#### Thermo Fisher SCIENTIFIC

The world leader in serving science

# **Quotes via Punchout User Documentation**

#### **Punchout Session**



- User initiates punchout session through their purchasing application as they do today
- The "My Quotes" option is made available to those companies who request this feature and have completed testing with Thermo Fisher.
- Clicking "My Quotes" option on masthead or navigation page will display My Quotes page

### Punchout Session – My Quotes Page

Fisher Scientific			Punchout User p02pl-quotes		- Place Rapid Order - View Shopping Cart - My Hotlists - View Order Status - My Templates - Review Requisitions - My Quotes			
Home Browse by: Product						Help	1	MSDS
Advanced Product Search Help Keywords:	My Quoto			qu	oted price tips …			
Manufacturer/Supplier Name:	Quotes search: Enter Fisher Quot	e Number:			Page 1 of 7			
Mary for the second second second	quote number	reference number	date created	expire date				
Manufacturer/Supplier Part Number:	Q7162-8920-21	x	6/11/2007	8/13/2007	< <u>view details</u>			
	Q7162-8918-74	QUOTE/GRIFFITH/061107	6/11/2007	8/13/2007	< <u>view details</u>			
Scientific Products	Q7130-8503-77	QUOTE ABRAM 5-10-07	5/10/2007	7/12/2007	< <u>view details</u>			

- All unexpired, Line Level quotes for the 9 digit account number tied to the user that punched out will be displayed.
- Only those quotes that have not passed their expiration date and are Line Level will be viewable to user during punchout session.



## Punchout Session – My Quotes Page



- Quotes can be accessed in 2 ways:
  - User clicks "view details" from quote list
  - User enters quote number and clicks "Go"
    - Note: Order Level quotes will not display on the quotes listing page. Only users who have access to "My Quotes" and know the quote number will be able to view them on-line by typing the quote number in the search box.

F Fisher Scientific	Bo	Punchout U p02pl-quote		- Place Rapio - My Hotlists - My Templa - My Quotes	- View Order Status tes - Review Requisitions
	ALTHCARE SCIENCE EDUCATION				
Home Browse by: Product Advanced Product Search Help Keywords: Fisher Catalog Number: Manufacturer/Supplier Name:	- Supplier - Application   price quote details The following quote was proces << return to My Quotes account #: 123456001 quote #: Q7130-8503 trans. terms: You will not	reference	QUOTE ABRAM 5-10-07 7/12/2007	Help	msbs
Manufacturer/Supplier Part Number:	Research Big and a second s	Enter a quantity for each ite			
	line description 1 CYLINDER WHITE L	Cat. No. LINE 4 OZ 08563B	qty. unit and quoted price EA For \$31.09		
Scientific Products	2 WASH BOTTLE SAFETY	250ML 6/PK 0340916A	PK For \$28.36		
Go	3 PTCHR PP PRNTD GRD	5000ML1/PK 0259143	PK For \$35.93		
Back to Search Options Substructure Search		(Add Item(s) To Shopping Cart	•		

- Price Quote Details page displays all of the information available for the quote.
  - Quote #, associated account #, expiration date, transportation terms, quote type and available items for purchase under selected quote



#### Customer may or may not be charged transportation based on quote file.

- Note: You will not be charged for transportation on these items.
- Note: The transportation and/or tax terms for this quote vary from those assigned to your account. If you choose to place an order with this quote you may not combine in your shopping cart this quote with other products selected from this site. Please order separately.

#### Punchout Session – Non-Catalog Items

Fisher Scientific	ALTHCARE SCIENCE EDUCAT		Punchout p02pl-quo		- My I - My 1	te Rapid Order Hotlists Templates Quotes	r - View Shopping Cart - View Order Status - Review Requisitions
Home   Browse by: Product	- Supplier - Application	1			Help	1	MSDS
Advanced Product Search Help Keywords:	price quote detail The following quote was << <u>return to My Quotes</u>	s processed by the Fishe	r Ordering	System. quoted price ti	ps 🕂		
Fisher Catalog Number:	account #: 1234	56001	refe	arence: 05/23/07 QUOTE			
Manufacturer/Supplier Name:	quote #: Q717 trans. terms: You	73-9115-09 will <b>not</b> be charged for tr		d date: 8/24/2007 on of these items.			
Manufacturer/Supplier Part	Quote type: Line	Level - Enter a quantity	for each it	em you want to buy.			
Number:	line description	Cat. No.	qty.	unit and quoted price			
	1 TEST	NONCATALOG		EA For \$25.00			
Scientific Products	Part Not Found						

 Non-catalog items can be entered on a quote, however, there may not be a corresponding part record. If the non-catalog part has not yet been created, an exception message will be displayed when user attempts to purchase item from quote during punchout. User must contact customer service to place order for this item or wait until catalog number has been assigned.



