

# Penn Marketplace Punch Out Supplier User Guide



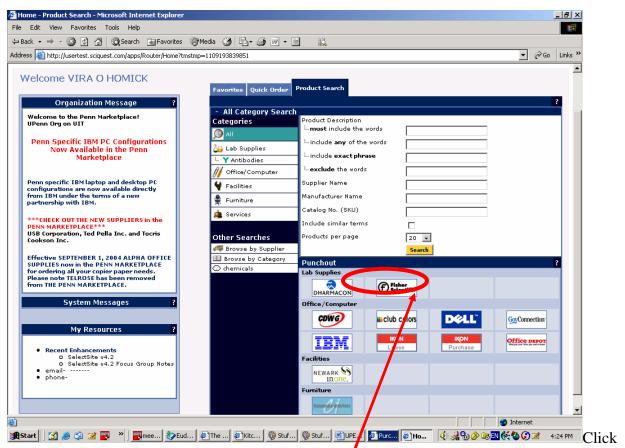




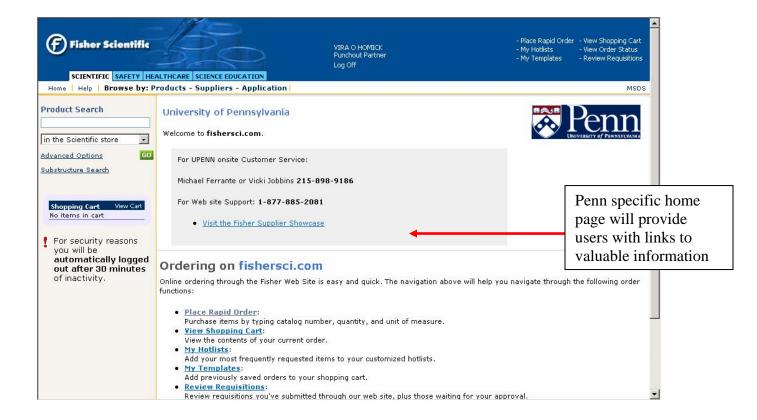


## **Ordering Fisher Scientific Products in the Penn Marketplace**

- ➤ The Fisher Scientific link takes the user directly to the Penn specific Fisher Scientific website while still remaining within the Penn Marketplace.
- From here, you will be directed to the **Home Page** where you can link to all areas of the Fisher Scientific website. Users may "Rapid Order" items for a quick search, browse catalogs, review/create Hot Lists or Templates or get access to help screens within Fisher Scientifics' website.
- **Penn specific pricing** and real-time inventory availability will be available.
- ➤ When **finished shopping** and placing items into a shopping cart, all of the information is automatically transferred back to the Penn Marketplace as a requisition to complete the process of account code distribution, shipping information, approving and creating purchase orders.
- ➤ To use the Fisher Scientific punchout site, you need only to click on the Fisher Scientific icon that appears under **Product Search** tab under the Categories of **All** or **Lab Supplies** as shown below.



Select Fisher Scientific from the punchout suppliers



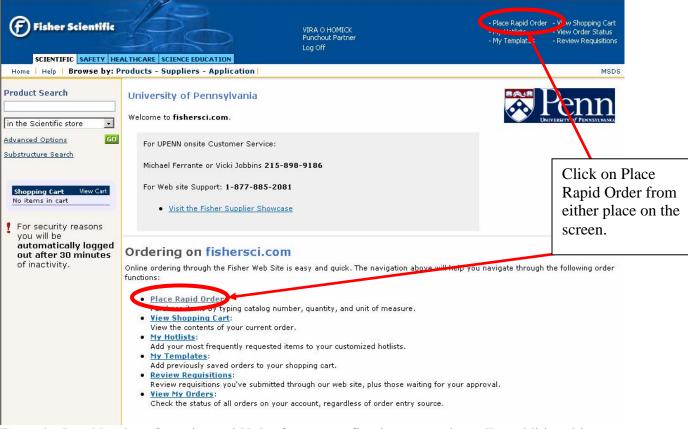
## **Creating an Order**

Users may use several options to add items to a shopping cart:

