

EMSCO/Fisher Scientific Quick Reference Guide

Important Information about Changes Associated with Transition

Ordering: Punch-out site ordering will now be placed through EMSCO/Fisher. The Fisher Scientific ordering site will be deactivated effective October 29, 2018 and there will no longer be a Fisher Scientific hosted catalog. EMSCO, in the near term, will retain its separately hosted catalog.

Saved Favorites: Saved favorites will be available only in the EMSCO/Fisher punch-out site.

Purchase Orders: Purchase orders will be transmitted to EMSCO/Fisher instead of Fisher Scientific.

Invoicing: Invoicing will be processed by EMSCO.

Order History: As a result of the move to the new EMSCO/Fisher punch-out site, previous Fisher Scientific order history will no longer be accessible. While previous Fisher Scientific order history won't be found on the new EMSCO/Fisher punch-out site, previous Fisher Scientific history can be found by looking up previous Purchase Orders in BEN Buys.

No Changes Made to These Processes

Deliveries: Next-day deliveries of items stocked at Fisher Scientific's Eastern Pennsylvania warehouse for orders placed before 2 p.m. will continue.

Special Order Requests: All EMSCO/Fisher Scientific special order requests will be available from any of the EMSCO/Fisher Scientific sales team members.

Fisher Sales Support: The Fisher Scientific team that supports Penn remains intact.

BD Falcon: BD Falcon items will remain in Penn Marketplace through EMSCO's hosted catalog until further notice.

Actions Necessary to Prepare for System Change

If you have saved and use Favorites for Fisher Scientific, they need to be migrated over to the new EMSCO/Fisher punch-out site. To migrate Favorites over to the new EMSCO/Fisher site, the following steps must be taken and started **BEFORE** the new EMSCO/Fisher site is live on **Monday, October 29:**

- Migrating Fisher-hosted catalog Favorites
 - **BEFORE GO LIVE:** click on the *Shop* icon and then "Shopping" and then "View Favorites." Copy or note the listed item numbers. You will have to manually enter them in the new EMSCO/Fisher site later.
 - **AFTER GO LIVE:** From Penn Marketplace, access the EMSCO/Fisher punch-out site. Go to "Your Account" and then "My Lists". Create a new list and enter the item numbers you previously copied and/or noted.
- Migrating Fisher punch-out site Favorites
 - **BEFORE GO LIVE:** From "Your Account" select from the "My Lists". Then from the "List Options" menu, select "Export List" and save the file on your computer.

- **AFTER GO LIVE:** follow the same path for exporting but instead select “Import List” from the “List Options”.

The following EMSCO/Fisher Scientific personnel are available to assist Penn researchers and staff with their research product requirements.

Supplier Contact Information	
BEN Buys Supplier #:	TBD
On-Site Customer Support: Phone #: Fax #:	Colleen Giammarco 215-898-9186 215-573-2229
Sr. Sales Representative: Phone #:	Dena Cara 610-710-6479
Sales Representative: Phone #:	Rosh Roy 267-325-2530
Sales Representative: Phone #:	Anthony Ingenito 484-5236
Sales Representative: Phone #:	Jaleel Uqdah 267-456-7720
Life Science Specialist Phone #:	Hemang Barbhaiya 609-254-9915
Laboratory Chemicals: Phone:	Gaby Torok 610-428-8307

Should you have any questions, please contact David Staskin, dstaskin@upenn.edu, 215-898-2482.