ThermoFisher
SCIENTIFIC

Service and support

How to manage your Supply Center account on thermofisher.com

We provide a large variety of self-serve possibilities on our Homepage. You can find below the Supply Center specific options that you can set up in your Supply Center enabled profile.

1. How to reach Supply Center settings
To check your Account settings, please go to **Account – Supply Center Settings**.
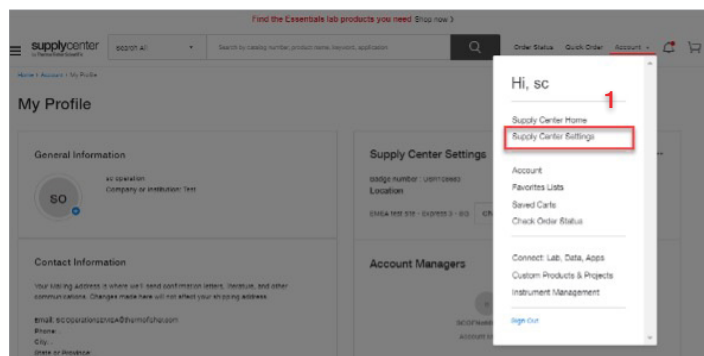
By choosing **Supply Center Settings**, you will be able to Navigate to the **My Profile** landing page of your account where you can find **General Information**, **Supply Center Account Information**, **Account Managers**, etc.

2. Change of Supply Center specific information

2.1 How to change Supply Center specific information

2.1.1 You can make changes on your Supply Center specific Purchase order number, User Card and Cost center (if applicable) information under **Account** – **Supply Center Settings**

2.1.2 Or by going to **Account** – **Supply Center**

2.2 Change of user card number

You can activate your user card, by adding the USR number you can find on the back of your user card in the **Badge number** field. Please **Confirm badge number**, in order to save the information.
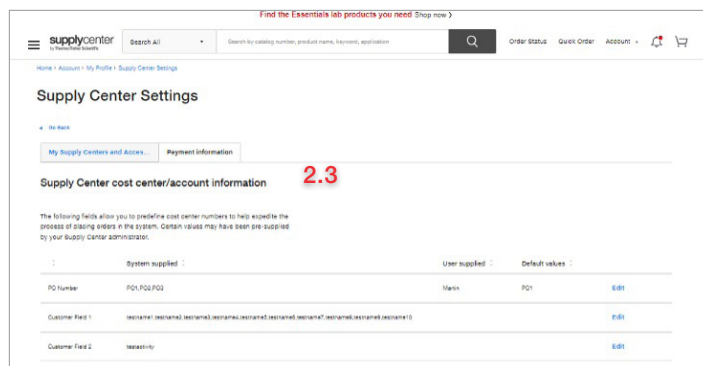
2.3 Change of Payment information

By choosing **Payment information** you can add or amend your **User Supplied** Purchase order number (PO) and/or cost center information (if applicable).

If you want to use always the same code, set up the desired codes as **default value**.

Please note: **System Supplied** values apply to all SC users and cannot be amended on individual user account.
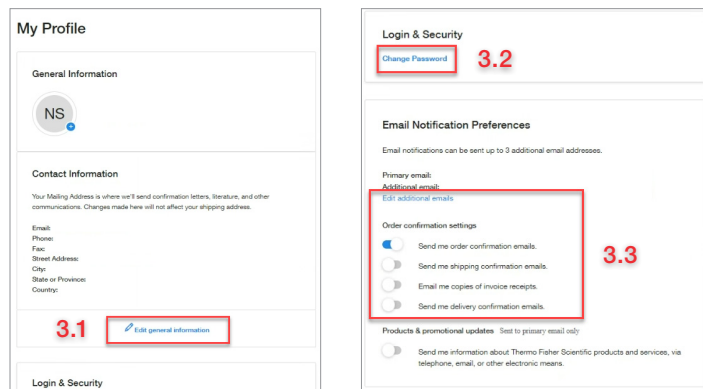

3. Additional profile set up

If you navigate to **My Profile**, you will be able to:

3.1 edit your general contact information

3.2 reset your password

3.3 set up the order and shipping confirmation emails.


4. Approval routing

If you want to have your orders approved by your internal department, you have the possibility to set up approval routing for the orders placed through your Account. The changes made under this option will influence the routing path of your Supply Center orders as well as your direct order shipped to your lab (if applicable).

Please note that the approver as well as approvee must hold an active web account on **www.thermofisher.com**.

4.1 How to navigate to approval routing
4.1.1 Please go to **Account** – **Supply Center Settings** – **Profile** – **Approval routing**

4.1.2 Or choose **Approval Routing** directly from the **My Profile View**
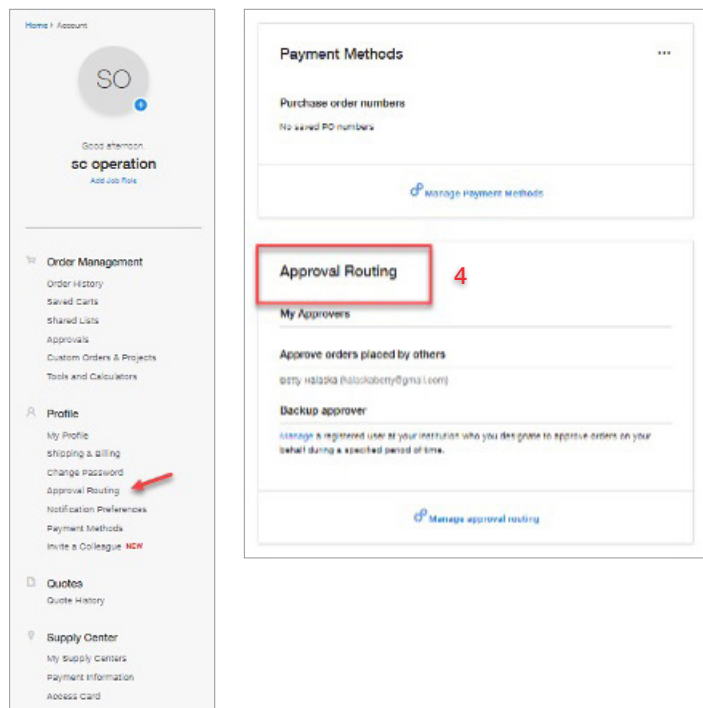
4.2 How to route orders to approver

To route your orders to your colleague or responsible department, please enter the user name of the required person under **Route Orders to Approver**.

Please note: the approver must hold an active user profile under **www.thermofisher.com**.

4.3 How to approve orders placed by others

If you want to approve the orders of your colleague, please navigate to **Approve Orders**, and enter the user name of the person who's orders you are going to approve in the future.

Please note: the approvee must hold an active user profile under **www.thermofisher.com**.

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Find out more at **thermofisher.com/supplycenter**