

SCMS Admin Reference Guide

External Inventory Manager

Ver. 2025

 The world leader in serving science

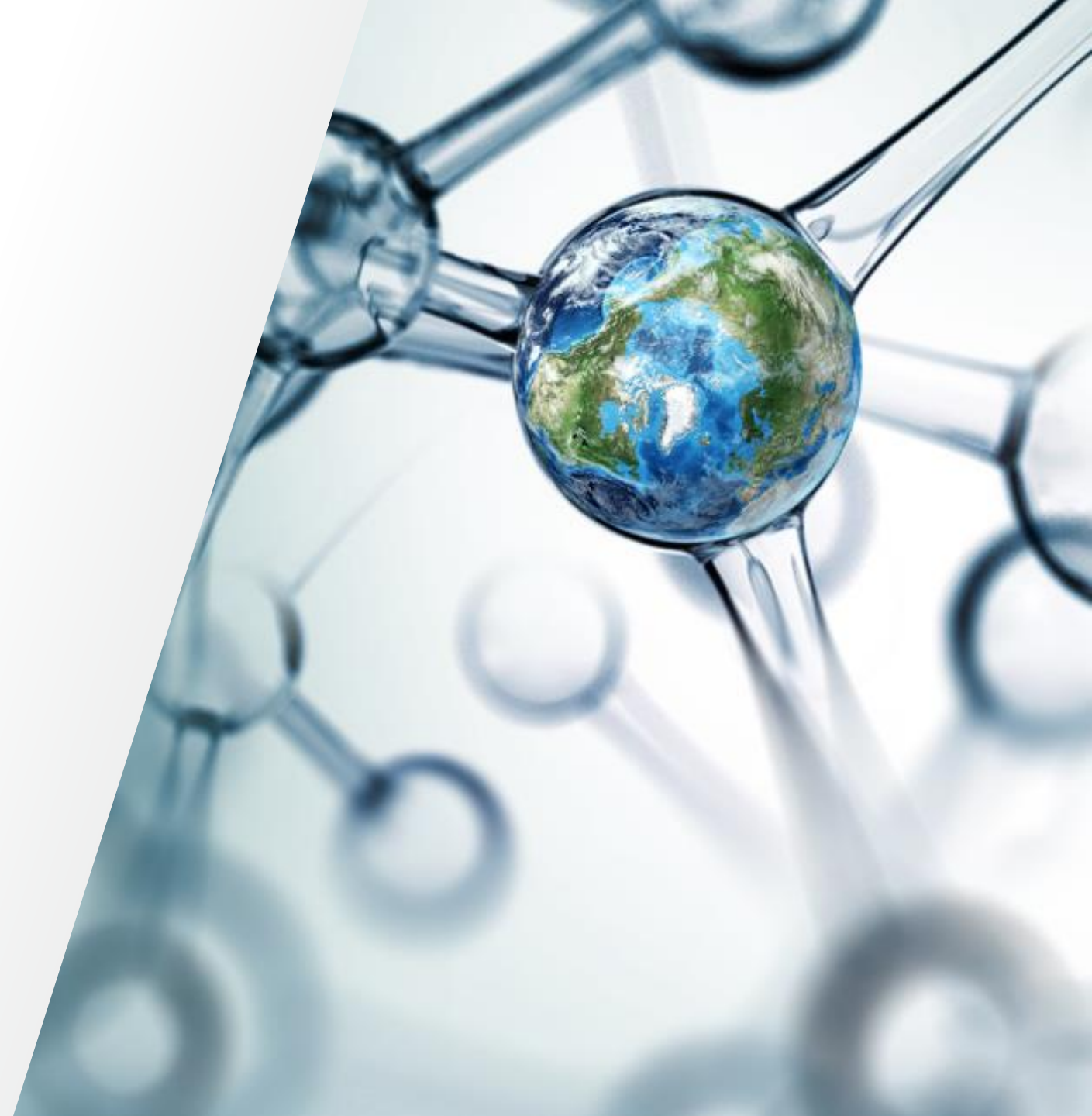


Table of Contents

1 Login

2 Inventory

3 Storage

4 Reports

5 Tools



Login

Login using your SCMS Admin Username and Password

➔ URL: <https://scmsadmin.thermofisher.com/store/scms/v1/admin>

Welcome to Supply Center Management System (SCMS) Administration Portal

for Thermo Fisher Scientific Supply Centers

[Sign in to your account](#)

Required browsers: Firefox, Safari, Chrome, Opera.
This site may also be accessed via tablet and mobile device.

