New Process for Fisher Scientific

Fisher now has the capabilities for quotes in the punchout environment. Because of some issues with the einvoicing, they will require a quote through the punchout now instead of a non-catalog transaction. This training guide will provide guidelines for the quote functionality.

1. Email Rashila to get a quote set up. rashila.patel@thermofisher.com.
2. The quote will not be available until the next day.
3. Once you have the quote number back, enter the punchout site and select the “my Quotes” link on the home page.

4. Find the quote number.
5. To see the itemized detail of the quote click on the “view details” tab.

6. You can modify the quantity in the quote details section.
7. You cart will appear or you can click on the “View Shopping Cart”

8. Once you are complete click the “Return Cart to Purchasing Application”

9. You can modify the quantities in the requisition as well.

10. Email techbuy.purchasing@ttu.edu if you have any problems.

11. Fisher will not accept pcards for purchases now. All transactions should go through the punch-out.

12. If you need an order “rushed” for next day, you must place the order, then call Fisher Customer Service at 800-766-7000 and provide the Fisher order confirmation number. The next day orders must be placed by 2 pm central.