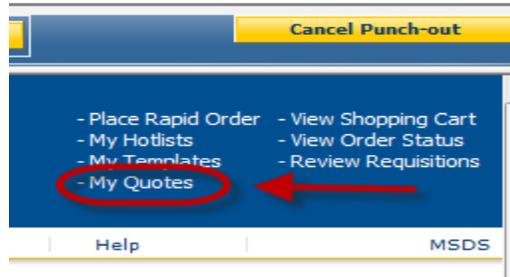


If you are making a large purchase with Fisher and are working with a Fisher Scientific Representative, ask them to make your quote available in the PantherBuy punchout. After you receive the quote number, it will be available in the PantherBuy system. You will be able to put the quote in a cart and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



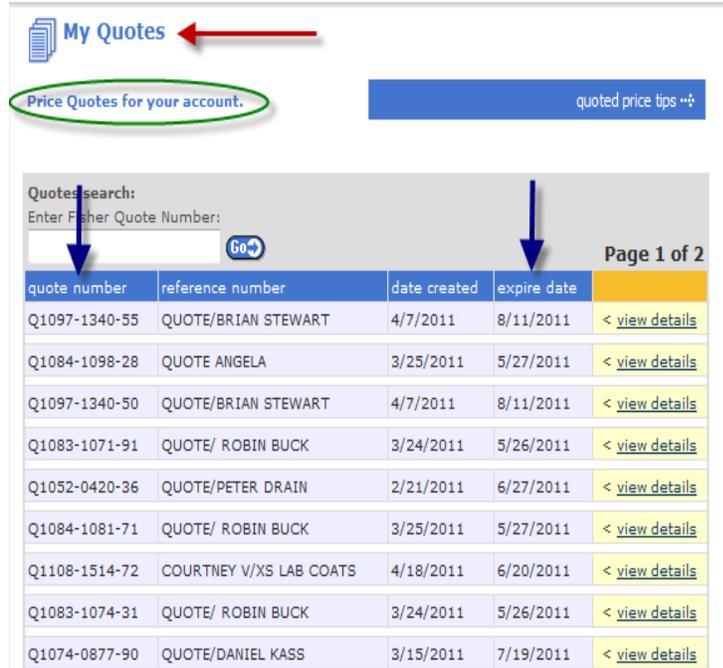
3. Locate "My Quotes" at the upper right hand side of the page.
4. Click on "My Quotes"



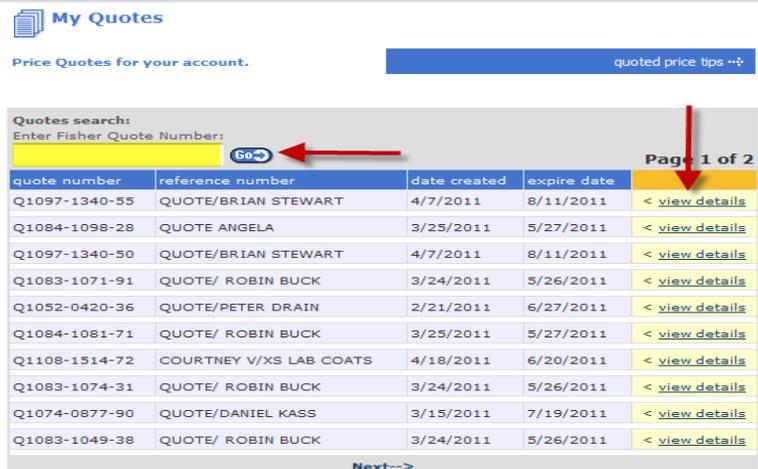
5. Clicking on "My Quotes, will direct you to the My Quotes page.
6. All unexpired, unrestricted quotes for the 9-digit account number tied to that specific end user will be displayed
  - a. Any quote that is restricted will not be shown under the "My Quotes" area

\* **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"



## You Can Access Fisher Quotes in the PantherBuy System, continued

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

- Transportation Terms - confirms there will be no transportation costs related to the quote
- End Date - day the quote will expire and can no longer be used
- 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.

### price quote details

The following quote was processed by the Fisher Ordering System.

[quoted price tips](#)

[return to My Quotes](#)

account #: 011068001 reference: V/XS LAB COATS

quote #: Q1108-1514-72 end date: 6/20/2011

trans. terms: You will not be charged for transportation of these items.

Quote type: Line Level - Enter a quantity for each item you want to buy.

line	description	Cat. No.	qty.	unit and quoted price
1	FR EXCEL LABCOAT XS KEL2L	NC0113259		EA For \$48.00

[Add Item\(s\) To Shopping Cart](#)

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

- You must order all items shown on the quote
- 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

- If the part number is missing, please contact Fisher’s Customer Support Team before placing your order

### price quote details

The following quote was processed by the Fisher Ordering System. [quoted price tips](#)

[return to My Quotes](#)

account #: 123456001 reference: 05/23/07 QUOTE

quote #: Q7173-9115-09 end date: 8/24/2007

trans. terms: You will not be charged for transportation of these items.

line	description	Cat. No.	qty.	buy price
1	TEST	NONCATALOG		For \$25.00
Part Not Found				

Items successfully added to cart.