Home Page: Overview



- ➔ Click on your Supply Center name to expand the menu on the left.
- ➔ If you manage more than one Supply Center, a drop-down menu will be available at the top of your screen so you can navigate between Supply Center locations.
- ➔ To logout or reset your password, select the person icon in the upper left corner

ThermoFisher
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supplycenter
by Thermo Fisher Scientific

Home

Supply Center

Tools

Home

Click to Expand

ExternalInventoryManager

Logout

Reset Password

Supply Center Management System Admin Portal

Welcome!

SCMS Admin is designed to allow you to effectively manage your Thermo Fisher Scientific Supply Center.

Select Supply Center

Select Supply Center

- We recommend using Google Chrome for an optimal experience.
- Use the toolbar on the left to manage account specific needs.
- Our design is responsive, you will be able to access it on tablets and mobile devices.

Please provide your feedback and any questions to:
EMEA:
supplycenteroperationsEMEA@thermofisher.com

North America and Global:
supplycenteroperationsna@thermofisher.com

Home Page: Overview



- ➡ Click on each left sidebar menu to expand submenu
- ➡ The sub-navigation menu will be displayed as horizontal tabs at the top of the page
- ➡ Click on each submenu to display information

ThermoFisher
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Home

Supply Center

Settings

Inventory

Storage

Users

Reports

Tools

Select Supply Center

000- EMEA Premier_Showroom Darmstadt (DE-36243) X

Basic info

Account info

Order Processing

Payment

Cost Centers

Stocked Setup

Non-Stocked Setup

Customer Content

Notes

Site Location

Supply Center Name*
000- EMEA Premier_Showroom Darmstadt

SGN*

Country*

Inventory – Stock List



- ➡ This section displays all the items in your Supply Center with columns for SKU, Name, Size, Reserve #, Stock On Hand, Stock Min, Stock Max, Storage, Price, Storage and Action.
- ➡ If no data is available, the Stock List will display “No matching records found”.
- ➡ Use the Advanced Search filter to narrow down your product search based on specific parameters like SKU, Name, etc.

Supply Center

Settings

Inventory

Storage

Users

Reports

Tools

Stock List

Outstanding Orders

Shipment Status

Special Orders

Restock History

Advanced Search

Bulk Upload

+ Add New

Copy

Excel

PDF

Print

SKU	Name	Size	Reserve Number	Stock On Hand	Stock Min	Stock Max	Price	Storage	Action
10828010	KnockOut™ Serum Replacement	Each		1		1			
11140035	MEM Non-Essential Amino Acids Solution (100X)	Each		1		1			

Supply Center

Settings

Inventory

Storage

Users

Reports

Tools

Stock List

Outstanding Orders

Shipment Status

Special Orders

Restock History

Advanced Search

Bulk Upload

+ Add New

Copy

Excel

PDF

Print

SKU	Name	Size	Reserve Number	Stock On Hand	Price	Storage	Action	

Showing 1 to 1 of 1 entries

10 records per page

< Prev

1

Next >

+ Add New: Use this button to add new items to your Supply Center inventory.

Note: Regional limitations may apply

Inventory – Stock List - Actions & Updates



Editing an Item: Click on the blue pen icon under the “Action” column to edit an item’s details. Once clicked, you’ll be presented with several fields.

- **Display?:** Toggle between “Yes” or “No”. This determines whether the item is displayed in the list or not.
- **SKU:** Displays the Stock Catalog Number. This is a unique identifier for each product . (e.g., 12309050)
- **Name:** Displays the name of the product (e.g., OptiPRO™ SFM).
- **Size:** Shows the volume or size of the product (e.g., 100 mL).
- **Reserve #:** If there is a reserved number for the item, it will be displayed here and can be edited as needed.
- **Stock on Hand:** Indicates the current stock level. Use the “+/-” buttons to adjust the quantity. The number in the text box reflects the current stock (e.g., 1).
- **Storage:** Click on “Select Below” to choose the storage location for the product within your Supply Center. This option will be only visible if storage location is enabled.

Once you have made the necessary updates:

- **Close:** Use this button if you decide not to save the changes and want to exit without modifying the item’s details.
- **Save Changes:** After making your edits, always click on “Save Changes” to update the item’s details in the system. If you don’t, your modifications won’t be saved.

The diagram illustrates the process of editing an item. It starts with a table showing a list of items. The first row has a 'Storage' column with a dropdown arrow and an 'Action' column with a blue pen icon and a trash can icon. A red arrow points from the blue pen icon to a detailed 'Edit' form. The 'Edit' form contains fields for 'Display' (Yes/No toggle), 'SKU' (11172595), 'Name' (CLINIConic™ Rotor Adapters), 'Size' (Each), 'Reserve #' (122), 'Stock On Hand' (44 with +/- buttons), and 'Storage' (a dropdown menu showing 'REX123' and 'Select Below'). At the bottom of the form are 'Close' and 'Save Changes' buttons.