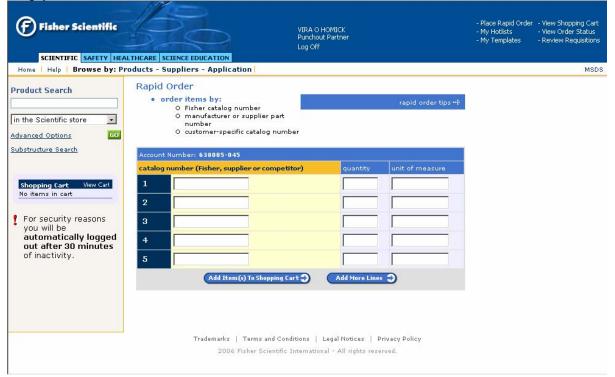


- 1) **Place Rapid Order**: The quickest way to input a Fisher, Manufacturer or competitor part number for immediate cross-reference.
- 2) My Hotlists: These are user created lists of frequently used and ordered products. You may create more that one personal hotlist and customize both the title and the product description.
- 3) My Templates: This function can be used to save shopping carts for re-use or re-edits at a later time. They can also be used to save grouped items that are frequently ordered together.
- 4) **Shopping Cart:** Users will drop their items into a shopping cart to display price and availability of product. From here, the user may check out to the Penn Marketplace.
- 5) **Product Search**: Users can input text searches for their items or us the **More Options** feature to refine their search criteria. They can also search online for MSDS, C of A by lot number or substructure search by chemical name

# Place Rapid Order

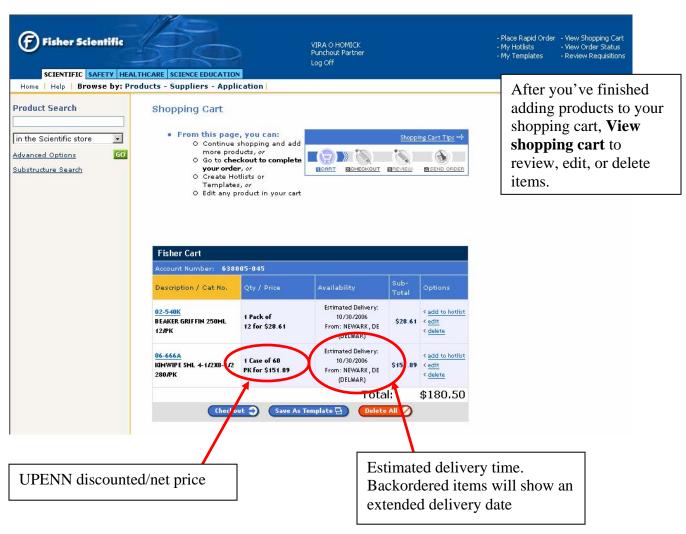


Enter the Part Number, Quantity and Unit of measure, five items at a time. For additional items, simply click 'ADD MORE LINES'.



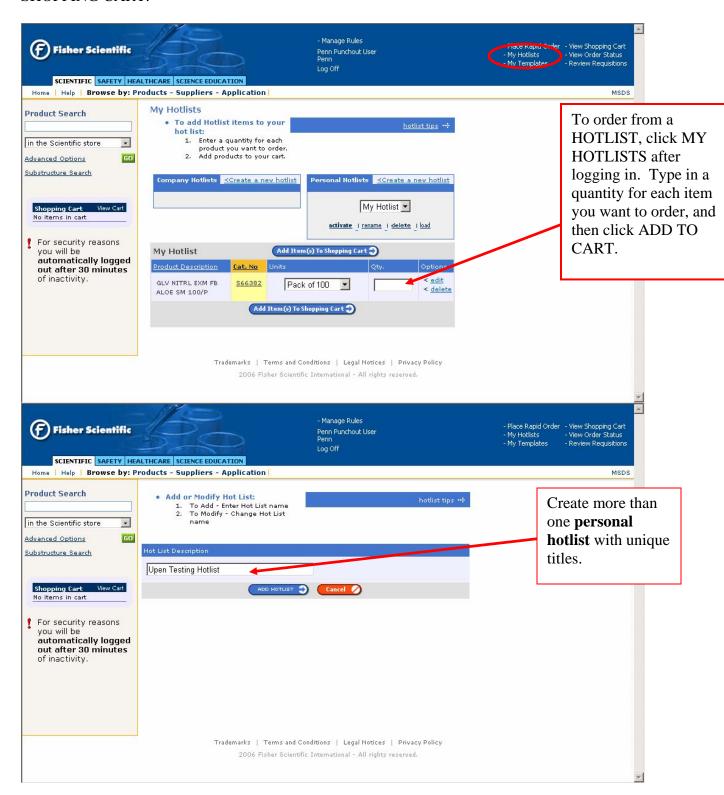
Then Click 'ADD ITEMS TO SHOPPING CART'





