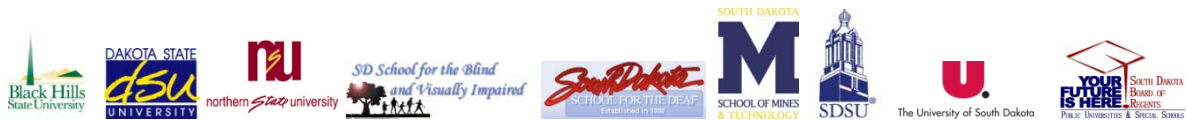


## Fisher Scientific Punchout Catalog Quote Functionality Guide

Version Number: 1.0

Date: 4/27/2010



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# Introduction

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## Overview

The purpose of this manual is to discuss the use of the quote function of the Fisher Scientific punchout catalog. This document will provide step-by-step procedures for converting a quote to an order so that all end-users will have success in submitting an order using the punchout.

## Intended Audience

This manual will be used by super-users and Requestors in the SDezBuy application.

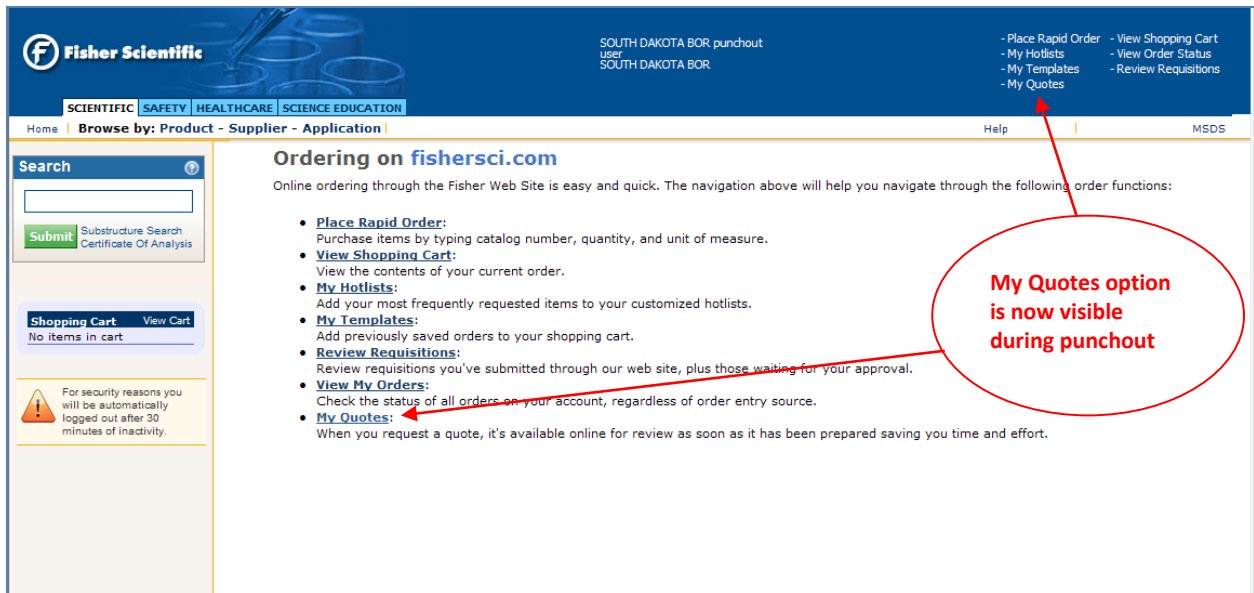
## Documentation and Disclaimer

None

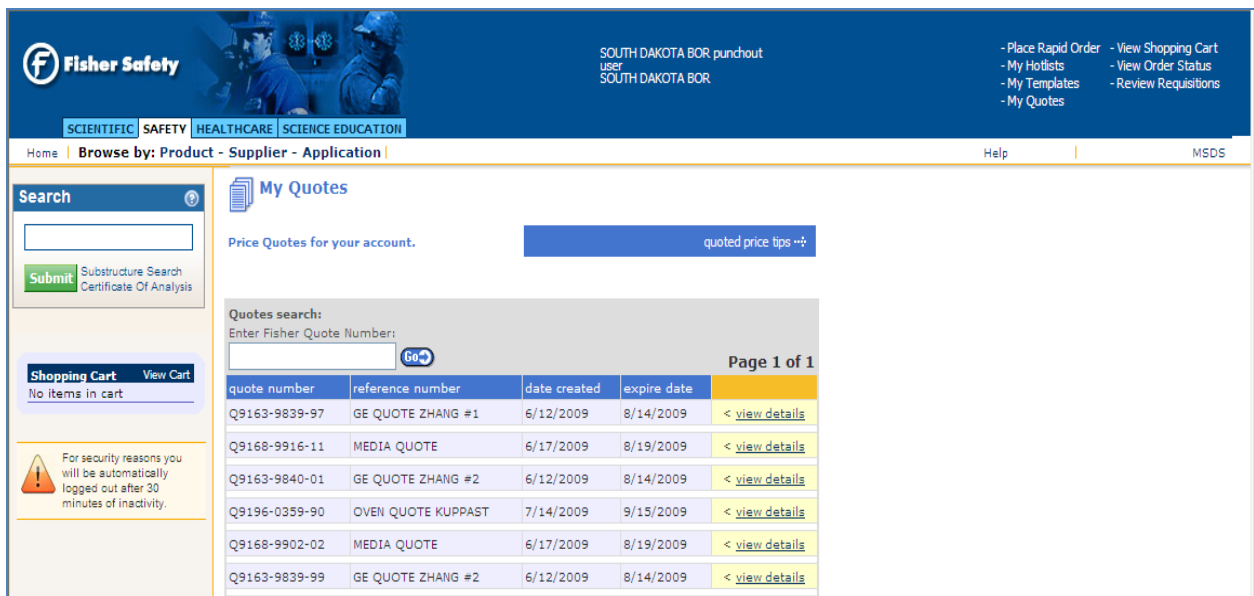
# Instructions

## My Quotes

1. Click on the Fisher Scientific punchout icon on the SDezBuy Home/Shop screen.
2. Click on the “-My Quotes” option on masthead or the [My Quotes](#): option on the navigation page to display the My Quotes page.



3. All unexpired, line level quotes for the 9 digit account number tied to the user that punched out will be displayed. Fisher offers two types of Quotes in the punchout.
  - **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.



4. 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.

**My Quotes**

Price Quotes for your account. [quoted price tips -->](#)

Quotes search:  
Enter Fisher Quote Number:  
Q9163-9840-03 [Go](#) Page 1 of 1

quote number	reference number	date created	expire date	