Storage	Action
4C	 

Edit

Display: ☒ Yes ☐ No

SKU: 11172595

Name: CLINIConic™ Rotor Adapters

Size: Each

Reserve #: 122

Stock On Hand: - 44 +

Storage: REX123
Select Below

Close Save Changes

Note: Regional limitations may apply

Inventory – Stock List – Bulk Upload

Utilizing the Bulk Upload Tool: This tool is beneficial to change numerous on-hand quantities after on-site inventory is completed.

- ➔ First, download the template by selecting “Download Excel Document Template” and save the file to your desktop using the exactly same file name.
- ➔ The first worksheet provides instructions on what fields are mandatory and optional and how to fill out each column.
- ➔ The second worksheet is where the data will be entered.
- ➔ Once data has been entered, save the file as the exactly same file name and close the template.
- ➔ Upload the completed template by utilizing the “Choose File” tile and select “Upload”.

Bulk Upload

[Download Excel Document Template](#)

Only valid excel files derived from templates provided by Thermo Fisher will be processed successfully.

- Click the Download Excel Document template link above.
- Fill out the information on the “data” tab and save the Excel file.
Be sure to save as .xls/.xlsx (Excel Workbook format).
- To upload, click the “Browse” button or drag and drop the completed Excel template here.

Choose File

Remove

The file will be checked for validity and changes will be presented for approval before assigning pricing.

Close

Upload

This spreadsheet is used to upload a large set of products for TFSCMS Admin Expressnlocks_RB_Testing

On the next tab (“Data”), you will find column names.

Place the data to upload starting in row 2.

The columns expected are:

DISPLAY: Whether or not the SKU will show on the customer Stock List page. Values are ‘Y’ (yes) or ‘N’ (no). Optional, defaults to ‘Y’ (yes).

SKU: The SKU, or Catalog Number, uniquely identifies the product. Required. Ex: NP0009

RESERVE: Optional

STOCKONHAND: The quantity of product that is available. Required. When inventory management is off then 9999 will be saved for STOCKONHAND.

STORAGE: location to find product. Optional.

EXAMPLE:

ISINVENTORYMGTON=1, ISUSESTOCKLEVELS=0, ISRFID=0, ISSCSTORE=0, ISDISPLAYSTOCKMAX=0

DISPLAY	SKU	RESERVE	STOCKON	STORAGE
Y	NP0009	R1234	20	-4C

A	B	C	D	E
DISPLAY	SKU	RESERVE	STOCKON	STORAGE
Y	11095063		2	RT
Y	NP0005		2	4C
Y	NP0009		2	4C

Note: Regional limitations may apply

Inventory – Stock List - Replenishment

Replenishment Guide for External Inventory Managers

1 Overview:

- The “Replenishment” tab, specific to Premier, allows users to manage and view items that might require replenishment
- External inventory managers will see certain options greyed out, which means they do not have permission to use and modify these.

2 Options and Their Descriptions

- **Advanced Search:** Allows users to search for a specific item using SKU, Name, or any other column.
- **SKU, Name, Size, etc.:** Display columns provide details about the product, including current stock status, reserve number, and how much needs to be ordered. (Min/Max Premier Only)
- **Outstanding:** The quantity of the product that was already placed for replenishment. Outstanding products should arrive with your next supply center replenishment shipment unless it is on backorder.
- **Preview, Submit, and Clear All buttons:** These actions are enabled for External Inventory Manager persona.

3 Unavailable (Greyed Out) Options for External Inventory Managers: Use this tool to submit replenishment orders.

This introductory note provides context but does not allow for any action.

- **Replenish?:** The checkboxes in this column are not modifiable for External Inventory Managers.

4 Need Help?: If you need any modifications or have questions regarding the replenishment of stocked items:

- Contact your Internal Inventory Manager.
- Reach out to a Supply Center Specialist.
- Contact your Organization’s Supply Center Admin.
- For additional assistance, you may also refer to the generic contact information for Care & Operations.





