GETTING STARTED
Only authorized users can use myMarketplace, hosted on myNEU. Please fill out a myMarketplace User Access Form found on:
http://www.northeastern.edu/purchasing/mymarketplace/index.html
Once authorized to begin online ordering, click on the Fisher Scientific Supplier Icon in the Northeastern University myMarketplace homepage as shown. This will take you to the Fisher Scientific web site via a punchout session. Once you are on the Fisher Scientific web site you can access all the features across the top banner including the search bar, and the navigational links on the left hand side of the screen.

MORE THAN ONE WAY TO FIND PRODUCTS
You can search for products using:
• Product name
• Product type
• Fisher Scientific catalog number
• Supplier part number
• Common chemical name
• Synonym

TIP: If you misspell a product, fishersci.com will offer a suggestion. For any search that yields few or no results and a close match item is found, a “Did You Mean?” suggestion is offered.

RELATED SEARCHES
• Returns the top five product categories that match the search term
• A quick, easy way to refine results to a specific classification of products

SEARCH REFINEMENTS
• Powerful refinement options allow you to narrow the displayed results
  • Special Interests include:
    • Product categories
    • Environmentally friendly
    • Get IT program

  • Suppliers
  • Homeland security
  • Science education
  • First choice
  • Preferred products

TIP: Drill down into product categories allows for additional refinements (size, capacity, etc.) to further assist in finding exactly the products that you need.

SEE A LITTLE…OR A LOT
• Expand and collapse result descriptions
• Terms matching search criteria are highlighted in yellow

TIP: The Display Preferences menu turns on and off highlighting, catalog numbers and product descriptions.
PUNCHOUT FEATURES AND FUNCTIONALITY

RAPID ORDER
- Quickest way to place an order
- Products are automatically added to the shopping cart
- There is no limit to the number of entries that can be placed via Rapid Order

ORDER STATUS
- Review all online, phone and faxed orders placed within the last 90 days
- The list includes:
  - PO number
  - Fisher Scientific order number
  - Order details such as catalog number, description, quantity and price
  - Status of the order
  - Real-time shipment location for every UPS shipment

HOTLISTS
- List of products that are frequently ordered for easy placement individually in the shopping cart
- An unlimited number of personal and company hotlists can be created

PACKING SLIPS
- View and print packing slips from the Order Status screen
- Choose to have them faxed or e-mailed to you

TEMPLATES
- Group of products that are frequently ordered together for easy placement in the shopping cart
- An unlimited number of personal templates can be created

REQUISITIONS
- View status of all orders you’ve placed
- Return products from Item Details screen

MY QUOTES
- Quotes are available online as soon as they are prepared
- Orders placed from My Quotes are tracked and managed per your defined workflow

Contact Jennifer Lanza Fisher Scientific Sales Representative (781) 243-1796 Jennifer.Lanza@thermofisher.com

For customer service, call 1-800-766-7000.
To fax an order, use 1-800-926-1166.
To order online: www.fishersci.com