Q9163-9839-97	GE QUOTE ZHANG #1	6/12/2009	8/14/2009	< <a href="#">view details</a>
Q9168-9916-11	MEDIA QUOTE	6/17/2009	8/19/2009	< <a href="#">view details</a>
Q9163-9840-01	GE QUOTE ZHANG #2	6/12/2009	8/14/2009	< <a href="#">view details</a>
Q9196-0359-90	OVEN QUOTE KUPPAST	7/14/2009	9/15/2009	< <a href="#">view details</a>
Q9168-9902-02	MEDIA QUOTE	6/17/2009	8/19/2009	< <a href="#">view details</a>
Q9163-9839-99	GE QUOTE ZHANG #2	6/12/2009	8/14/2009	< <a href="#">view details</a>

5. The [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.

**price quote details**

The following quote was processed by the Fisher Ordering System. [quoted price tips -->](#)

<< [return to My Quotes](#)

**account #:** 123456001      **reference:** QUOTE ABRAM 5-10-07  
**quote #:** Q7130-8503-70      **end date:** 7/12/2007

**trans. terms:** You will **not** be charged for transportation of these items.  
**Quote type:** Line Level - Enter a quantity for each item you want to buy.

line	description	Cat. No.	qty.	unit and quoted price
1	CYLINDER WHITE LINE 4 OZ	08563B		EA For \$31.09
2	WASH BOTTLE SAFETY 250ML 6/PK	0340916A		PK For \$28.36
3	PTCHR PP PRNTD GRD 5000ML1/PK	0259143		PK For \$35.93

[Add Item\(s\) To Shopping Cart](#)

6. SDBOR pays **freight** on orders that are less than \$50.00. In addition, there may be hazardous material charges or dry ice charges added to the invoice.
- ❖ **Note:** According to WSCA Agreement #SBPO118 you will not be charged freight if the order is over \$50.00. The message “You will **not** be charged for transportation on these items.” will appear.

