FISHER SCIENTIFIC PUNCH-OUT CATALOG

Effective January 22, 2018, Fisher Scientific (Supplier ID: V000003703) is created as a punch-out catalog in PeopleSoft. All requisitions for Fisher Scientific must now be entered through the punch-out process (i.e. W.B. Mason, Dell Marketing, MRA, and Grainger), using “Co-Op US Comm Govt. Purch” as the purchasing methodology and contract number C15-JL-12.

To create a Fisher Scientific Requisition:

NOTE – Punch Out requests cannot be edited or canceled once they have been submitted in the system. For any changes to the original request, contact Fisher Scientific, Stephanie Shupp, via e-mail at stephanie.shupp@thermofisher.com.

1. In PeopleSoft, go to Main Menu > eProcurement > Requisition and select Fisher Scientific in the Web section of the Create Requisition screen.

The Fisher Scientific Standard Configurations page displays and lists the different Shop Products that are available for purchase at MSU.

2. Select the Shop Products drop down menu view a menu of item categories.
3. Click the arrow next to the specific item category in the Shop Products list, and select the individual item from the sub-menu.
4. Select the **Pricing & Availability** button for the individual item to view additional details.

5. Enter the **quantity** to purchase on the specific line and click **Add to Cart**.

Once an item is added to the cart, you will be returned to the Fischer Scientific home page.

6. To view the items in the cart, select the **cart** icon.
7. To continue shopping, click the **Keep Shopping** link at the bottom of the screen. To check out, click the **Return Cart to Purchasing Application** button.

8. Select the **Submit** button.
9. When the Check Budget message displays, click the OK button to continue.

10. In the Requisition Name field, enter a unique description of the purchase (items or reason).
11. Click the drop down arrow in the Purchasing Methodology field and select Co-Op US Comm Gov’t Purch.
12. Enter C15-JL-12 in the Contract/Waiver # field.
For each line item, indicate the Ship To and Accounting codes for the goods ordered.

13. Click the **Show Ship To and Accounting** button (the right pointing arrow to the far left of the line item) on the order line.

14. In the display, click the **Ship To Look Up** button (magnifying glass) and select the appropriate ship to location. Note: MSU01 is the default location corresponding to 1 Normal Avenue.

15. The “Attention To” field is required to be completed to include the Requestor’s Name/Building Code and Room Number/Extension. An example of this information is: Sue Johnson/UNIV5100/1234. Please note, there is a 30 space limit within the “Attention To”, which includes the slashes and spaces as well as characters. If this information is not completed within the requisition line, the request cannot be saved and processed within PeopleSoft.

16. Office supplies orders are next day delivery. For all other punch out catalog orders, indicate a due date.
17. Click the **Expand Section** button in the Accounting Lines section of the screen.
18. Click the **Chartfields2** tab.

The Accounting information will be pre-populated based on the CWID entered at sign in. Typically, these fields will not need to be changed unless you are ordering for your non-primary business area.

19. If you need to change any of the Chartfield codes, click the **Look Up** button (magnifying glass) of the corresponding field and search for your code.

In a punch out requisition, the Account field is populated based on the items being purchased, so there is no need to change the defaulted Account code(s).

Purchase requisitions cannot be submitted without a budget check performed.

20. Click **Save for Later** to store your purchase requisition information while you perform budget checking.
21. Click the **Check Budget** link. If your Budget Check produces an Error code instead of a Valid status, review your budget report to confirm there is enough money in the account and check the chartfield string to ensure the correct Fund, Department, Account combination are used before contacting the Budget Department. Then click the Check Budget link again to recheck your data.
22. Once a Valid status displays for your budget check, click the **Save & submit** button to submit the purchase requisition for approval.

The Purchase Requisition Confirmation screen will display with the purchase requisition name and number listed and the approval flow for the request.

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Once a request is submitted, the Requisitioner will receive a confirmation email from Fisher Scientific.