SKU	Name	Size	Storage	Reserve Number	Stock on Hand	Stock Min	Stock Max	Order Qty	Order Inc	Outstanding	Replenish?
11754050	SuperScript™ VILO™ cDNA Synthesis Kit	Each	-20C	-	2	2	4	2	0	0	<input checked="" type="checkbox"/>

Note: Regional limitations may apply

Inventory – Outstanding Orders



To monitor and trace Supply Center replenishment orders in progress

-  **Search and Retrieve Orders**
 - Order Number(s):** Enter or choose the specific order numbers you want to observe.
 - Select customer(s):** This field lets you narrow down outstanding orders based on distinct customers.
-  **Refresh:** After specifying your search parameters, press this button to retrieve the pertinent outstanding orders.
-  **Quantities**
 - Outstanding:** Reflects the amount of the product placed but is yet to be received.
 - Pending Shipment:** This shows the number of products packed and awaiting dispatch.
 - Enroute/Needs Check-in:** Denotes products currently on route. Shipment will be automatically checked-in.
-  **Details:** Accessing this provides supplementary details for each order

Stock List

Replenishment

Outstanding Orders

Shipment Status

Premier Check-In History

Catalog Products

Assays

Clones

Primers

Order Number

Customer

Choose Order(s)

Select Customer(s)

Advanced Search

Refresh

Copy

Excel

PDF

SKU	Name	Size	Quantities Outstanding	Pending Shipment	Enroute/Needs Check-in	Details
<input type="checkbox"/> 17504044	B-27™ Supplement (50X), serum free	Each	1	1	0	—

Customer Name	Order Number	Date Ordered	Qty Ordered	Qty Outstanding	Action
<input type="checkbox"/> Replenishment	2507963	27 Mar 2025	1	1	Force Check-In

Inventory – Outstanding Orders



To monitor and trace Supply Center replenishment orders in progress

-
- For:** Username. The system uses the username “Replenishment”

 - **Order Num:** The unique number linked to a specific order.
 - **Date Ordered:** The date the order was initiated.
 - **Qty Ordered:** The aggregate number of products ordered.
 - **Qty Outstanding:** Represents the amount of the product that remains undelivered.
 - **Action:** Express and Premier supply centers benefit from an automatic check-in system, eliminating the need for manual intervention.

Stock ListReplenishmentOutstanding OrdersShipment StatusPremier Check-In History

Catalog ProductsAssaysClonesPrimers

Order Number

Choose Order(s)

Customer

Select Customer(s)

Advanced Search

Refresh

CopyExcelPDF

SKU	Name	Size	Quantities Outstanding	Pending Shipment	Enroute/Needs Check-in	Details
<input type="checkbox"/> 17504044	B-27™ Supplement (50X), serum free	Each	1	1	0	—

Customer Name	Order Number	Date Ordered	Qty Ordered	Qty Outstanding	Action
<input type="checkbox"/> Replenishment	2507963	27 Mar 2025	1	1	Force Check-In

Catalog ProductsAssaysClonesPrimers

Order Number

Choose Order(s)

Customer

Select Customer(s)

Advanced Search

Refresh

CopyExcelPDFPrint

SKU	Name	Size	Quantities Outstanding	Pending Shipment	Enroute/Needs Check-in	Details
10777019	RNaseOUT™ Recombinant Ribonuclease Inhibitor	Each	2	0	2	+

Outstanding Orders for Assays, Clone and Primers can also be viewed in the submenu

Inventory - Shipment Status



This tool allows you to review dispatched shipments and orders

- 1 **Tracking Number:** Provides information on the package’s transit points
- 2 **Retrieve Note:** Allows you to retrieve Dispatched Notes with the functionality to send it directly by email

Stock List

Outstanding Orders

Shipment Status

Special Orders

Restock History

Select a date range:

dd/mm/yy - dd/mm/yy

Advanced Search

Copy

Excel

PDF

Print

Date Ordered	Order Number	Order Placed By	Dispatch Note	Details
2023-04-03	91571998	Tony Stark	Retrieve Note	<div></div>
SKU	Name	Tracking Number	Qty Shipped	Shipment Date
MEPI500CA	EpiLife™ Medium, with 60 µM calcium	2404060562	2	2023-04-04
S0015	Human Keratinocyte Growth Supplement (HKGS)	4980967246	2	2023-04-04

Inventory – Special Orders



The Special Orders tab showcases all non-stock and out-of-stock orders that have been dispatched. This option will be only visible on sites enabled for Non- Stock orders

This interface facilitates the process of notifying your customers that their unique orders have been received.

1 Send Email: Use this button to seamlessly inform your customers that their special orders have been successfully received.

2 Order Management:
a. Delete (Delete Individual Orders):
To remove a specific order from the display, simply click on “Delete” button.

Tips:

- Regularly monitor the Special Orders tab to ensure timely communication with your customers regarding their special orders.
- Utilize the resend email function if you believe a customer may not have received or acknowledged the initial notification.

Stock ListOutstanding OrdersShipment StatusSpecial OrdersRestock History

Advanced Search

All

1Send Email

2.aDelete

CopyExcelPDFPrint

Details	Date Check-In	Order ID	Customer Name	Ordered Date	Shipped Date
—	03/26/2025	2683685	Tony Stark	03/20/2025	03/25/2025

SKU	Name	Size	Message Sent Date	Special Order Qty
120-10C-20UG	Human Noggin Recombinant Protein, PeproTech®	20 µg	0 messages sent	3
120-38-100UG	Human R-Spondin 1 Recombinant Protein, PeproTech®	100 µg	0 messages sent	5

Important Highlight

Deleting any orders from the Special Orders tab does not actually erase or cancel them from our systems. Instead, this action simply refines your display for a more streamlined view.