**Fisher Scientific** Punchout User p02pl-quotes

SCIENTIFIC SAFETY HEALTHCARE SCIENCE EDUCATION

Home | Browse by: Product - Supplier - Application | Help | MSDS

**price quote details**

The following quote was processed by the Fisher Ordering System. [quoted price tips](#)

<< [return to My Quotes](#)

account #: 123456001 reference: QUOTE ABRAM 5-10-07  
 quote #: Q7130-8503-70 end date: 7/12/2007

**trans. terms:** You will **not** be charged for transportation of these items.

**Quote type:** Line Level - Enter a quantity for each item you want to buy.

line	description	Cat. No.	qty.	unit and quoted price
1	CYLINDER WHITE LINE 4 OZ	08563B		EA For \$31.09
2	WASH BOTTLE SAFETY 250ML 6/PK	0340916A		PK For \$28.36
3	PTCHR PP PRNTD GRD 5000ML1/PK	0259143		PK For \$35.93

[Add Item\(s\) To Shopping Cart](#)

**Transportation terms indicated here**

7. 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 User p02pl-quotes

SCIENTIFIC SAFETY HEALTHCARE SCIENCE EDUCATION

Home | Browse by: Product - Supplier - Application | Help | MSDS

**price quote details**

The following quote was processed by the Fisher Ordering System. [quoted price tips](#)

<< [return to My Quotes](#)

account #: 123456001 reference: QUOTE ABRAM 5-10-07  
 quote #: Q7130-8503-70 end date: 7/12/2007

**trans. terms:** You will **not** be charged for transportation of these items.

**Quote type:** Line Level - Enter a quantity for each item you want to buy.

line	description	Cat. No.	qty.	unit and quoted price
1	CYLINDER WHITE LINE 4 OZ	08563B		EA For \$31.09
2	WASH BOTTLE SAFETY 250ML 6/PK	0340916A		PK For \$28.36
3	PTCHR PP PRNTD GRD 5000ML1/PK	0259143		PK For \$35.93

[Add Item\(s\) To Shopping Cart](#)

**Order type indicated here**

8. Line Level - user enters required quantity then adds item to shopping cart.
  - Quantity is not restricted to a certain amount.
9. Click on the Add Item(s) to Shopping Cart button.

**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 - Supplier - Application | Help | MSDS

**Advanced Product Search** | price quote details

The following quote was processed by the Fisher Ordering System. [quoted price tips](#)

<< [return to My Quotes](#)

**account #:** 123456001      **reference:** QUOTE ABRAM 5-10-07  
**quote #:** Q7130-8503-70      **end date:** 7/12/2007

**trans. terms:** You will **not** be charged for transportation of these items.  
**Quote type:** Line Level - Enter a quantity for each item you want to buy.

line	description	Cat. No.	qty.	unit and quoted price
1	CYLINDER WHITE LINE 4 OZ	08563B	10	EA For \$31.09
2	WASH BOTTLE SAFETY 250ML 6/PK	0340916A		PK For \$28.36
3	PTCHR PP PRNTD GRD 5000ML1/PK	0259143		PK For \$35.93

[Add Item\(s\) To Shopping Cart](#)

**Enter quantity then add item to cart**

10. Order Level - User must purchase all items and quantities to qualify for the quoted price.
  - Quantity is restricted to a certain amount.
11. Click on the Add Item(s) to Shopping Cart button.

**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 - Supplier - Application | Help | MSDS

**Search Products** | price quote details

The following quote was processed by the Fisher Ordering System. [quoted price tips](#)

<< [return to My Quotes](#)

**account #:** 123456001      **reference:** QUOTE-TEST3  
**quote #:** Q7219-9162-38      **end date:** 10/9/2007

**trans. terms:** You will **not** be charged for transportation of these items.  
**Quote type:** Order Level - You must purchase all of these products to qualify for the quoted price.

line	description	Cat. No.	quoted qty.	unit and quoted price	amount
1	CYLINDER WHITE LINE 4 OZ	08563B	5	EA For \$31.09	\$155.45
2	KIMWIPE SML 4-1/2X8-1/2 280/PK	06666A	10	PK For \$5.27	\$52.70

[Add Item\(s\) To Shopping Cart](#)

**Must order all items and qty shown**

12. **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 items from quote during punchout. User can cancel punchout and use the Non-Catalog Item method of procuring the product.

The screenshot shows the Fisher Scientific website interface. At the top right, there are navigation links: 'Place Rapid Order', 'View Shopping Cart', 'My Hotlists', 'View Order Status', 'My Templates', 'Review Requisitions', and 'My Quotes'. The user is identified as 'Punchout User p02pl-quotes'. The main content area is titled 'price quote details' and contains the following information:

- account #: 123456001
- reference: 05/23/07 QUOTE
- quote #: Q7173-9115-09
- end date: 8/24/2007
- trans. terms: You will **not** be charged for transportation of these items.
- Quote type: Line Level - Enter a quantity for each item you want to buy.

