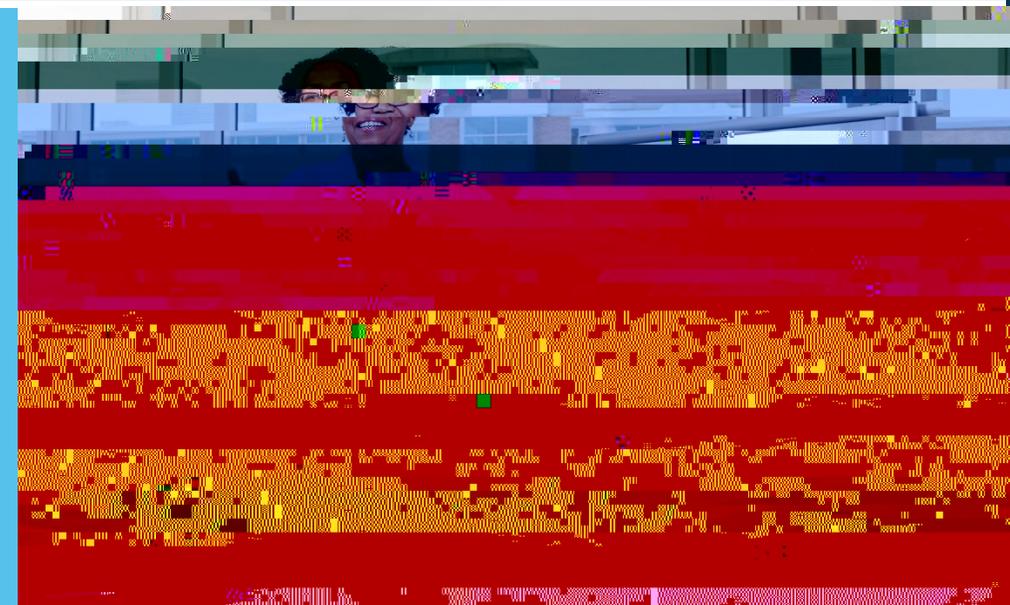


Fisher Scientific Purchasing Guide

Issuing an eVA Purchase Order





Issuing an eVA Purchase Order to Fisher Scientific

Locate the Ship To by using the drop-down arrow then select Search for more. Select appropriate Address. Select Add from Catalog ...

Note: New users will be provided a Ship To address from Fisher prior to using the punch out catalog.

Previous selections will appear in the drop-down menu. Must use search for more... for all new selections.





Issuing an eVA Purchase Order to Fisher Scientific (continued)

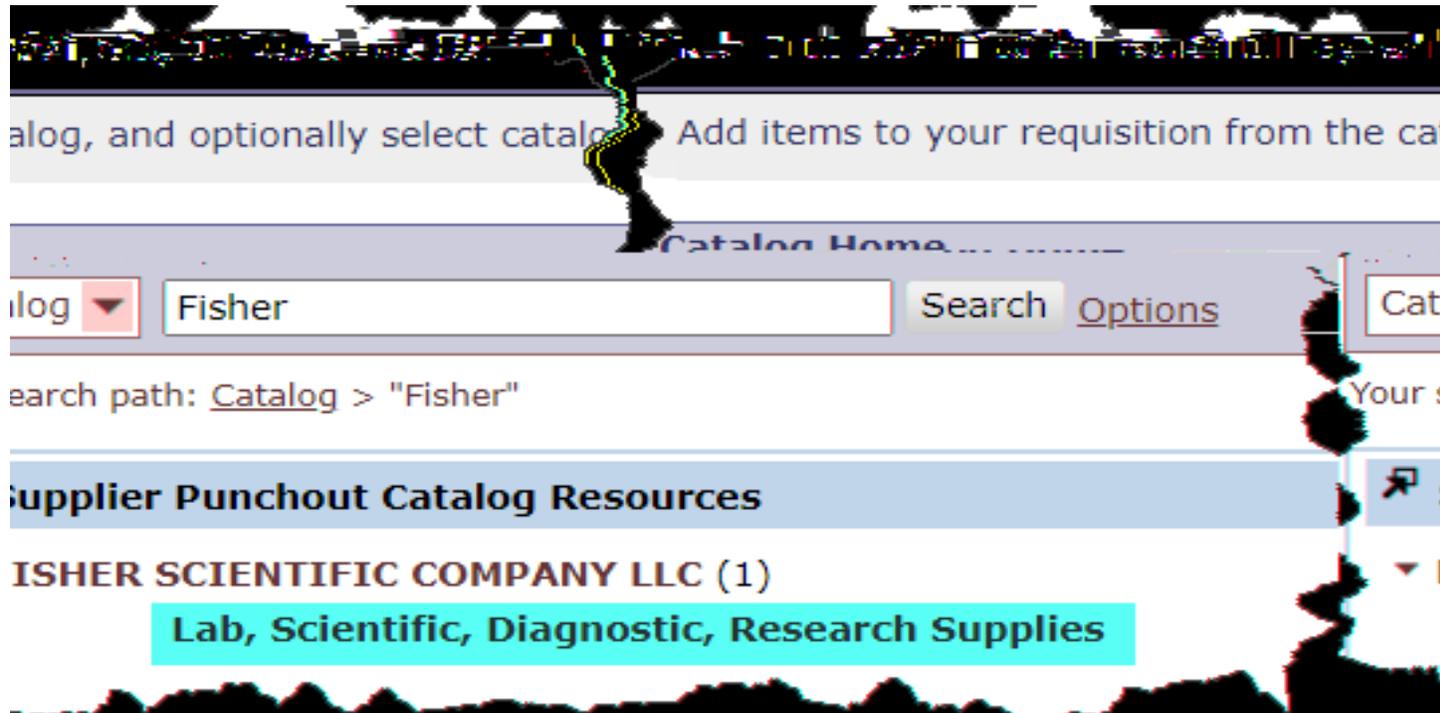
Type "Fisher" in the **Search** field and click **Search**.

