



# Fisher Scientific Purchasing Guide

✓ Issuing an eVA Purchase Order





# Issuing an eVA Purchase Order to Fisher Scientific

- Must have your quote number to purchase using an existing quote.
- Must have a Ship To address.
- After completing the Title, PO Category, Procurement Type.
- Go to **Shipping Entire Requisition**

This guide is specific to Fisher Scientific eVA Catalog orders only.

eVA User Guide located on the Procurement Services website includes step by step instructions on how to issue an eVA Purchase Order.

Review your requisition, make changes as necessary, and submit the request for approval.

**Summary** Approval Flow

Client Name: A221ODU - Old Dominion University

Title: \* Fisher Scientific, Kimwipes, 1PC00-6002 ✓

On Behalf Of: Edwards, Barbie

Entity Code: 221-Old Dominion University

Fiscal Year: 2021-

PO Category: R01-Routine ✓

Procurement Transaction Type: 20-Supplies - Non-Technology ✓

Equipment Trust Fund?

Quick Quote Requested:

Confirming Order; Do Not Duplicate:

Accounting Summary: [View Accounting Information](#)

My Labels: [Apply Label...](#)

**Line Items** (0)

No.	Type	Solicit	Description
No items			

[Add from Catalog...](#) [Add Non-Catalog Item...](#)

**SHIPPING - ENTIRE REQUISITION**

See Line Item Shipping Details:

Ship To: \* A22154-Procurement Services / Old Dominion University

Deliver To: \* Barbie Edwards



# Issuing an eVA Purchase Order to Fisher Scientific

- Locate the Ship To by using the drop-down arrow then select Search for more. Select appropriate Address.
- Select Add from Catalog ...

Note: New users will be provided a Ship To address from Fisher prior to using the punch out catalog.

Previous selections will appear in the drop-down menu. Must use search for more... for all new selections.

A22154-Procurement Services / Old Dominion University

A22101-ODU Property Control

Search for more...

PR9411120: Fisher Scientific, Kimwipes, 1PC00-6002

Review your requisition, make changes as necessary, and submit the request for approval.

**Summary** Approval Flow

Client Name: A221ODU - Old Dominion University

Title: \* Fisher Scientific, Kimwipes, 1PC00-6002

On Behalf Of: Edwards, Barbie

Entity Code: 221-Old Dominion University

Fiscal Year: 2021-

PO Category: R01-Routine

Procurement Transaction Type: 20-Supplies - Non-Technology

Equipment Trust Fund?

Quick Quote Requested:

Confirming Order; Do Not Duplicate:

Accounting Summary: [View Accounting Information](#)

My Labels: [Apply Label...](#)

**Line Items** (0)

No.	Type	Solicit	Description
-----	------	---------	-------------

[Add from Catalog...](#) [Add Non-Catalog Item...](#)

**SHIPPING - ENTIRE REQUISITION**

See Line Item Shipping Details: [i](#)

Ship To: \* A2218Y-School of Medical Diagnostics and Translational Sc...

Deliver To: \* Barbie Edwards

Need-by Date:

**Special Note:** Users must be provided a Ship To address from Fisher prior to using punch out catalog.



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

Type "Fisher" in the **Search** field and click **Search**.

The screenshot shows the eVA web application interface. At the top, there is a navigation bar with links for "My Home", "My Orders/My UPS", "My Approvals", and "My Quick Quote Req's". Below this is a secondary navigation bar with "Create", "Search", "Manage", "Recent", and "Preferences". The main content area displays the search results for "Fisher". The search path is "Catalog > 'Fisher'". The results are organized under "Supplier Punchout Catalog Resources" and include "FISHER SCIENTIFIC COMPANY LLC (1)" with a sub-category "Lab, Scientific, Diagnostic, Research Supplies". The search bar at the top of the results area contains "Fisher" and a "Search" button. A "Create Non-Catalog Item" button is also visible. The top right of the page shows a shopping cart icon with "Items: 0" and "Total: \$0.00000 USD", along with "Checkout" and "Exit" buttons. The left sidebar contains a "Refine your results" section with "Keyword" and "Category" filters.

PR9411120: Fisher Scientific, Kimwipes, 1PC00-6002

Items: 0 Total: \$0.00000 USD

Checkout Exit

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. You can also enter details for non-catalog items.

