

Each punch-out catalog in UShop offers features unique to that supplier's catalog. This guide describes features specific to the **Thermo Fisher Scientific** punch-out catalog.



1. Rep Contact Information

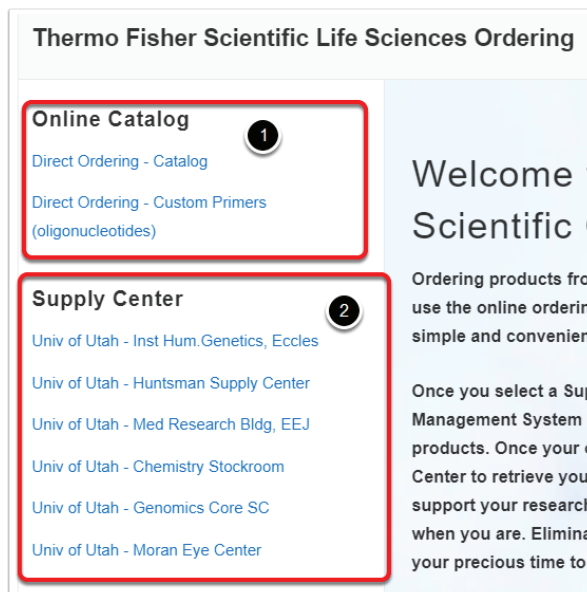
Josh Romney, Sr. Account Manager | Mobile: (801) 209-8579 | josh.romney@thermofisher.com

2. Two ways to order

On the Thermo Fisher Scientific Punch-out you may either:

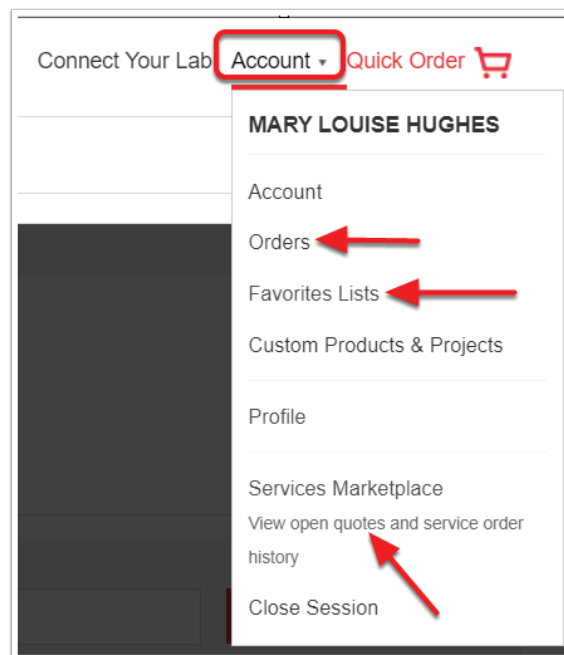
1. Place a Direct Order from the Online Catalog, which will be delivered to the Shipping address you select in UShop, or
2. Place an order from a specific Supply Center. Go to the selected Supply Center to pick up your order.

NOTE: One of these shopping methods/locations must be selected in order to go to a site page where you can view your account details.



3. Account

While users do not setup a separate account # in this punch-out, Thermo Fisher Scientific recognizes you by your UShop login credentials. Your account is customized based on your orders, favorites, quotes, etc.



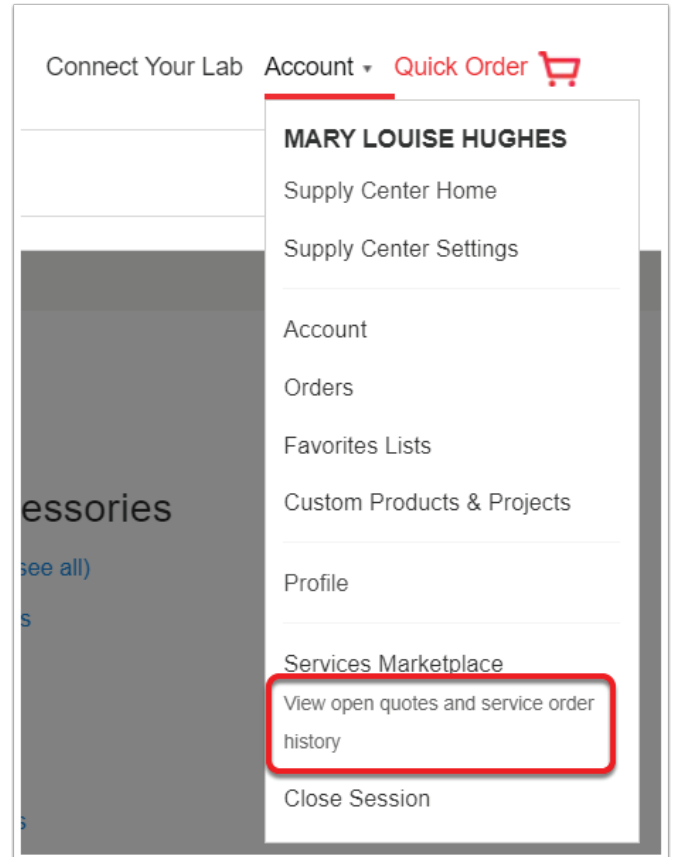
4. Track Orders

- When an order is placed, the shopper will receive an email with order status updates and expected delivery times.
- All Orders can be tracked through a customer's Account, see #3.

5. Quotes

eQuotes can be integrated into the punch-out. Open the dropdown menu under *Account* and click on *View open quotes and service order history*.

This will display a search field where you may enter a quote or promotion number for your order.



6. Shipping

- **Supply Centers:** All orders through a Supply Center are free of freight charges. This includes items that are stocked and ready to pick up. The vast majority of other items (~200k products) on the website can be purchased through any of the supply centers and the shipping is waived.
- **Direct Shipment to labs:** Shipping charges do apply, and vary depending upon the item shipped (dry ice, instruments, etc.). Shipping charges are displayed at the time of purchase.

7. Save Favorites

1. As you shop, you may identify an item you want to save as a favorite. Click on the star to the left of the item to add it to your favorites.
2. To reorder, search for this item later in Favorites, see #3.