The screenshot displays a web interface for issuing an eVA purchase order. At the top, there is a navigation bar with links for Home, Help, and Log Out. Below this, a search bar contains the text "Fisher". The search results are displayed in a list format, with the first item being "PR9411120: Fisher Scientific, Kimwipes, IPC00-6002". The interface includes a shopping cart summary showing "Items: 0" and "Total: \$0.00000 USD". There are also buttons for "Checkout" and "Exit". The search results are filtered by "Fisher" and show a list of items with a "Show All ..." link. The search path is indicated as "Your search path: Catalog > 'Fisher'".



Issuing an eVA Purchase Order to Fisher Scientific (continued)

Click “[Lab, Scientific, Diagnostic, Research Supplies](#)” hyperlink





Issuing an eVA Purchase Order to Fisher Scientific (continued)

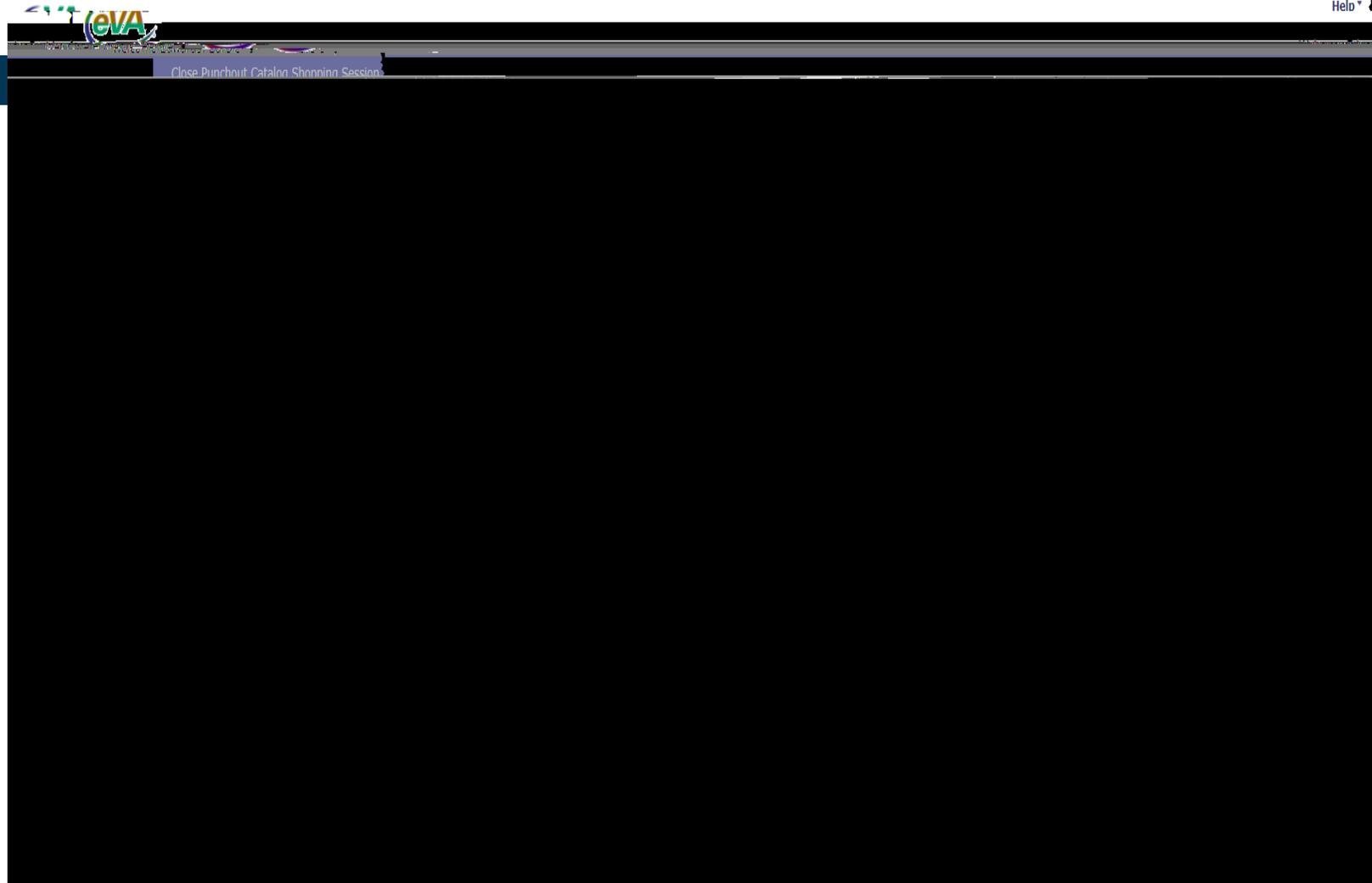
Click



Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select or type Quote Number.

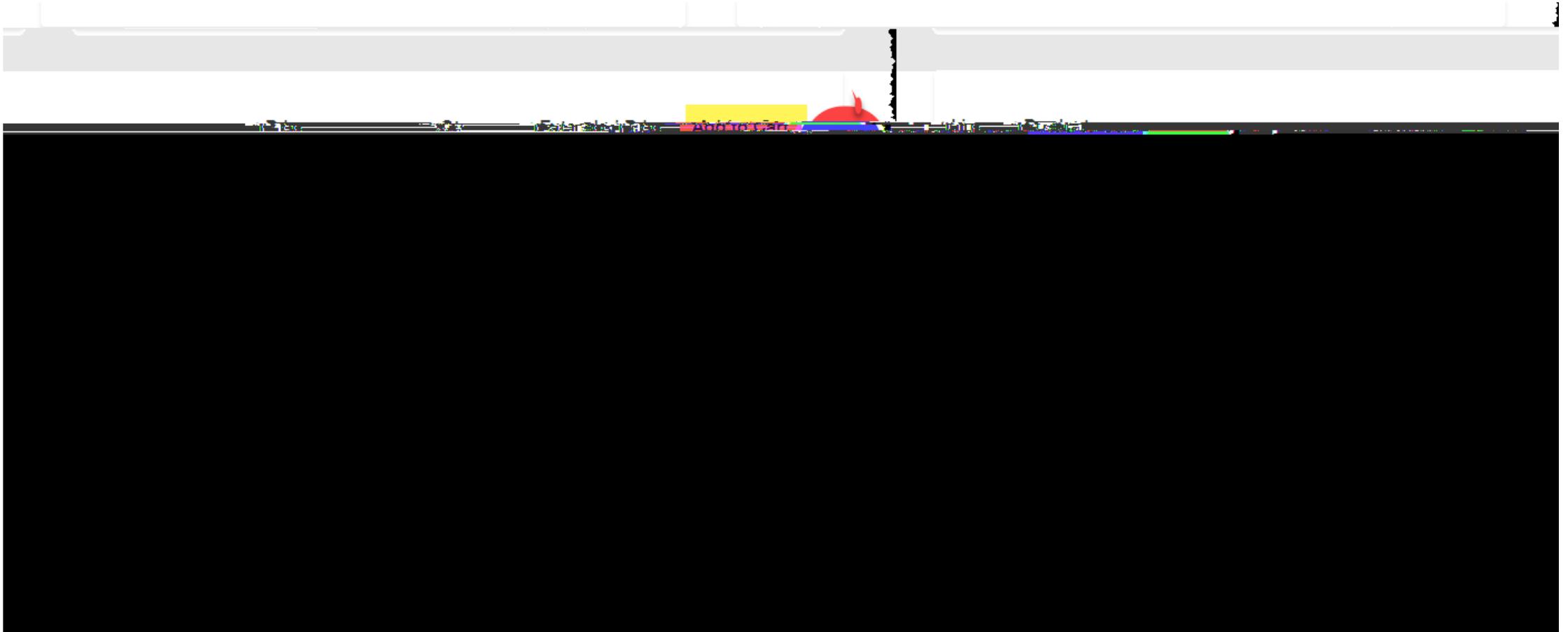
Select or Enter the
Quote Number.