Catalog Home

Catalog Fisher Search Options

Create Non-Catalog Item

Your search path: [Catalog](#) > "Fisher"

Supplier Punchout Catalog Resources

FISHER SCIENTIFIC COMPANY LLC (1)

Lab, Scientific, Diagnostic, Research Supplies

Shorten View



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Click “Lab, Scientific, Diagnostic, Research Supplies” hyperlink

R9411120: Fisher Scientific, Kimwipes, 1PC00-6002

Add items to your requisition from the catalog, and optionally select catalog

**Catalog Home**

Catalog ▼ Fisher Search Options

Your search path: [Catalog](#) > "Fisher"

**Supplier Punchout Catalog Resources**

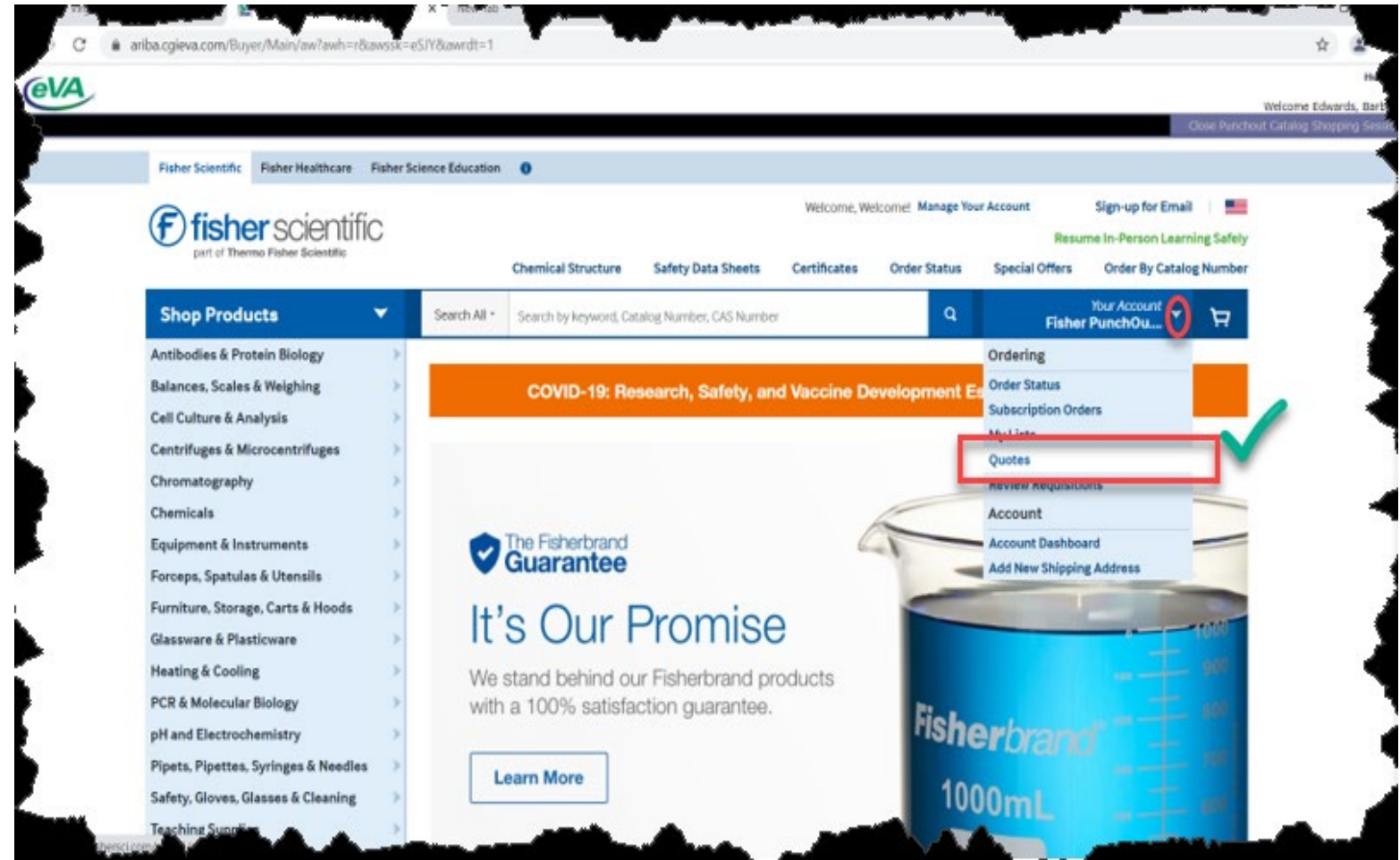
▼ FISHER SCIENTIFIC COMPANY LLC (1)

**Lab, Scientific, Diagnostic, Research Supplies**



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Click **Quotes**.





# Issuing an eVA Purchase Order to Fisher Scientific (continued)



Select or type Quote Number.

Select or Enter the Quote Number.

Help <sup>™</sup> | Welcome Edwards, Barbie | [Close Punchout Catalog Shopping Session](#)

Fisher Scientific | Fisher Healthcare | Fisher Science Education ⓘ

Welcome, Welcome! [Manage Your Account](#) | [Sign Up for Email](#) | [NEW Help & Support Center >](#) | [+1-800-766-7000](#) |

**f** fisher scientific  
part of Thermo Fisher Scientific

[Chemical Structure](#) | [Certificates](#) | [Safety Data Sheets](#) | [Order Status](#) | [Special Offers & Programs](#) | [Order By Catalog Number](#)

**Shop Products** ▾ | Search All ▾ | Search by keyword, Catalog Number, CAS Number | **Q** | [Your Account](#) | [Fisher PunchOu...](#) ▾ |

## Quotes

Account

857107004 Fisher PunchOu ▾

Search Quotes:  **Q**

Sort By:  ▾


Please do not use special characters (? , % ^ ! , ).

