

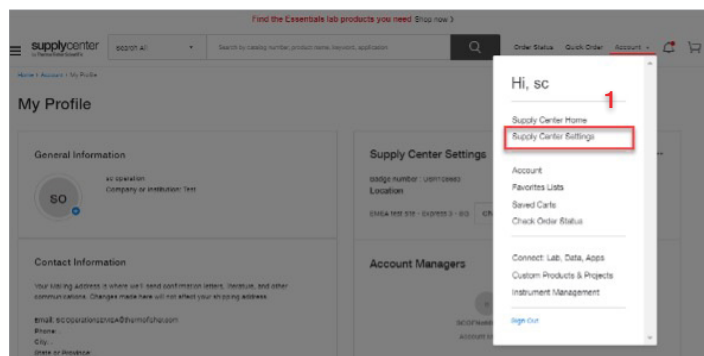


# How to manage your Supply Center account on thermofisher.com

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.

The 'My Profile' page is divided into two main columns. The left column contains 'General Information' with a profile picture placeholder (NS) and 'Contact Information' with fields for Email, Phone, Fax, Street Address, City, State or Province, and Country. Below this is a link to 'Edit general information'. The right column is titled 'Supply Center Settings' and includes a 'Badge number' field, a 'Location' dropdown menu with a 'Select as default' button, and a table for 'Cost Center Account Information'. The table has columns for 'System supplied', 'User supplied', and 'Default values', with rows for PO Number, Cost Center, Grant Number, Contract Number, User Card, and Q/L Number, each with an edit icon.

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**

The first screenshot shows the 'Supply Center Settings' page with a red '2.1.1' label. It includes fields for 'Badge number', 'Location', and a table for 'Cost Center Account Information' with columns for 'System supplied', 'User supplied', and 'Default values'. The second screenshot shows a 'Profile' menu with options like 'My Profile', 'Shipping & Billing', 'Change Password', 'Approval Routing', 'Notification Preferences', 'Payment Methods', 'Invite a Colleague', 'Quotes', 'Quote History', 'Supply Center', 'My Supply Centers', 'Payment Information', 'Access Card', and 'Thermo Fisher Connect'. The 'Supply Center' option is highlighted with a red box and a red '2.1.2' label.

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.

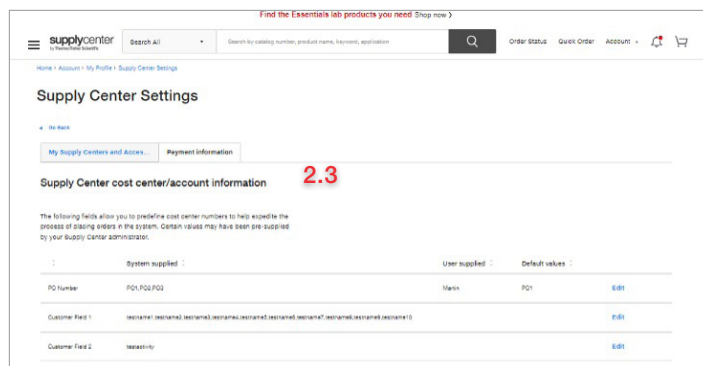
This screenshot shows the 'Supply Center Settings' page with a red '2.2' label. It highlights the 'Badge number' field and the 'Location' dropdown menu with a 'Select as default' button.

## 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.



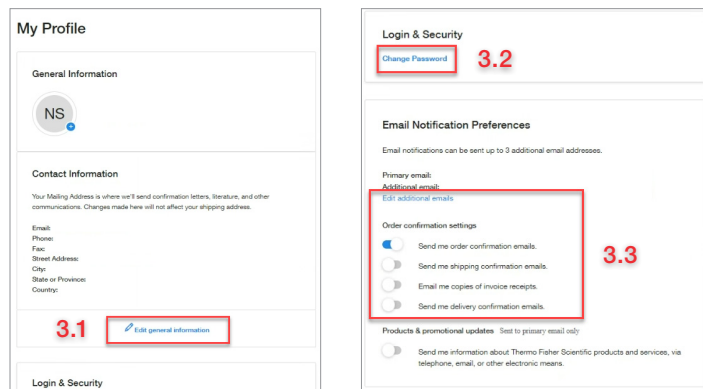
## 3. Additional profile set up

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

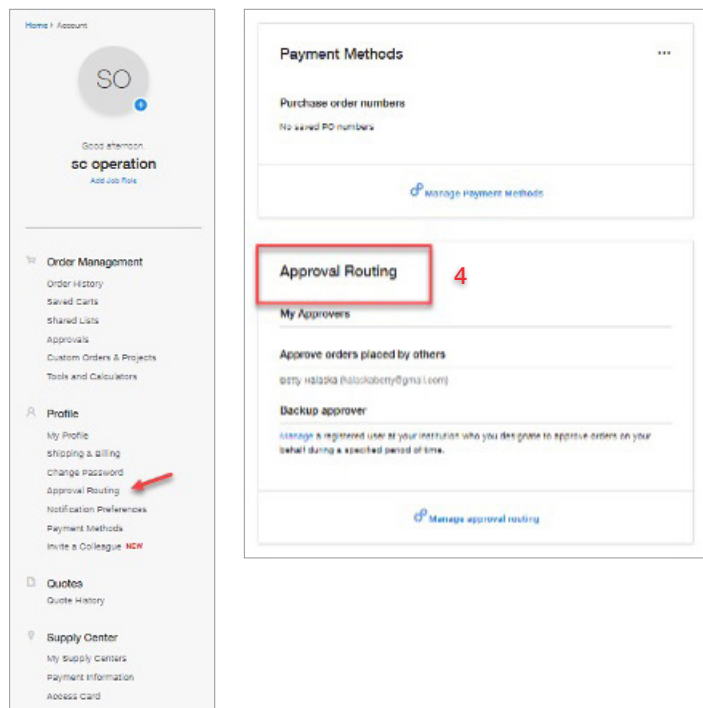
If you want to have your orders approved by your internal department, you have the possibility to set up approval routing for the orders placed through your Account. The changes made under this option will influence the routing path of your Supply Center orders as well as your direct order shipped to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

Please note that the approver as well as approvee must hold an active web account on [www.thermofisher.com](http://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](http://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](http://www.thermofisher.com).

## Manage approval routing

[Go Back](#)

### My Approvers

#### Route orders to approve

4.2

To add approval routing to your orders, please provide the username associated to your approver's web account.

Add



### Approve orders placed by others

#### Approve orders

4.3

To approve orders for others, enter the username associated to their account.

Add

Name	Email	Spending Limit		
Betty Malatta	helenabetty@gmail.com	1.0		

### Approval notifications

If you would like copies of your approval notifications sent to an additional email address, please enter the email address here.

Add

### Backup approver

A backup approver is a registered user at your institution who you designate to approve orders on your behalf during a specified period of time.

To designate your approvals for a set time-period, add the username associated to your designate's web account.

Add

## Contact information

## North America

Phone: 1-888-584-8840

Email: [supplycenters@thermofisher.com](mailto:supplycenters@thermofisher.com)

Hours: 8:00 a.m. to 8:00 p.m. ET

EMEA

Phone: 00 800 18191 001 or 0044 141 814 5959

Fax: 0049615196705445

Email: [supplycenter.query@thermofisher.com](mailto:supplycenter.query@thermofisher.com)

Hours: 8:30 a.m. to 5:00 p.m. CET

 Find out more at [thermofisher.com/supplycenter](http://thermofisher.com/supplycenter)