Issuing an eVA Purchase Order to Fisher Scientific (continued)

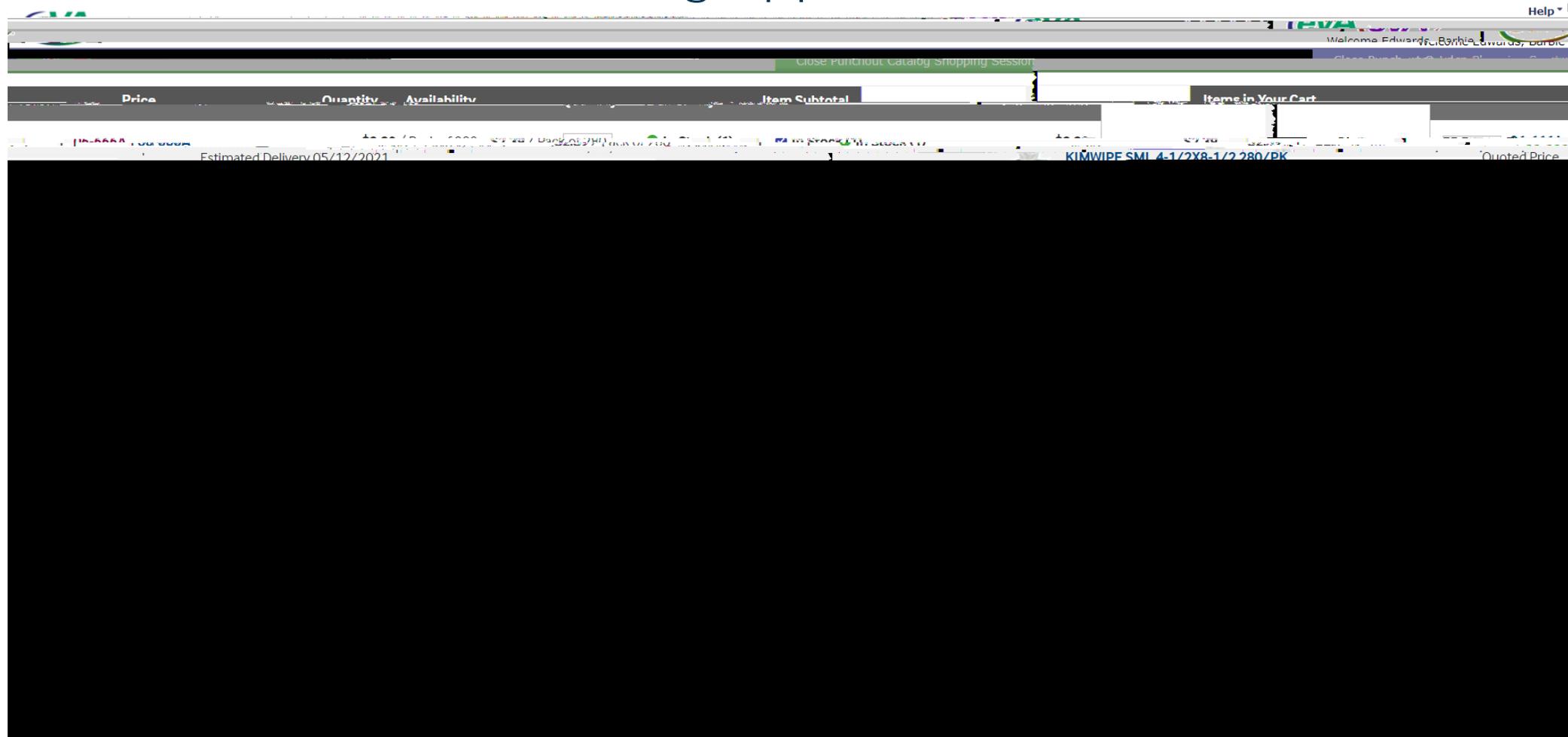
Select Add to Cart.