Inventory – Restock History

Stock List

Outstanding Orders

Shipment Status

Special Orders

Restock History

Catalog Products

Assays

Clones

Primers

Search Checked-in Orders

Search order #

01/03/25 - 27/03/25

×

Advanced Search

Copy

Excel

PDF

Print

SKU

Name

120-10C-20UG

Human Noggin

120-38-100UG

Human R-Spon

41965062

DMEM, high glu

A13520.30

L-Aspartic acid,

AB0800

PCR Plate, 96-v

B21473.22

L-(+)-Asparagin

H15700

Goat anti-Huma

K1691

RevertAid RT R

Showing 1 to 8 of 8 entries

10

records per page

Set a date range starting today and ending after:

15 days

30 days

90 days

Or set a custom date range:

<<

<

February 2025

March 2025

>

>>

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16

17

18

19

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21

22

23

24

25

26

27

28

29

30

31

Selected Date with Check-in

Date with Check-in

Cancel

Select

Qty Checked-in

Special Order Qty

Details

3

3

+

5

5

+

2

0

+

1

1

+

1

1

+

1

1

+

1

1

+

3

0

+

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Prev

1

Next

>

The “Restock History” tab provides an overview of past check-ins.

1

Choose orders based on the date (via the calendar interface) or by inputting the order number. You can also use the Advanced Search to narrow information.

2

An order summary is displayed, which can be expanded to see in-depth details.

14 Proprietary & Confidential | Supply Center Operations | Ver 2025

Premier/RFID Check-in History (Premier Only)



The RFID Check-in History page allows you to view details of check-ins at your Premier Supply Center location.

[Stock List](#) [Replenishment](#) [Outstanding Orders](#) [Shipment Status](#) **[Premier Check-In History](#)**

Select Date Range

25/03/25 - 25/03/25

1

Advanced Search

Copy

Excel

PDF

Print

RFID Check-in History Details For 25/03/2025 - 25/03/2025

SKU	Name	Size	RFID	2	Date	Time	Enclosure
11754050	SuperScript™ VILO™ cDNA Synthesis Kit, 50 reactions	Each	A5A000001457984693892000		25/03/2025	06:54 AM	-20C

To view check-In History, go to the Inventory tab and click on “Premier Check-in History” in the upper menu.

- 1

Select the Date Range, you can set a 15, 30 or 90 days or set a custom date range. Click on Select to display information. In addition, you can also use Advanced Search to narrow specific information.
- 2

The details of the selected check-in will load below.
 - The results will show the SKU, Name, Size, RFID tag ID, and storage location for each item checked in at that date/time.
 - Use the page controls at the bottom to navigate between pages of results.

Storage – Reset Order Access

This function is only available to Express Supply Centers with locks.

Locations **Reset Order Access**

Order ID*

Filter within the results 🔍

Submit

Reset Order Access Guide:

- ➡ **Exclusively available to Express Supply Centers with locks.**
- ➡ Users can input a previously scanned order number to regain access to the locked storage location. Upon submitting the order number:
 - The original barcode from the order becomes reactivated.
 - Use this barcode to unlock your supply center.

Reports – Transaction Report



To generate a transaction report:

1 Click the date input box on the left side of the page to open the calendar picker.

The screenshot shows the 'Transaction Report' tab selected. A notification box states: 'Notification: Select your date criteria by clicking on the date input below. After selecting your date criteria, click the 'Select' button to initiate the report. The results will list the most commonly used fields for this report. Use the Copy, Excel, Print, or PDF options to view all available fields.' Below the notification is a 'Select a date range:' section with a calendar icon and a text input field containing 'dd-Mon-yyyy - dd-Mon-yyyy'.

2 Select your desired date range for the report. You can choose from preset options such as “15 Days” or create a custom range of up to 90 days. Data is provided for a maximum time range of 18 months.

The screenshot shows the calendar picker interface. It has a 'Select a date range:' section with a calendar icon and a text input field containing 'mm/dd/yy - mm/dd/yy'. Below this are three preset options: '15 days', '30 days', and '90 days'. There is also a section for 'Or set a custom date range:' with navigation arrows and a calendar view for March and April 2025. The date '3' in April is highlighted. At the bottom are 'Cancel' and 'Select' buttons.