# **My Hotlists**

Use Hot Lists to avoid repetitive order entry. You can create a HOTLIST of individual items you order frequently. Add items by clicking ADD TO HOTLIST in CATALOGS or SHOPPING CART.

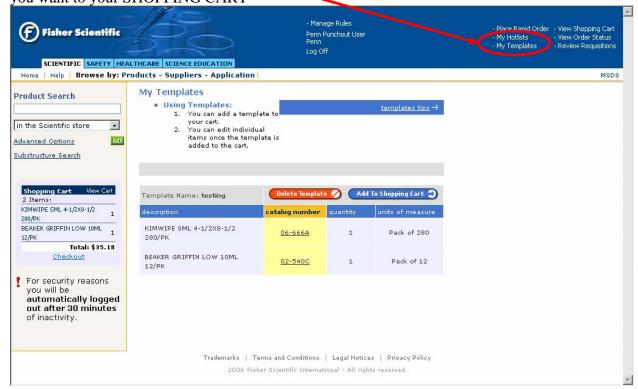


# **My Templates**

Save time by creating a TEMPLATE for groups of items you order frequently or create ordering lists by *school* or *center* specific to the way you buy. To create a TEMPLATE, put all the products to be included into your SHOPPING CART. Adjust the quantities and units of measure. Then click SAVE AS TEMPLATE at the bottom of the SHOPPING CART page and name your new TEMPLATE.

Fisher Cart				
Account Number: 638005-045				
Description / Cat No.	Qty / Price	Availability	Sub- Total	Options
06-666A KIMWIPE SML 4-1/2X8-1/2 280/PK	1 Pack of 280 for \$3.11	Estimated Delivery: 10/30/2009 From: NEWAJK, DE (DELMJR)	\$3.11	< add to hotlist < edit < delete
02-540C BEAKER GRIFFIN LOW 10ML 12.PK	1 Pack of 12 for \$32.07	Estimated Delivery: 10/80/2006 From NEWARK, DE (DELMAR)	\$32.07	< add to hotlist < edit < delete
		/ Total:		\$35.18
Checkout → Save As Template → Delete All				

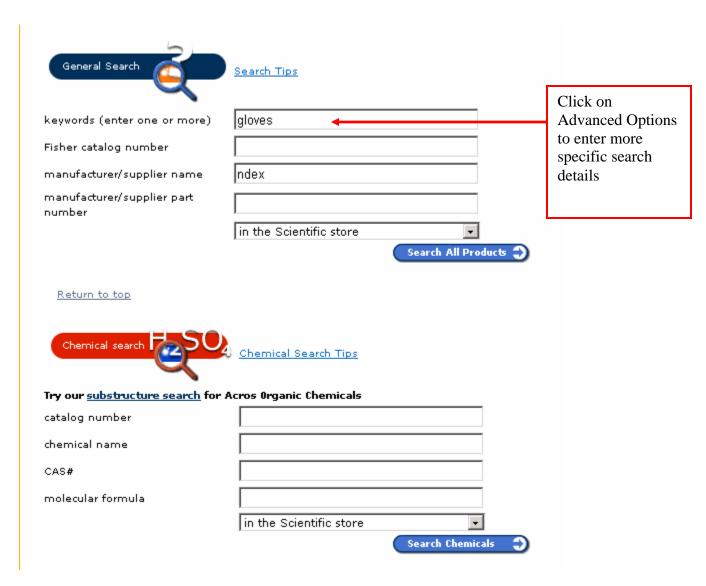
To order using a TEMPLATE, go to MY TEMPLATES after logging in and add the template you want to your SHOPPING CART

