



Punchout User Guide

Search Features and Other Functionalities

Getting Started

To begin online ordering, punchout from your purchasing program to fishersci.com to access special features from the My Account dropdown menu (upper right corner) or use

More Than One Way to Find Products

Search using the:

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

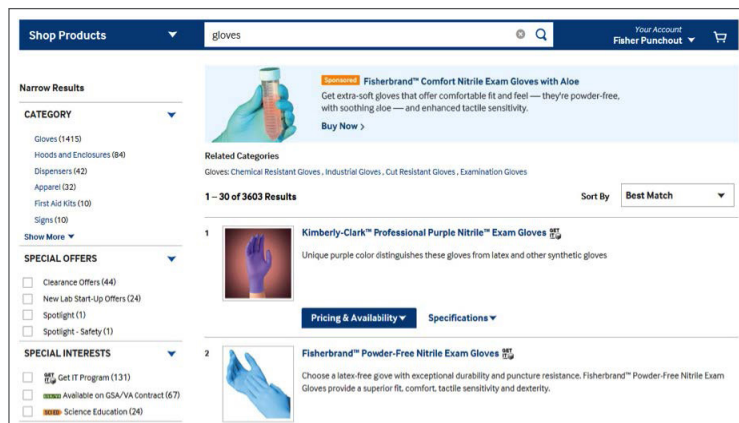
Related Searches

As you begin to type your entry, the system will auto-complete by displaying a list of similar terms, product categories, and product names from which to choose.

Search Refinements

After the search produces your initial results, other refinement options let you narrow your search results by:

- Product category
- Brand
- Special offers
- Special interests
 - Products on GSA contracts
 - Get-It program (safety products)
 - Science education
 - Environmentally friendly
 - Preferred products



TIP: If the product name is misspelled, fishersci.com will offer a suggestion. For any search that yields few or no results and a close match is found, that item will be shown.

See a Little or a Lot

- For products in a single category, additional specification refinements are displayed at the bottom left side of the page, including:
 - Capacity
 - Sterility
 - Material
 - Size
 - And more
- For individual products, view the description, specifications, or a table of other related products

TIP: Additional details (size, capacity, etc.) can help you find the products you need.

Punchout Features and Functionality

Order by Catalog Number

Create an entire order by entering Fisher Scientific or manufacturer catalog numbers, or download the template to import a list of 25 product numbers.

Product availability and an estimated delivery date will also be displayed for each item.

Order by Catalog Number

Add items to your shopping cart by entering the catalog number and quantity. Unit of sale (ex.pack vs. case) and pricing will display once the catalog number has been entered.

Account Number: 123456-001

Bulk Upload

Catalog No.	Product Name	Price Per Unit	Quantity	Availability
x				
x				
x				

[Add 3 More Rows](#)

[Add Items to Cart](#)

Using My Lists

If you have products that you order frequently, use My Lists to make reordering easier. This option is available to registered users only, and lets you create company, personal, or other “hot” lists of products.

To import or export items:

- Create a new list from your shopping cart
- Save the items and quantities
- Customize the list to meet your needs

My Lists

Select an Existing List: Personal

Or

Create a New List: If you would like to create a list, use the button below. Follow the instructions and start adding products. [Create a List](#)

Demo [List Options](#) Sort By: [Add Item\(s\) to Cart](#)

Catalog Number	Title	Description	Unit	Quantity
0666A	Kimberly-Clark™ Professional Kimtech Science™ Kimwipes™ Delicate Task Wipers, 1-ply	4.4 x 8.4 in. (11.2 x 21.3cm) 1-ply	Pack of 280 Case of 60 PK	<input type="text"/> Add to Cart
02540K	PYREX™ Griffin Beakers	beaker,griffin 250ml 12/gk	Pack of 12 Case of 4 PK	<input type="text"/> Add to Cart
A181	Acetone (Certified ACS), Fisher Chemical	glass bottle, 1l	Each of 1 Case of 6 EA	<input type="text"/> Add to Cart

List Options

- [Import List](#)
- [Export List](#)
- Make This My Default List
- Retain List Quantities
- [Edit List Name](#)
- [Delete List](#)

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](#)

View and Track Your Orders

See all your order information all on one page. Use filters to quickly narrow down your search results and view by either your list of All Items Ordered or Items Being Shipped.

You can also:

- Reorder an item or view past invoices
 - View your order history by orders, items, or invoices
- Look at last year's purchases
 - Review what your organization has ordered in the past
- Search by order number
 - Use your order number to find and track your order and delivery

Order Status

- Review all of your orders over years, across your company, and even export them
- Change how you want to view your order history by orders, items or invoices
- Quickly narrow down your search results with filters
- Reorder items right from this page

The screenshot shows the 'Order Status' page with a sidebar for account selection and search history, and a main area displaying a list of orders. The orders are filtered by 'Shipping from Supplier'.

Order #	PO #	Ordered	Unit Price	Qty
19037472C	L80600955	246574-05-00100	\$12.42 /EA	12
19037480A	L80600955	246574-05-00100	\$15.11 /EA	4

Order Details

- View all your order information on one page
- View by All Items ordered and Items being shipped
- Print your Packing slips, invoices, and get directly to the product page for product-specific documentation

The screenshot shows the 'Order Details' page for order 060297186. It includes order date, status, and a table of items.

Catalog Number	Title / Desc	Unit Price	Total Qty	Status	Merchandise Total

Order Shipment Tracking

- Track Your Package*

The screenshot shows the 'Order Shipment Tracking' page for shipment #001. It includes shipping to, from, and method information, along with a table of items.

Item	Pkg	Weight	Tracking Number	Status	Delivery Date	Signed By
	1	2.4 LB	5ZV300R012340z	Delivered	3/15/2016	ALLESSANDRA EUSTAQIO

Items not stocked in our warehouses may not have tracking information yet, but we're continually adding carriers and supplier information

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