3 Can utilize the various tiles to export report to Copy, Excel, Print or PDF - allows viewing of other useful information for tracking and reporting purposes.

4 Once the date range is selected, use the “Advanced Search” tile to search for specific orders. After desired data is entered, select “Apply”.

The screenshot shows the 'Advanced Search' form. It has a title 'Advanced Search' with a dropdown arrow. Below the title are several input fields: 'Order ID', 'Order Item Type' (with a dropdown menu), 'Order Date' (with a calendar icon), 'SKU', 'Description', 'Qty', 'End Users Price', and 'End Users Cost'. At the bottom right are 'Clear' and 'Apply' buttons.

Important Highlight

Invoiced totals take precedence. Dollar amounts in reports are for reference only. They may not match the final invoiced totals due to credits/cancellations after order creation. Always verify the costs against your Thermo Fisher invoice.

Reports: Transaction Report - Export to Excel for Additional Fields

OrderID	OrderType	AuxItem	Charge	OrderItem	LastName	FirstName	Email	PhoneNur	PONumbe	Customer	ContractN	UserCard	Customer	CustomerI	CartKey	Invoice N	Invoice St	OrderDate	ShipDate	DateFinali
	SO	0	0	Catalog Pr																
	SO	0	0	Catalog Pr												10952	COMPLETED	05/22/2020	05/24/2020	05/24/2020
	SO	1	0	Charges																
	SO	0	0	Catalog Pr												10953	COMPLETED	05/23/2020	05/31/2020	05/31/2020
	SO	1	0	Charges																
	SO	0	0	Catalog Pr												10954	COMPLETED	05/24/2020	05/31/2020	05/31/2020
	SO	1	0	Charges																
	SO	0	0	Catalog Pr												10955	COMPLETED	05/24/2020	05/31/2020	05/31/2020
	SO	1	0	Charges																
	SO	0	0	Catalog Pr																
	SO	1	0	Charges																
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Reports - User Report



- ➡ The report will initially display summary information including end user details, total orders and total revenue.
- ➡ Use the page controls at the bottom to navigate between pages of results.

04/03/2025 Registered Users:38 Active Users: 0 (0%)

Advanced Search ▾

Copy Excel PDF Print

First name ▾	Last name ▾	Email ▾	Phone ▾	Last Transaction Date ▾	Total Orders ▾	Total Revenue ▾	Order Details
Miranda	Kozera	miranda.kozera@thermofisher.com	(760) 602-4572	11/30/2021	1	0	+
Blake	Zuleger	blake.zuleger@lifetech.com	(805) 383-0340		0	0	
Betty	Boop	karen.spinks@lifetech.com	(123) 456-7890		0	0	

Email ▾	Phone ▾	Last Transaction Date ▾	Total Orders ▾	Total Revenue ▾
		11/30/2021	1	0
		Revenue	Item Detail	
		0	0	
		0	0	
		0	0	
		0	0	
		0	0	
		0	0	

Order Number: 75745063

SKU	Name	Size	Qty
16000044	Fetal Bovine Serum, certified, United States, 500 mL	Each	1
25300054	Trypsin-EDTA (0.05%), phenol red, 100 mL	Each	1

Close

To expand the order details for a user:

- 1 Locate the desired user and click the “+” button in the “Order Details” column.
- 2 This will open a breakdown of the user’s orders, including revenue per order and SKUs purchased.
- 3 Select the tile under “Item Detail” column to get a breakdown of order product details.

Advanced Search ▲

Advanced Search

First name

Last name

Email

Phone

Last Transaction Date

MM/DD/YY

Clear

Apply

To search user details:

- 1 Sort via Name, email, etc.
- 2 Use the Advanced Search tile to filter for a specific user by name, email, etc.

Reports – Stock List Report



The Stock List Report provides an overview of all inventory stocked in the Supply Center.

Transaction Report

User Report

Stock List Report

On Campus Delivery

Advanced Search ▾

Copy

Excel

PDF

Print

SKU ↕	Name ↕	Size	Reserve Number ↕	Stock On Hand ↕	Storage ↕	Display ↕
00-0400-46	eBioscience™ ELISA Wash Buffer, 1L packets	EA 10 Packets	ABCDEF	195		Yes
00-8222-49	eBioscience™ IC Fixation Buffer	EA 125 mL	45621	200		Yes
10010023	PBS, pH 7.4	Each	3789	-13		Yes
10564011	DMEM, high glucose, GlutaMAX™ Supplement, HEPES	EA 500 mL		200		Yes

The report will display up to 10 entries per page. To customize the report view:

- Use the advanced search tile to filter for specific SKUs, names, stock quantities or storage conditions.
- Click the column headers to sort the data.
- Use the page controls at the bottom to navigate between pages.