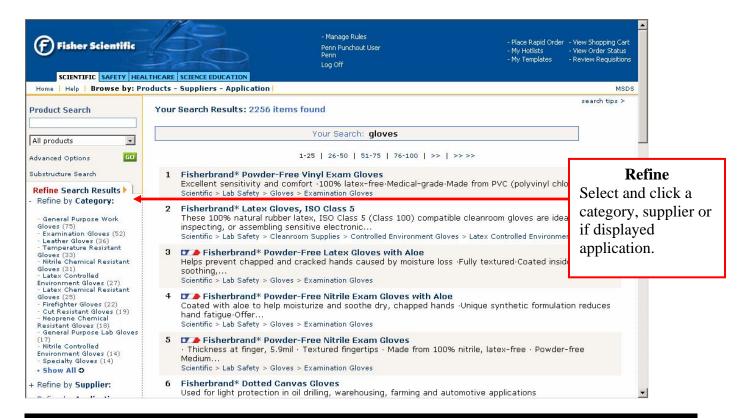


# **Product Search**

By Keyword: type a keyword, category, catalog number, or supplier name in the SEARCH

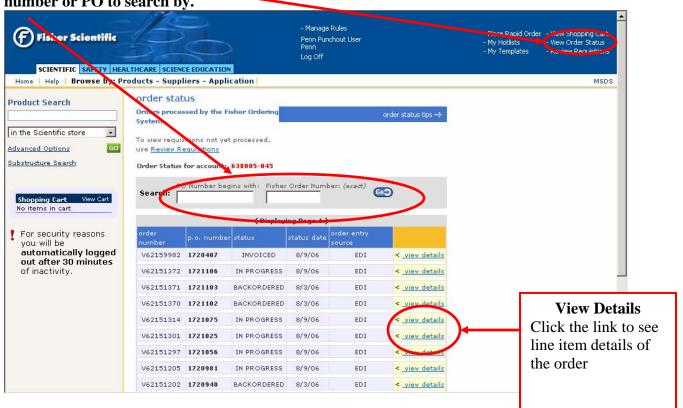


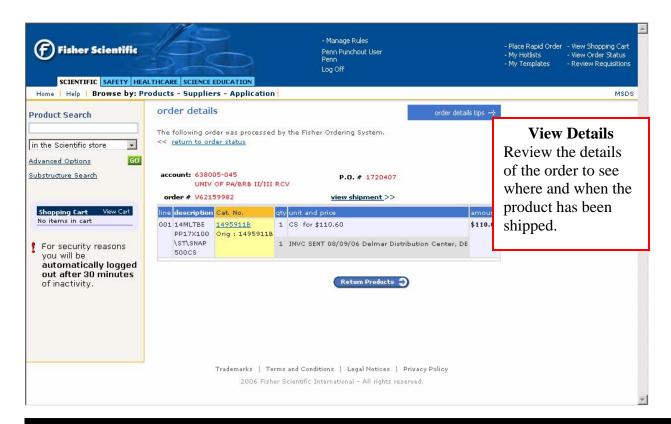




#### **Order Status**

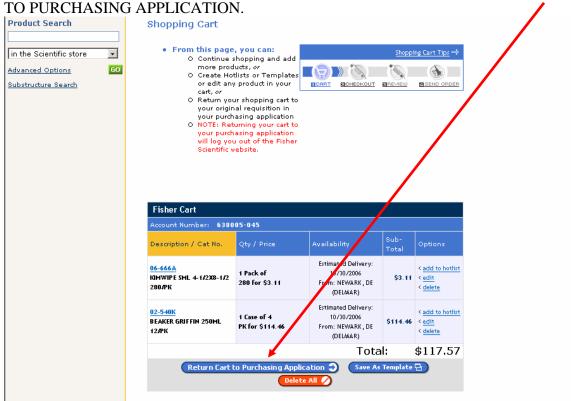
Users may review an order by clicking the order status button or entering a unique order number or PO to search by.





