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 dropdown menu. Must use search for more... for all new selections.







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

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Click "Lab, Scientific, Diagnostic, Research Supplies" hyperlink

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Click



Select or type Quote Number.

Select or Enter the Quote Number.





Select Add to Cart.



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Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select Return Cart to Purchasing Application.

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Select Submit.

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Resources

Procurement Services Website www.odu.edu/procurement

Procurement Services Department Email Address procurement@odu.edu

Barbie Edwards – 757-683-7158