The report allows you to:

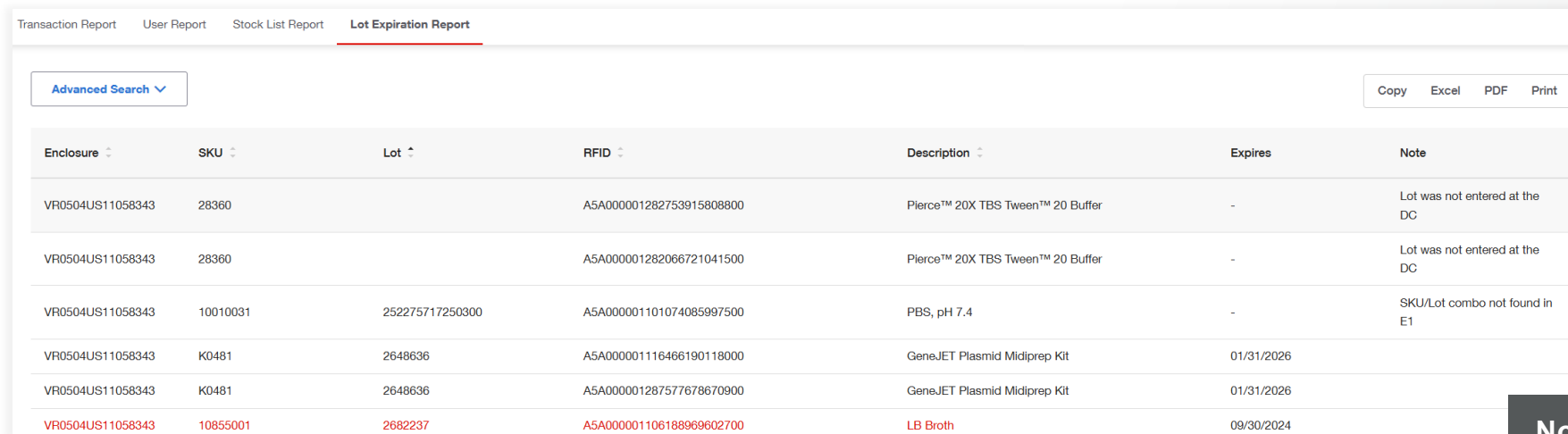
- Copy the data to export to Excel or other programs.
- Download as Excel, PDF, or print directly from the page.

Important Highlight

The Lot#/Expiration column and Report only displays data for inventory housed at a Premier Supply Center. Products stored in Standard and Express Supply Center locations have no verified lot number or expiration date details reflected in this report.

Reports – Lot Expiration Report (Premier Only)

The Lot Expiration Report allows you to see expiration details for inventory items tracked by RFID tags.



Transaction Report	User Report	Stock List Report	Lot Expiration Report			
Advanced Search ▾				Copy Excel PDF Print		
Enclosure ▾	SKU ▾	Lot ▴	RFID ▾	Description ▾	Expires	Note
VR0504US11058343	28360		A5A000001282753915808800	Pierce™ 20X TBS Tween™ 20 Buffer	-	Lot was not entered at the DC
VR0504US11058343	28360		A5A000001282066721041500	Pierce™ 20X TBS Tween™ 20 Buffer	-	Lot was not entered at the DC
VR0504US11058343	10010031	252275717250300	A5A000001101074085997500	PBS, pH 7.4	-	SKU/Lot combo not found in E1
VR0504US11058343	K0481	2648636	A5A000001116466190118000	GeneJET Plasmid Midiprep Kit	01/31/2026	
VR0504US11058343	K0481	2648636	A5A000001287577678670900	GeneJET Plasmid Midiprep Kit	01/31/2026	
VR0504US11058343	10855001	2682237	A5A000001106188969602700	LB Broth	09/30/2024	

To access the report - Go to the Reports tab and click “Lot Expiration Report” in the top menu.

- ➔ The report will display Enclosure ID, SKU, lot number, RFID tag ID, item description, and expiration date.
- ➔ Use the Advanced Search tile to filter for a specific RFID tag, SKU, description, lot number, etc.
- ➔ Click the column headers to sort by expiration date, SKU, location, etc.
- ➔ Use the page controls at the bottom to navigate results.
- ➔ To export data, use the Copy, Excel, PDF or Print options at the top.

Note Column Error Messages:

- **SKU/Lot combo not found in E1** - This note indicates that the item’s SKU and lot number combination does not exist in the E1 ERP system.
- **Lot was not entered at the DC** - This note means the lot number was not entered for the item when it was being RFID tagged at the distribution center.

