If you are making a large purchase with Fisher and are working with a Fisher Scientific Representative, ask them to make your quote available in the PantherBuy punchout. After you receive the quote number, it will be available in the PantherBuy system. You will be able to put the quote in a cart and pull the cart into PantherBuy to complete your purchase.

1. Log into PantherBuy
2. From the Home/Shop page, locate the Fisher Scientific punchout icon and click to enter the punchout.

3. Locate "My Quotes" at the upper right hand side of the page.
4. Click on "My Quotes"
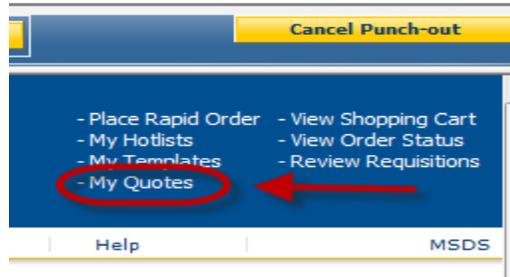
5. Clicking on "My Quotes, will direct you to the My Quotes page.
6. All unexpired, unrestricted quotes for the 9-digit account number tied to that specific end user will be displayed
    a. Any quote that is restricted will not be shown under the "My Quotes" area
        * **Note:** Restricted quotes will not display on the quotes listing page. Only users who know the quote number will be able to view them on-line by typing the quote number in the search box
    b. Only those quotes that have not passed the expiration date, and are unrestricted, will be viewable to the end user during the punchout session
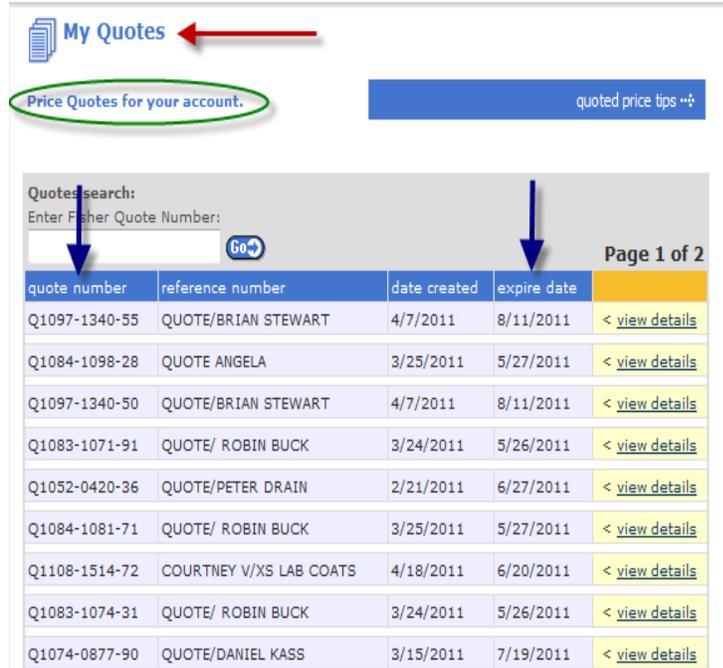
7. Quotes can be accessed in two different ways:
    a. Type your quote in the Quotes search field and click "Go"
        OR
    b. Click on "view details"
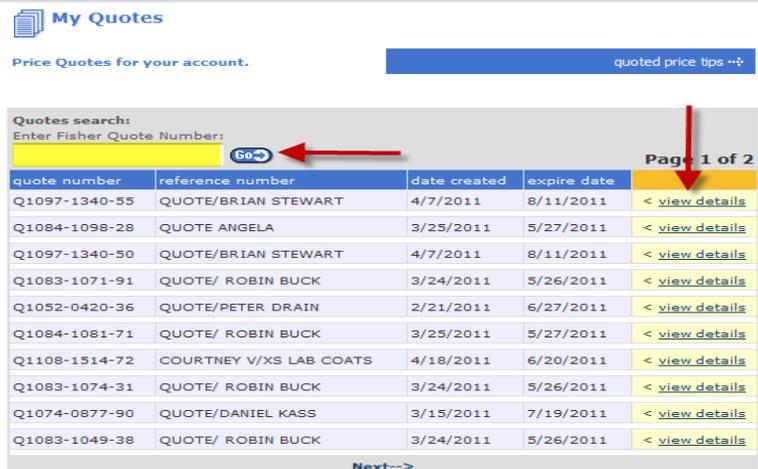
8. After "view details" or the quote number is entered, the Price Quotes Details page will appear. The page displays all of the information available for that particular quote

9. Quote Details

   a. Transportation Terms - confirms there will be not transportation costs related to the quote

   b. End Date - day the quote will expire and can no longer be used

   c. Quote Type - designates whether or not you can manually type in a quantity. Some quotes have a pre-populated quantity.

∗ Please review these items prior to adding the item(s) to the shopping cart.

10. After reviewing the Quote information, enter a *quantity* if needed and click on Add Item(s) to Shopping Cart.

    a. You must order all items shown on the quote

    b. If there is a pre-populated quantity, you must order that quantity

NOTE: Non-catalog items can be entered on a quote, however all non-catalog items must have a part number associated with them

   a. If the part number is missing, please contact Fisher's Customer Support Team before placing your order

11. The selected items will be added to the Shopping Cart on Fisher's punchout

    a. Quoted items are indicated as such in the cart with "*Quoted Price*" and *"Quote #"* shown on the line items purchased from a quote

12. Once you are finished shopping on Fisher's site, click the button to "Return Cart to Purchasing Application," this will return you to the PantherBuy system

    a. After a quote is added to your cart, you can still continue shopping before returning to PantherBuy

NOTE: *Please be advised that quotes are not editable through the Fisher Punchout or the PantherBuy System. Line items cannot be removed and item quantities cannot be changed. Any change to a quote needs to be done by the Fisher support team. They will generate a new quote for the items needed. Please contact Fisher if you need a change made to your quote.*

13. After returning your Fisher cart to PantherBuy, we ask that when in the Review Screen, you add the Quote Number to the External Notes field

    a. Locate the area and click on the "edit" button

14. A pop up window will appear

    a. Enter the Quote number

You Can Access Fisher Quotes in the PantherBuy System, continued

15. Click on the Save button

   a. Continue to process the order as normal

If you require additional assistance, please contact customer service [HERE](#)