

Premier Supply Center quick reference guide

Getting an access badge

Access badges are free of charge and are located at the Supply Center by Thermo Fisher Scientific. If you do not have an access badge, contact your Thermo Fisher account representative or host and they will provide one to you.

Associating your badge with your account

- 1. Sign in to your account on thermofisher.com.
- 2. Hover over Account in the top navigation pane, and click on Supply Center Settings.
- 3. In the **Supply Center Settings** section, click **Edit** (pencil icon in top right corner) for the Badge number.
- 4. Enter the full barcode number (containing three letters and six numbers, located on your badge) into the open fields. Select **Save**.





Purchasing products



 Swipe your access badge, or sign in without a badge by selecting Manual sign in and entering your username and password.



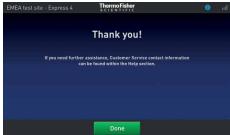
2. Enter or validate payment details and promotion code, if applicable.



Confirm payment information and cost center, if applicable, then select Access.



 The Supply Center door will unlock.
Open the door and select the products you need.



 Close the Supply Center door and select **Done**. A confirmation email with details about your order will be sent to you, if enabled.

Note: If you've purchased a product in error, please do not place the product inside the unit. Return the product to your on-site host and contact Supply Center Customer Service to process a return.

Help

You can make product stocking requests, contact your account representative, and access more frequently asked questions (FAQs) by selecting additional menu options under **Help**.

Premier Supply Center FAQs

How do I get access to the Supply Center?

Contact Supply Center Customer Service or use the **Request Access** button on the Supply Center screen.

How do I update my payment and cost center information?

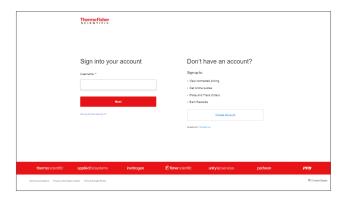
Manage your payment and cost center information under your account on **thermofisher.com**.

Alternatively, please contact Supply Center Customer Service for assistance, or contact your Supply Center account representative using the **Contact** option located under **More** on the kiosk display.

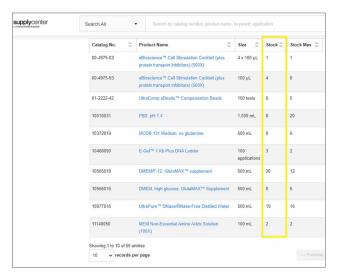


View Supply Center stock at thermofisher.com

1: Visit <u>thermofisher.com</u> and sign in to your account using your Thermo Fisher Supply Center credentials.



3: View currently stocked items.



Supply Center Customer Service

North America

Phone: 1-888-584-8840

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

Email: supplycenters@thermofisher.com

EMEA

Phone: 00 800 18191 001 or 0044 141 814 5959

Fax: 0049615196705445

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

Email: supplycenter.query@thermofisher.com

2: Select a Supply Center from the drop-down menu to view the stock at that specific location. Then select **Visit Supply Center**.



4: If you wish to switch to a different Supply Center, select **Account** and **Supply Center Home**.