In both error cases, SCMS Admin cannot confirm the item’s lot number or retrieve an associated expiration date, so the expiration date field will be blank in the Lot Expiration Report

Tools – Registrations – Individual

The Individual Registration tool allows you to add new individual customer accounts to the system.

The form is titled "Individual Customer Registration". It contains the following fields and elements, each with a numbered red circle callout:

- 1** First Name*
- 2** Last Name*
- 3** Direct ShipTo*
- 4** Email*
- 5** Access Card (with placeholder text "USRxxxxxx")
- 6** Supply Center* (dropdown menu with "Select a supply center" and a search icon)
- 7** ShipTo* (dropdown menu with "Select one or multiple shipTo addresses")
- 8** Primary checkbox (checked)
- 9** Add Additional Supply Center button
- 10** Submit button

To register an individual - Go to the Tools tab and click “Registrations” in the left menu. Select “Individual Customer Registration” from the registration types. Enter the required details: (“ * ” Indicates a required field)

- 1** * First Name
- 2** * Last Name
- 3** * Direct ShipTo location (Your Non-Supply Center Thermo Fisher Account Number)
 - If you do not know the Direct ShipTo account number for the customer, please contact your Thermo Fisher Scientific Account Manager to obtain this information before registering the individual. Having the correct Direct ShipTo account number is required for completing the registration.*
- 4** * Email address
- 5** Supply Center User Badge/Access Card number (if applicable: in “USR123456” format)
- 6** * Select the customer’s primary Supply Center from the dropdown under Supply Center Details.
- 7** * Choose the primary ShipTo location from the dropdown.
- 8** * Check the “Primary” box to set this as the default Supply Center and ShipTo.
- 9** Optional: Click “Add Additional Supply Center” to designate secondary locations and shipping addresses.
- 10** Click “Submit” to complete the registration.

The new individual customer will receive an email with instructions on how to set up their password and complete their registration.

Note: Regional limitations may apply

Tools – Registrations – Bulk

The Bulk Registration tool allows you to add multiple new customers to the system at once through an Excel template.

The screenshot shows the 'Bulk Customer Registration' tab selected in a navigation bar. Below the tab, there is a search field labeled 'Supply Centers*' with the text 'Sactum Sacturum (US- 9999)' entered. A red circle with the number '1' is next to the search field. Below the search field, there are three buttons: 'Download Template' (labeled with a red circle and '2'), 'Bulk Upload' (labeled with a red circle and '3'), and 'Clear'.

To use Bulk Registration. Go to the Tools tab and click “Registration” in the left menu. Select “Bulk Customer Registration”.

- 1 In the Supply Centers field, select one or multiple Supply Center locations for the customers you want to register.
- 2 Click “Download Template” to get the Excel file for entering customer details.
 - Enter the required registration details for each customer in the template. Refer to the template instructions for guidance.
 - When finished, save the filled template file to your computer.
- 3 Back in the Bulk Registration page, click “Bulk Upload” and select your saved template to upload it.
 - After uploading the bulk registration template, customer will receive an email with instructions on how to set up their password and complete their registration.
 - For large bulk registrations exceeding 30+, it is recommended to perform the uploads in smaller batches.
 - Do not have customers attempt to log in until after receiving individual email confirmations that their registration is complete and activated.

Note: Regional limitations may apply

Tools - Manage My Stock (History)

- ➔ Allows you to filter through past stock checks to understand trends, identify recurrent issues, or retrieve specific reports.
- ➔ The history provides insights that can be pivotal for making future stock-related decisions.
- ➔ Click on “View Audits” to display full Stock Check information. Use the “Advanced Search” tab to narrow specific information.
- ➔ Click on “View General Comments” to display the overall instructions or results of the Stock Check.
- ➔ Use the page controls at the bottom to navigate between pages of results.

The screenshot shows the 'History' tab in the Supply Center. A table lists stock audits. The first entry is 'TFSCMS Standard 14th April' with a 'Completed Date' of '07-May-2025'. A red box highlights the 'View Audits' link next to this entry.

Supply Center	Completed Date	View Audits
TFSCMS Standard 14th April	07-May-2025	View Audits

The screenshot shows the 'Stock Audit: TFSCMS Standard 14th April' page. The table displays the following data:

SKU	Name	Max Qty	Outstanding	Physical Stock	Qty Expired	Qty on Order	Qty Missing	Item Comments
12801-1-AP	GATM Polyclonal Antibody	10	0	0	0	0	10	
15202-500UG	Herpes Simplex 1 Monoclonal Antibody (HPS.2)	0	1	0	0	0	0	test

Recommendation:

Given the significance of stock management, especially life sciences where product quality and timeliness are paramount, use this tool regularly and meticulously. Regular stock checks help in reducing wastage, optimize stock levels, and ensure customer satisfaction.

Thank you

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