Fully integrated with the Peoplesoft financial system
- Ensure purchases made from the University contract are in compliance with the purchasing policy

How do I use the Fisher Scientific Core Centers with the new PeopleSoft system?

You Must Make a Blanket PO for Fisher Core Supply Centers

- Enter PeopleSoft and eprocurement
- Create requisition
- hit tab for "Blanket Order"
- Fill out fields:

*Description:

Example: plastic lab supplies and reagents

*Quantity: 1

*Unit of Measure: LOT

*Category:

Example:

Click on magnify glass

Browse Category Tree

Click on Folders to expand:

Expand:

1. *UMN Categories*
2. *Non-capitalized*
3. *Lab & Medical Supplies*
4. *Click "Laboratory Supplies" (category # L0190000)*

*Vendor ID: University Stores – enter "0000000068"

*Start Date: "enter date" Note: put date 2 days out to start after it's approved.

*End Date: "enter date" Note: can be for up to 1 year from start date.

- Enter justification in box: 5 W's
- Click "Add Blanket Order"
- Click "3. Review & Submit" on top of page
- Click to add line and select to modify line
- Click "Modify Line/Shipping/Accounting" tab
- Select correct shipping address
- Enter correct Chartfields (Fund, Dept ID, Program) and click "apply" when finished
- Apply changes to all lines "OK"
- Click "Save & Submit"
- Your requisition will be sent for approval and you will receive an email when this is approved.
- Finally, a PO number will be emailed to you
- Use this Blanket PO # for purchase in the Fisher CORE Center!

How do I order with Fisher Scientific directly?

Fisher Scientific will accept orders on credit cards, p-cards or Purchase Orders. **Fisher Scientific vendor ID is 000007594.** Please select the 4500 Turnberry Road Hanover park, IL address listed for all order submissions. You will notice several addresses will pop up under this vendor ID. This address is the first one listed.

Fisher Scientific has a dedicated team to the University of Minnesota. Please do not hesitate to contact us for anything you need. We are here to serve you.

Onsite Specialist dedicated to UMN:

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Brenda Seidel

Ph: (612) 408-4629

brenda.seidel@thermofisher.com



FISHER SCIENTIFIC SUPPLIER GUIDE

We're committed to providing you with the best and latest products on the market today for all your applications. We've aligned with thousands of manufacturers around the globe to offer single-source ordering convenience of the quality products you need, when you need them.

This list includes our leading suppliers of scientific and safety products. For information on suppliers not listed, please contact your Fisher Representative or visit www.fishersci.com.

3M

5 PRIME

ABR—AFFINITY BIOREAGENTS

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AHLSTROM FILTRATION

AIR-TITE PRODUCTS CO., INC.

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INSTITUTE (API)**

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APPLIED SCIENTIFIC

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ASHLAND CHEMICAL COMPANY

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INTERNATIONAL**

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(Now sold as Thermo Scientific)

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AND COMPANY)

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BIOFIT ENGINEERED SEATING, INC.

BIOHIT

BIOMEDA CORPORATION

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CEPHEID

Note: *Blue font* denotes suppliers for whom Fisher Scientific is the exclusive national distributor for all or part of their product line.

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SAINT GOBAIN PERFORMANCE
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YSI INCORPORATED

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