

**REGISTRATION**

1. Have your valid **Fisher account number** and **shipping address** on hand.
2. Click **New User?** at top right of Fishersci.com.
3. Complete the required fields in the **Site Registration** page as denoted by an asterisk\*.
4. When entering your Fisher Account Number, remember to create an **Account Alias** to easily identify the account. The default attention line will be referenced on your order and packing list.
5. Click **Submit**.

**Note:** You will advance to the Account Administration page. Your account will be marked as Pending Activation until further notice. When approved and activated, you will receive an email notice and be able to use the account.

**LOGGING IN**

1. Type your **user name** and **password** in the fields provided on the home page.
2. Click on the downward arrow to choose a store from the drop-down menu and click **Log In**.

**Important Note:** If you've forgotten your password, click **Forgot Password?** for the hint you've provided in your user profile when you registered. **Call 1-877-885-2081** if you need your password reset.

**EDIT YOUR PROFILE**

1. After logging in, click your **Name (alias)** in the navigation bar.
2. To edit or correct your **name, company name, phone number, or e-mail address**, simply type over what's in the field and check or uncheck the **e-mail confirmation/notification preference** checkboxes.
3. (Optional) Click **Add/Edit Credit Card** Information to add your credit card and click **submit**, or skip this step.
4. The **Security Question** and **Security Answer** can be changed by typing over what's in those fields. Click **Submit**.

**EDIT YOUR ACCOUNT**

1. After logging in, click on the **Account Alias** or **No Account Selected** link found at the top of the page under your profile name (alias).
2. If you want to edit the account information, click on the **< edit** link and type over the information you want to modify in the account alias or attention field(s). Click **Submit**.
3. Click on the **Account Alias** link you created found at the top of the page.
4. Click the **< use this** to activate the default account you desire to associate your purchases. An **account in use** message will display.
5. To make one of the accounts your default account every time you log in, click **< make default account** and a **default account** message will display.

**BUILD AN ORDER****Rapid Order**

1. The fastest way to place an order when you have a Fisher, manufacturer, competitor, or your own part number. Click **Place Rapid Order** at the upper right of the home page and enter the part number, quantity, and unit of measure, up to five items at a time.
2. Click **Add Items To Shopping Cart** or **Add More Lines** if you have more products.

**Hotlists**

1. Create a hotlist for your frequently purchased items by clicking on **My Hotlists** at the upper right of the home page and create a new title and description for your new personal hotlist.
2. Click **Add Hotlist** and you will return to the My Hotlists page.
3. Click **activate** and browse for your product. (You may also have access to a pre-defined hotlist made available by your Administrator).
4. Select the unit of measure, type in a quantity for each product and click **Add Items to Shopping Cart**.

**Templates**

1. Save time by creating a Template for **groups of items** you order frequently. Begin by adding items into your shopping cart. Adjust the quantities and units of measure.
2. Click **Save As Template** at the bottom of the Shopping Cart page and name your new template.
3. To order using a template, Click **My Templates** and add the template you want to your shopping cart.

**My Quotes**

1. If a quote has been prepared, a **My Quotes** link will appear at the upper right hand of the home page.
2. Click **My Quotes** for a list of current Fisher quotes.
3. Click **View Details** on any listing for details.
4. You can add quoted items to your Shopping Cart directly from this page simply by entering a quantity, then click **Add Items To Shopping Cart**.

**Note:** If it's a line-level quote, you can choose from the individual items. If it's an order-level quote, all of the items must be ordered.

**CUSTOMIZE MY FISHERSCI.COM (to reset your custom page)**

1. Click directly on one of the stores at the main entry page.
2. Click on the link next to **Choose Your View** that interests you most.
3. Continue shopping.

**Note:** The store and/or view you last visited will become your "home page" on fishersci.com the next time you return!

**CHECKOUT**

1. When you're satisfied with the contents of your shopping cart, click **Check Out**.
2. (Optional) **If** you are required or permitted to charge against a fund, you'll go to a page of available funds.
3. (Optional) **Select the Fund** to which you can charge this order and click **Submit** to continue the checkout process.
4. Verify attention line, account number, purchase order, or credit card number, and click **Checkout Review**. (Optional) The fund you selected is displayed in the purchase order number field.
5. **Review** header and item detail. If not correct, click **Cancel** to return to your shopping cart (Step 1). If correct, click **Send Order**.
6. Order confirmation will display. **Print** the order confirmation or review your e-mail confirmation.

**ORDER AND SHIPMENT STATUS**

1. Click **View Order Status** at the top right of the home page.
2. Search by purchase order number, Fisher order number, or your account number. Orders and returns are available for review up to 90 days after they are shipped and fully paid. Click **Go**.
3. Click **Review Requisitions** to review the placed orders that you originated and the orders that have not yet been approved and processed.
4. Click **View Detail** to advance to the order details page
5. (Optional) You can click **Return Products** if you want to initiate a return of a product from this page.
6. To view the item you ordered, click the **catalog number** link.
7. Click **view shipment** to review the status of your shipment.
8. Click **Return to Order Status** when you want to return to the order status page.

**REQUISITIONS AND AUDIT TRAIL**

1. Click **Review Requisitions** after logging in. You will advance to the Review Requisitions page and see a list of requisitions by date order.
2. At the Review Requisitions page you may initially see your placed requisition or if there are too many to sort through, click **Search Requisitions**.
3. Enter your Fisher Order Number, PO number and/or account number (exact) in the search fields provided. Click **Submit**
4. If you want to see more detail, click the **Fisher Order Number** link under the requestor column.
5. Click **view audit trail** for a history of actions taken on this order.

**RAPID SEARCHING****Conduct a general product search:**

1. Enter a keyword, Fisher number, or manufacturer part number in the **SEARCH** field and (optional) choose a store by clicking on the downward arrow under the search field from the In the Scientific store drop-down menu.
2. Click **GO**. Search results will be displayed. Click **Refine by Category, Supplier or Application**. If several types of the product exist, a list of categories appears under the Refine by Category link. If there are additional categories, **Show All** appears at the end of that list. Click the item you wish to view. If the item is not what you're looking for, click **BACK** to return to the search results page.

**Advanced Options:**

1. Click **Advanced Options** under the **SEARCH** field to get to a strategic method of searching.
2. Enter keyword(s), Fisher catalog number, manufacturer name, and/or manufacturer part number in the **GENERAL SEARCH** fields. Click **Search All Products** for results.

**Chemical Search:**

1. Click **Advanced Options** under the **SEARCH** field to get to a strategic method of searching.
2. Enter the chemical name, Fisher number, CAS number, and/or molecular or linear formula in the **CHEMICAL SEARCH** fields. Click **SEARCH** for results.

**Substructure Search:**

1. Use the drop-down menu under **Text Search** to find chemicals by partial product name, molecular formula, CAS registry number, partial catalog number, or SMILES. Click **Search**.
2. Use **Template Search** to click, drag, and drop a substructure. After you've drawn the substructure, click **Substructure Search** or **Exact Search**.
3. The lower half of the page displays **Mixed Search**, which lets you narrow results by formula weight, boiling or melting point, refractive index, density, and more.
4. The search results page will display results by several different criteria. Click any of the "**Show/Hide**" options at the top of the page to see more information for each result.
5. To view all of the information on one product, click its **search result number** in the first column.
6. From the individual product page, you can view and manipulate its **3-D model** and place an order.

**MSDS Sheets:**

1. Follow the steps under **Chemical Search**.
2. Click the **MSDS** button at the bottom of the page.