#### Both Line Level and Order Level quotes are supported:

- Quote type: Line Level Enter a quantity for each item you want to buy.
- **Quote type:** Order Level You must purchase all of these products to qualify for the quoted price.

Fisher Scientific	Punchout Us p02pl-quote	er s	- Place Rapid Orde - My Hotlists - My Templates - My Quotes	er - View Shopping Cart - View Order Status - Review Requisitions
	Supplier - Application		Help	MSDS
Advanced Product Search Help Keywords: Fisher Catalog Number: Manufacturer/Supplier Name:	quote #: Q7130-8503-70     end date:       trans. terms: You will not be charged for transportation	QUOTE ABRAM 5-10-07 7/12/2007 of these items.		
Manufacturer/Supplier Part Number:	Quote type: Line Level - Enter a quantity for each iter	The second se	Ente	er quantity
	line         description         Cat. No.           1         CYLINDER WHITE LINE 4 OZ         08563B	qty.         unit and quoted price           10         EA For \$31,09		n add item to
Scientific Products	2 WASH BOTTLE SAFETY 250ML 6/PK 0340916A	PK For \$28.36	cart	
Go	3 PTCHR PP PRNTD GRD 5000ML1/PK 0259143	PK For \$35.93		
Back to Search Options Substructure Search	Add Item(s) To Shopping Cart	Ξ		

#### Line Level - user enters required quantity then adds item to shopping cart

• Quantity on Line Level is not specific to an amount.



- Order Level User must purchase all items and quantities to qualify for the quote price
  - Quantity on Order Level is specific to an amount.

# Punchout Session – Shopping Cart Page

Advanced Product Search	Shopping Cart						
Help Keywords: Fisher Catalog Number: Manufacturer/Supplier Name: Manufacturer/Supplier Part Number: Scientific Products	more pro O Create Ho or edit an cart, <i>o</i> r O Return yo your origi your purc O NOTE: Re your purc	shopping and add ducts, or otlists or Templates by product in your our shopping cart to nal requisition in hasing application turning your cart to hasing application bu out of the Fisher website.					
Go Back to Search Options Substructure Search	Fisher Cart	Cancel Fi	isher Session 🧭		1	I	
	Account Number: 123	456-001					
	Description / Cat No.	Qty / Price	Availability	Sub- Total	Options		
	<u>08-563B</u> Cylinder White Line 4 OZ	10 Each for \$31.09 Quoted Price	Shipping Direct from Supplier	\$310.90	< <u>edit</u> < <u>delete</u> <i>Quote #</i> <i>7130850370</i>	•(	Quoted item is added to cart and indicated as such
			Tota	d: \$	310.90		
	Deturn	Cart to Purchasing		te All 🕢			

- Selected item(s) from quote are added to shopping cart.
- Quoted items are indicated as such in cart with "Quoted Price" and "Quote #" shown on line item purchased from a quote.

#### Next Steps

- User has the option to continue shopping adding additional items to cart from other entry sources granted that those items have the same transportation terms. The first item added to the cart will control the transportation terms for the order.
  - Other Quotes
  - Product Search
  - Rapid Order
  - Hot Lists
  - Templates
- User can submit order to purchasing application.





#### **Punchout Session - Submit Page**

Fisher Scien	tific					
Log Out of Fisher session	otherwise your cart If you need to furthe punchout from your Modification to any o order to Thermo Fish	will be lost. er edit this cart, pl purchasing applic data of quoted ite ner Scientific will i	m your cart to your purc lease submit the existin cation to edit the cart. m(s) - UOM, price, catal result in rejection of enti after quote has expired	g cart and then re- og# - upon return re order.	of 🚽	Special note added regarding changing quoted items
	Fisher Cart					
	Account Number: 123456-0	)01				
	Description / Cat. No.	Qty. / Price	Availability	Sub-Total		
	08-563B Cylinder white line 4 oz	10 Each for \$31.09	Shipping Direct from Supplier	\$310.90		
			Tota	ıl: \$310.90		
		Submit				

- Submitting cart will return the order to user's purchasing application and log user out of punchout session.
- Special note is displayed on submit page notifying user that any modifications to quote items that do not match Thermo Fisher's system will cause the entire order to be rejected. Any orders received after quote expiration date will also be rejected.