Punchout User Guide

Search Features and Other Functionalities

fisher scientific
part of **Thermo Fisher Scientific**

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
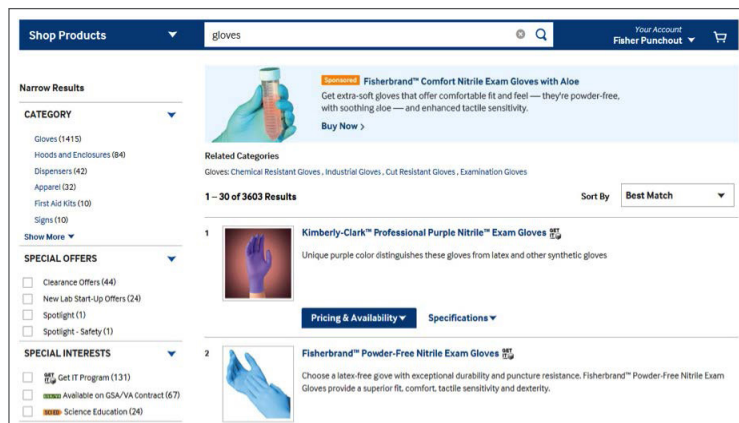- Manufacturer part number
- Common chemical name
- Synonym

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.

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.

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

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.

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

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

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

Order Shipment Tracking

• Track Your Package*

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

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