[Cancel Fisher Session](#)

### Shopping Cart

Account Number: 011068-001

Cat No. / Description	Qty / Price	Availability	Subtotal	Options
11-120-533 SYNERGY H1 MONO RDR	1 Each for \$27,805.90 Quoted Price	Shipping Direct from Supplier	\$27,805.90	<a href="#">edit</a> <a href="#">delete</a>
BTSIAFRT SYNERGY HT TIME RESOVED RDR	1 Each for \$18,495.13 Quoted Price	Shipping Direct from Supplier	\$18,495.13	<a href="#">edit</a> <a href="#">delete</a>
Group Total: \$46,301.03				
SHOPPING CART TOTAL: \$46,301.03				

[Return Cart to Purchasing Application](#) [Delete Shopping Cart](#)

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

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

- 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

- 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.

## You Can Access Fisher Quotes in the PantherBuy System, continued

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

The screenshot shows the 'Requisition' review screen with tabs for Summary, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and Supplier Info. The 'Summary' tab is active. The 'External Notes and Attachments' section is highlighted with a red arrow pointing to the 'edit' button.

General	Shipping	Billing
Requisition Name: 2008-12-22 kmd78 01	Ship To: Attn: John Smith, Phone: +1 (412) 624-4444, Email: noinfo@pitt.edu, Room: W1450, Biomedical Science Tower, 200 Lothrop Street, Pittsburgh, PA 15213, United States	Bill To: University of Pittsburgh, Automatic Payment, DO NOT INVOICE, Pittsburgh, PA 15260, United States

Entity	Department	Sub Code	Purpose	Project	Reference
02 Operating	05482	6000 Office Supplies	00000 Default-No Value	000000 Default-No Value	00000 Default-No Value

**WARNING! Do not assign a value here. ONLY use to confirm that a value is active in PantherBuy.**

Internal Notes and Attachments	External Notes and Attachments
Internal Note: no note	Note to all Suppliers
Internal attachments: no value	PO Clauses
Job Number: no value	no clause

14. A pop up window will appear

- a. Enter the Quote number

The screenshot shows the same 'Requisition' review screen as above, but with a pop-up window titled 'External Info' open. The 'External Info' window has a text field containing 'Q58649' and buttons for 'expand | clear', 'Save', and 'Cancel'. A red arrow points to the 'Q58649' text field.

Entity	Department	Sub Code	Purpose	Project	Reference
02 Operating	05482	6000 Office Supplies	00000 Default-No Value	000000 Default-No Value	00000 Default-No Value

**WARNING! Do not assign a value here. ONLY use to confirm that a value is active in PantherBuy.**

Internal Notes and Attachments	External Info
Internal Note: no note	Note to all Suppliers
Internal attachments: no value	Q58649
Job Number: no value	

## You Can Access Fisher Quotes in the PantherBuy System, continued

15. Click on the Save button

a. Continue to process the order as normal

Requisition | PR Approvals | History

Summary | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | Supplier Info

Hide header Hide value descriptions

General	Shipping	Billing
Requisition Name: 2008-12-22 kmd78 01 <a href="#">edit</a>	<b>Ship To</b> <a href="#">edit</a> Attn: John Smith Phone: +1 (412) 624-4444 Email: noinfo@pitt.edu Room: W1450 Biomedical Science Tower 200 Lothrop Street Pittsburgh, PA 15213 United States	<b>Bill To</b> <a href="#">edit</a> University of Pittsburgh Automatic Payment DO NOT INVOICE Pittsburgh, PA 15260 United States

View/edit by line item...

**Accounting Codes** [edit](#)

ASSIGN your account code here:

Entity	Department	Sub Code	Purpose	Project	Reference
02 Operating	05482	6000 Office Supplies	00000 Default-No Value	000000 Default-No Value	00000 Default-No Value

**WARNING! Do not assign a value here. ONLY use to confirm that a value is active in PantherBuy.** [edit](#)

Account Code  
no value

View/edit by line item...

Internal Notes and Attachments [edit](#)

Internal Note: no note  
Internal attachments  
Job Number: no value

View/edit by line item...

**External Info** [edit](#) [X](#)

Note to all Suppliers

Q58649

expand | clear

**Save** **Cancel**

Requisition | PR Approvals | History

Summary | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | Supplier Info

Hide header Hide value descriptions

General	Shipping	Billing
Requisition Name: 2008-12-22 kmd78 01 <a href="#">edit</a>	<b>Ship To</b> <a href="#">edit</a> Attn: John Smith Phone: +1 (412) 624-4444 Email: noinfo@pitt.edu Room: W1450 Biomedical Science Tower 200 Lothrop Street Pittsburgh, PA 15213 United States	<b>Bill To</b> <a href="#">edit</a> University of Pittsburgh Automatic Payment DO NOT INVOICE Pittsburgh, PA 15260 United States

View/edit by line item...

**Accounting Codes** [edit](#)

ASSIGN your account code here:

Entity	Department	Sub Code	Purpose	Project	Reference
02 Operating	05482	6000 Office Supplies	00000 Default-No Value	000000 Default-No Value	00000 Default-No Value

**WARNING! Do not assign a value here. ONLY use to confirm that a value is active in PantherBuy.** [edit](#)

Account Code  
no value

View/edit by line item...

Internal Notes and Attachments [edit](#)

Internal Note: no note  
Internal attachments  
Job Number: no value

View/edit by line item...

**External Notes and Attachments** [edit](#) [edit clauses...](#)

Note to all Suppliers

PO Clauses

no clause

Q58649

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