## **Checking out**

When you are satisfied with the contents of your SHOPPING CART, click on RETURN CART

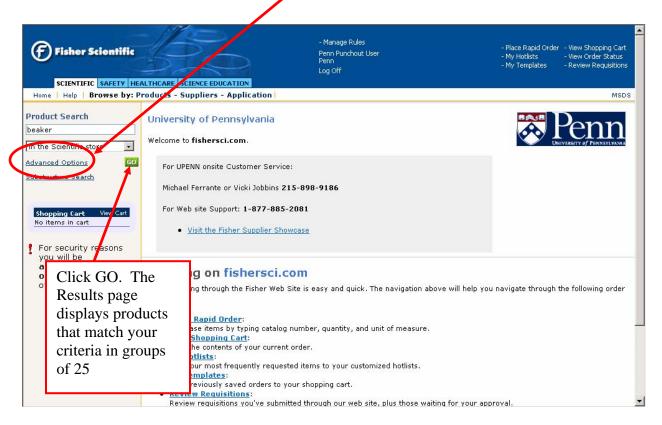


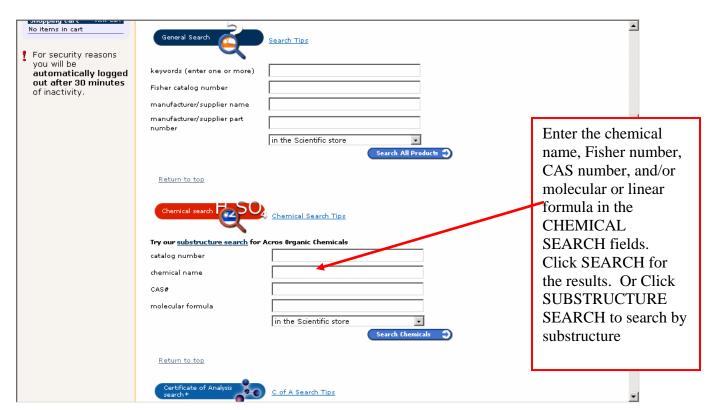
You will then be asked to submit the order one additional time. At this point, the order is returned to the Penn Marketplace. Continue to process your order through Ben Buys.



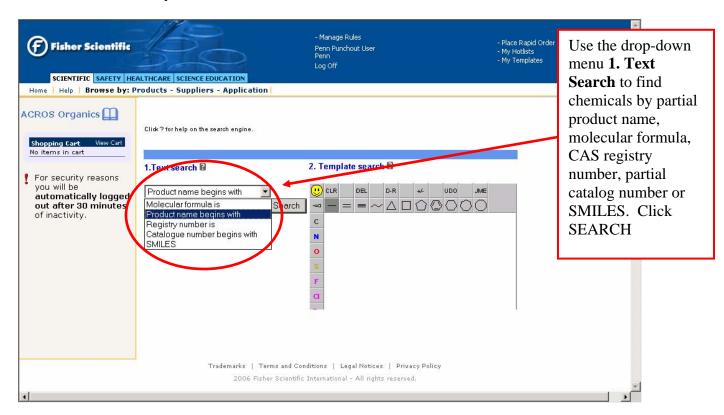
# More Search Options-Chemical, Substructures, MSDS or C Of A

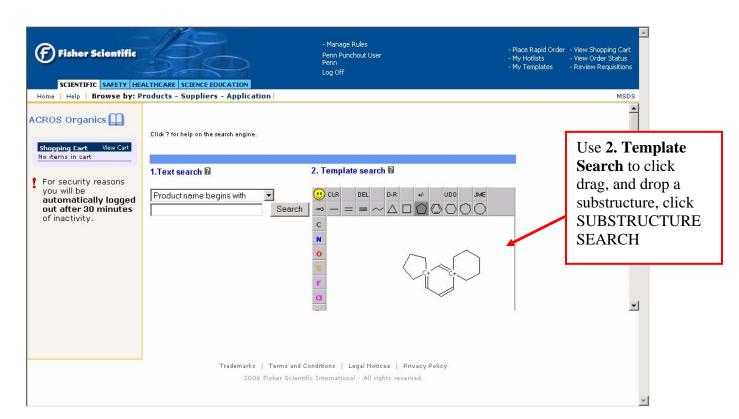
**Search for Chemicals:** Click on ADVANCED OPTIONS under the SEARCH box to get to POWER SEARCH.

