Did You Know….

You Can Access Fisher Quotes in the PantherExpress System

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 PantherExpress System punchout. After you receive the quote number, it will be available in the PantherExpress System. You will then be able to put the quote in a cart and pull the cart into the PantherExpress System to complete your purchase.

1. Log into the PantherExpress System
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 PantherExpress 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
   a. Transportation Terms - confirms there will not be 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.

Items successfully added to cart.

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

NOTE: Please be advised that quotes are not editable through the Fisher Punchout or the PantherExpress System. Line items cannot be removed and item quantities cannot be changed. Any change to a quote needs to be made by the Fisher support team. They will generate a new quote for the items needed. Please contact Fisher if you need to request a change to your quote.
You Can Access Fisher Quotes in the PantherExpress System, continued

13. After returning your Fisher cart to the PantherExpress System - 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
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15. Click the Save button

   a. Continue to process the order as normal

If you require additional assistance, please contact customer service by submitting an inquiry