Issuing an eVA Purchase Order to Fisher Scientific (continued)

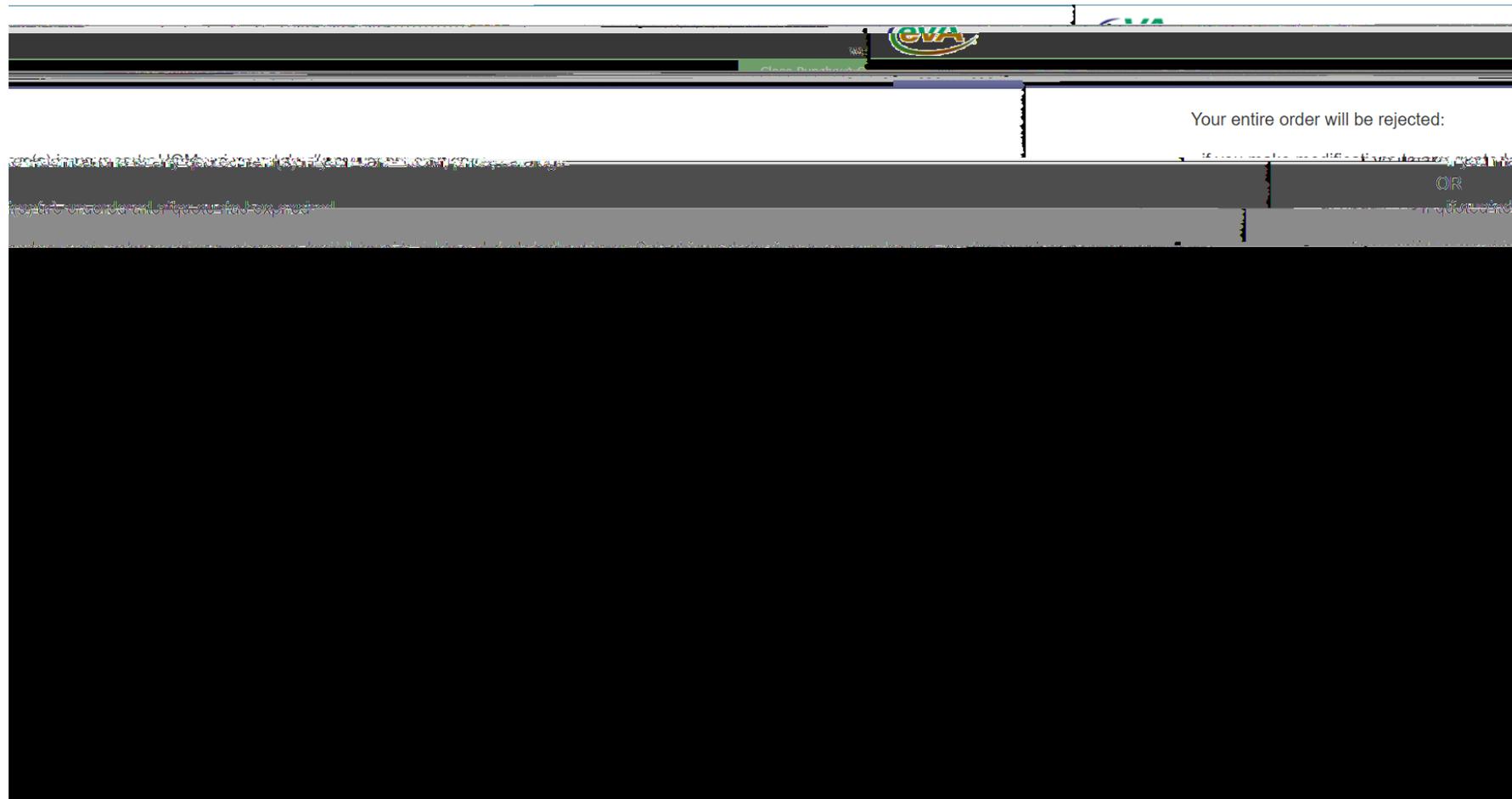
Select Return Cart to Purchasing Application.





Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select Submit.





Resources

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