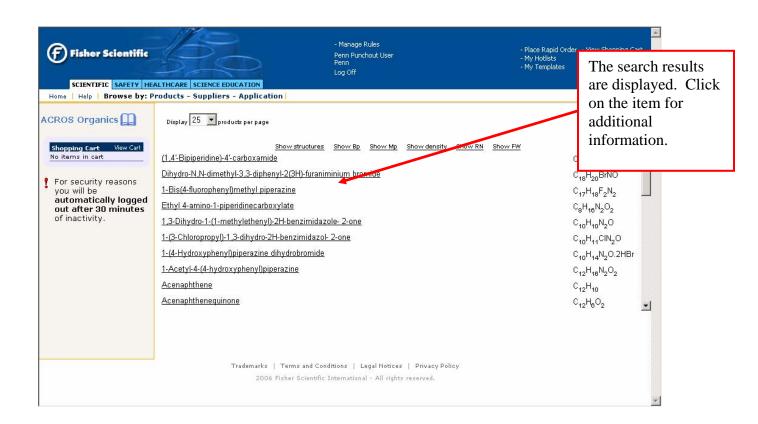




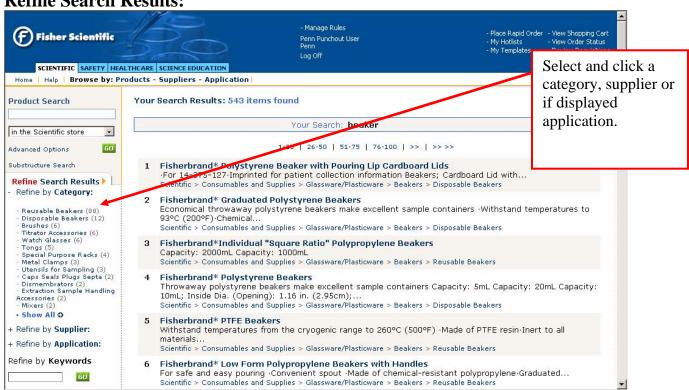
#### Search for chemicals by substructure:

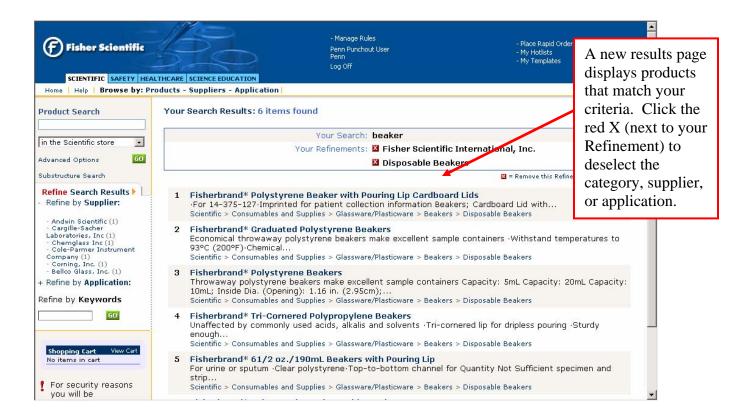






#### **Refine Search Results:**





#### Find and Print Material Safety Data Sheet:

First find the chemical product page as described in one of the search functions.



Certificate of Analysis: Available for Fisher-manufactured chemicals only.

Use MORE OPTIONS (under product search). Enter the Fisher catalog number complete with hyphen and/or lot number, then click SEARCH CERTIFICATE OF ANALYSIS.