Quote Number	Quote Type	Customer Reference	Created Date	Expiration Date	Quote Details
1130361702	Sales	TEST QUOTE	10 May 2021	7 September 2021	<a href="#">View Details</a>



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select Add to Cart.

Line	Product	Price	Qty	Extended Price	Add to Cart
1	 <p>Kimberly-Clark Professional™ Kimtech Science™ Kimwipes™ Delicate Task Wipers, 1-Ply</p> <p>Catalog Number 06666A</p> <p>Kimberly-Clark Professional™ 34155</p> <p><b>Dimensions (L x W):</b> 8.4 x 4.4 in. (21.33 x 11.17 cm), <b>Packaging Quantity:</b> 280 wipes/pack, 60 packs/case</p>	\$2.39 / PK	1	\$2.39	<input checked="" type="checkbox"/>

Subtotal \$2.39

Final charges will be calculated at the time of purchase.

Total \$2.39

Step 2

Add to Cart






# Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select Return Cart to Purchasing Application.

The screenshot shows the eVA shopping cart interface. At the top left is the eVA logo. At the top right, there is a 'Help' dropdown menu, a user greeting 'Welcome Edwards, Barbie', and a link to 'Close Punchout Catalog Shopping Session'. The main cart area is a table with the following data:


Items in Your Cart	Price	Quantity	Availability	Item Subtotal
 06-666A KIMWIPE SML 4-1/2X8-1/2 280/PK  <a href="#">× Remove Item</a>	\$2.39 / Pack of 280 Quoted Price Quote #1130361702	1	✓ In Stock (1) Estimated Delivery 05/12/2021	\$2.39
<b>Order Subtotal</b>				<b>\$2.39</b>

Below the cart table, there is a link to '× Empty Cart'. To the right, there is a 'Promo Code? \*' input field with an 'APPLY' button. Below that is a summary box showing 'Cart Total' as '\$2.39'. A message states: 'Returning your cart to your purchasing application will log you out of the Fisher Scientific website.' At the bottom right, there are two buttons: '← Keep Shopping' and a green 'Return Cart to Purchasing Application' button with a checkmark icon. A footnote at the bottom reads: '\*All promotions are based off of list price unless otherwise specified.' A final note at the bottom left states: 'NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.'



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select Submit.

Close Punchout C

Your entire order will be rejected:

- if you make modifications to any quoted item(s) in your cart - UOM, price, catalog#
- OR
- if quoted item(s) are ordered after quote has expired


If you need to make changes to your shopping cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

### Shopping Cart

**Account Number : 857107-004**

Catalog No.	Price	Quantity	Availability	Item Subtotal
06-666A KIMWIPE SML 4-1/2X8-1/2 280/PK	\$2.39 / Pack of 280	1	Estimated Delivery:5/12/2021 From: NAZARETH, PA (EPD)	\$2.39
<b>Order Subtotal</b>				<b>\$2.39</b>

**Cart Total** \$2.39

 **Submit**

NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Once you are back to your requisition, you can edit all or each line item individually to add the **budget code** and **subaccount code**.
- Verify all details and click **Submit**.

PR9411120: Fisher Scientific, Kimwipes, 1PC00-6002

Review your requisition, make changes as necessary, and submit the request for approval.

**Summary** Approval Flow

Client Name: A221ODU - Old Dominion University  
Title: \* Fisher Scientific, Kimwipes, 1PC00-6002  
On Behalf Of: Edwards, Barbie  
Entity Code: 221-Old Dominion University  
Fiscal Year: 2021-  
PO Category: R01-Routine  
Procurement Transaction Type: 20-Supplies - Non-Technology

Equipment Trust Fund?   
Quick Quote Requested:   
Confirming Order; Do Not Duplicate:   
Accounting Summary: [View Accounting Information](#)  
My Labels: [Apply Label...](#)

**Line Items** (1) [Hide Details](#)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			KIMWIPE SML 4-1/2X8-1/2 280/PK KIMWIPE SML 4-1/2X8-1/2 280/PK	1	pack	\$2.39000 USD	\$2.39000 USD

Supplier: FISHER SCIENTIFIC COMPANY LLC  
Location: PUNCH OUT ONLY  
UNSPSC Code: 47131502  
Bill To: A22102-Old Dominion University, Finance Office  
Contract List: (Pick from List)  
Contract Number:  
Micro Business:   
Small Business:



# Resources

✓ Procurement Services Website  
[www.odu.edu/procurement](http://www.odu.edu/procurement)

✓ Procurement Services Department Email  
Address [procurement@odu.edu](mailto:procurement@odu.edu)

✓ Barbie Edwards – 757-683-7158