A table below shows the quote items:

line	description	Cat. No.	qty.	unit and quoted price
1	TEST	NONCATALOG	---	EA For \$25.00
! Part Not Found				

An arrow points from a red circle containing the text 'Exception message' to the 'Part Not Found' row in the table.

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

The screenshot shows the Fisher Scientific website interface. On the left, there is a 'Submit' button and a search box. Below it, there is a section for 'Accessories for:' with a list of items and an 'Add' button. On the right, there is a 'Shopping Cart' section with a list of items and a 'Cancel Fisher Session' button. The shopping cart table is as follows:

Cat No. / Description	Qty / Price	Availability	Sub-Total	Options
06-666A KIMWIPE SML 4-1/2X8-1/2 280/PK	10 Pack of 280 for \$2.20 <i>Quoted Price</i>	Estimated Delivery 10/13/2009 From :DENVER, CO	\$22.00	< edit < delete Quote # 9253949617
<b>Group Total: \$22.00</b>				
<b>SHOPPING CART TOTAL: \$22.00</b>				

An arrow points from a red circle containing the text 'Quoted item is added to cart and indicated as such' to the 'Quoted Price' text in the shopping cart table.



### 15. Next Steps

- The 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
- The user can submit the order to purchasing application (SDezBuy).

**Your shopping cart contains items with different delivery terms. Before adding additional products to your cart, please:**  
 \*Order these products,  
 or  
 \*Delete these products from your cart.

Items with different delivery terms will NOT be added to the cart

Back to Search Options  
Substructure Search

**Shopping Cart** View Cart  
1 Items:  
CYLINDER WHITE LINE 4 OZ 10  
**Total: \$310.90**  
Checkout

For security reasons you will be automatically logged out after 30 minutes of inactivity.

Fisher Cart				
Account Number: 123456-001				
Description / Cat No.	Qty / Price	Availability	Sub-Total	Options
08-563B CYLINDER WHITE LINE 4 OZ	10 Each for \$31.09 <i>Quoted Price</i>	Shipping Direct from Supplier	\$310.90	< edit < delete  <i>Quote # 7130850370</i>
<b>Total:</b>			<b>\$310.90</b>	

Return Cart to Purchasing Application Delete All

- Click on the **Submit** button to return the order to SDezBuy and log out of the punchout session.
- A special note is displayed on the submit page notifying the user that any modifications to the quote items that do not match Fisher's system will cause the entire order to be rejected. Any orders received after the quote expiration date will also be rejected.

**Fisher Scientific**

Log Out of Fisher session

**NOTE: You must click 'Submit' to return your cart to your purchasing application, otherwise your cart will be lost.**

If you need to further edit this cart, please submit the existing cart and then re-punchout from your purchasing application to edit the cart.

Modification to any data of quoted item(s) - UOM, price, catalog# - upon return of order to Thermo Fisher Scientific will result in rejection of entire order.

Orders with quoted item(s) received after quote has expired will result in rejection of entire order.

Special note added regarding changing quoted terms

Fisher Cart			
Account Number: 123456-001			
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
<b>Total:</b>			<b>\$310.90</b>

Submit

## Frequently Asked Questions

- **Where does the end-user get their 9-digit account number?** Answer: A customer does not need their 9 digit account number to order, it is already set up in the system. If you need it, contact customer service or ask the sales rep.
- **Can you combine quotes with other items from the punchout?** Answer: You can combine if the shipping terms are the same.
- **Can line level quotes be used more than once if they are not expired?** Answer: Yes
- **If a quote is brought back to SDezBuy by the end-user and has to go through multiple approvals and in the event that it expires before it is sent to Fisher will Fisher honor it?** Answer: No, Fisher will only honor the quote if the order is placed before the expiration date.
- **How will the buyer know when the quote expires?** Answer: The rep should let you know
- **Is there an attachment that comes back from the punchout to SDezBuy?** Answer: No, it is just like other non-quote purchases
- **Can they also add a line for the Hazardous Materials charge?** Answer: we can not add a line for hazardous charge because they're special charges to not get added till the night it is invoiced.
- **What happens when a quote shows a discontinued item?** Answer: if a quote has discontinued item they will not be able to place orders with that quote.
- **Can we get the quote number to flow over into our field "Quote/Contract Number?"** Answer: No

### Fisher Contact Information:

Fisher Sales Rep.  
Molly Scherff  
Phone: (800) 955-9999 ext. 1992661  
Email: [molly.scherff@thermofisher.com](mailto:molly.scherff@thermofisher.com)