

SCMS Admin Reference Guide

Report User

Ver. 2025

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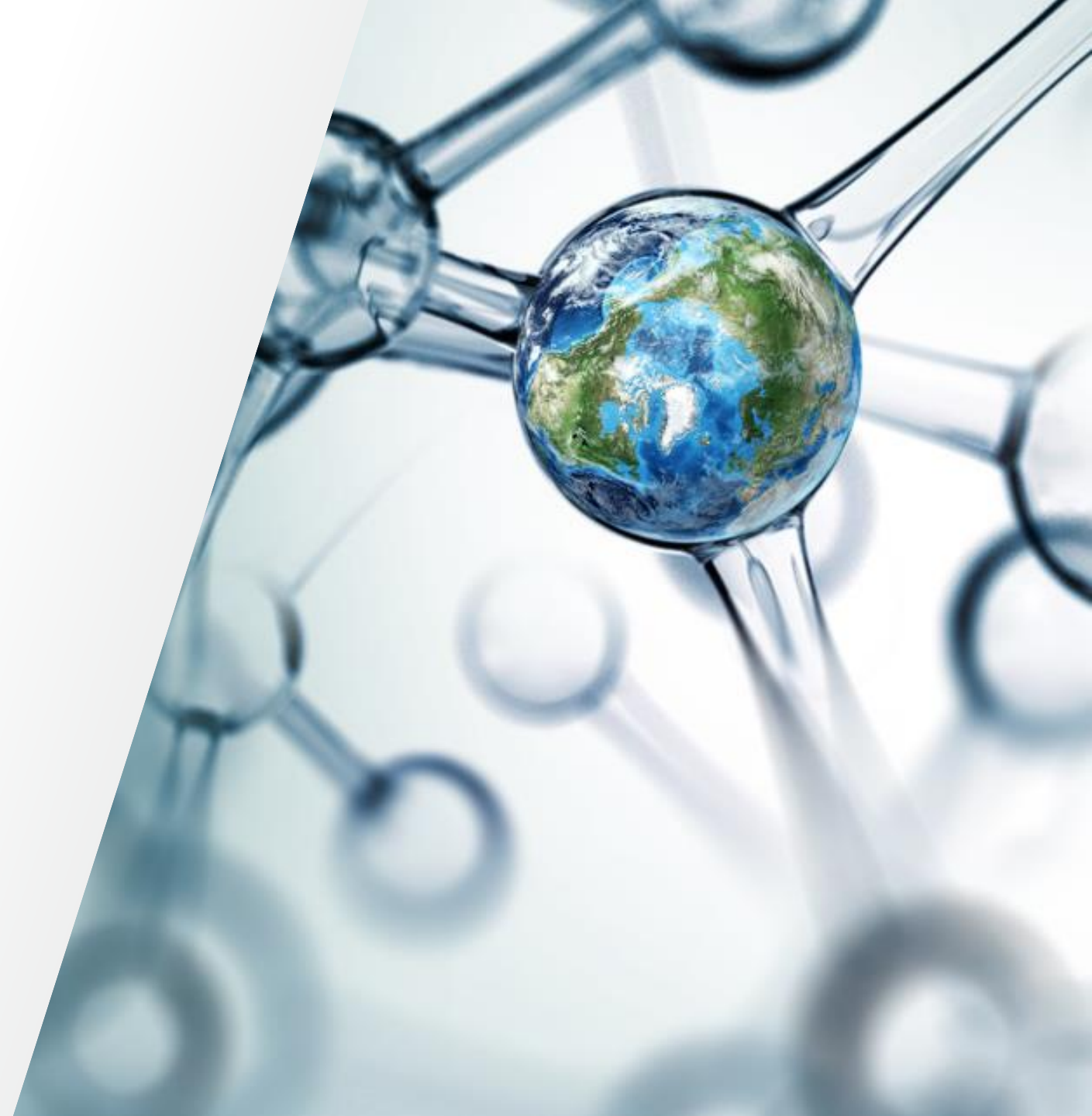


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Login

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

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by Thermo Fisher Scientific

Home

Supply Center

Tools

Click to Expand

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

ReportsUser

Logout

Reset Password

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

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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*

Reports

- ➔ Click on “Reports” to expand the available reports
- ➔ The sub-navigation menu will be displayed as horizontal tabs at the top of the page

The screenshot shows the ThermoFisher Supply Center Management System Admin Portal. The left sidebar contains a navigation menu with 'Home', 'Supply Center', 'Reports' (highlighted with a red box), and 'Tools'. The main content area displays a 'Welcome!' message, a 'Select Supply Center' dropdown, and contact information for EMEA and North America/Global. The right side features an image of three laboratory refrigerators.

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Home

Supply Center Management System Admin Portal

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Reports – Transaction Report



- ➔ Click on the date input box to open the calendar picker
- ➔ Select your desired date range for the report. You can choose from present 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.
- ➔ Click on “select” button to initiate report

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Home

Supply Center

Tools

Transaction Report

User Report

Stock List Report

dd-Mon-yyyy - dd-Mon-yyyy

15 days

30 days

90 days

April 2025

May 2025

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	1

Cancel

Select

Reports – Transaction Report



- ➔ The results will list the most used fields for this report. The options Copy, Excel, PDF or Print allows viewing of other useful information for tracking and reporting purposes
- ➔ Use the “Advanced Search” tab to search for specific information. After desired data is entered, select “Apply”

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Home

Supply Center

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Tools

Select Supply Center

Transaction Report

User Report

Stock List Report

Lot Expiration Report

Site Config Change

Select a date range:

08-Apr-2025 - 07-May-2025

Advanced Search

Copy Excel PDF Print

Order ID	Order Item Type	Last Name	First Name	Invoice Number	Invoice Status	Order Date	SKU	Name	Qty	End Users Price	End Users Cost
144787	Catalog Product	A	Polo		SHIPPED	06-May-2025	NW04125BOX	Bolt™ Bis-Tris Plus Mini Protein Gels, 4-12%, 1.0 mm, WedgeWell™ format, 10 gels (1 box)	1		
144787	Catalog Product	A	Polo		SHIPPED	06-May-2025	NW04122BOX	Bolt™ Bis-Tris Plus Mini Protein Gels, 4-12%, 1.0 mm, WedgeWell™ format, 10 gels (1 box)	1		

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	ChargeIce	OrderItem	LastName	FirstName	Email	PhoneNur	PONumbe	CustomerI	ContractN	UserCard	CustomerI	CustomerI	CartKey	Invoice N	Invoice St	OrderDate	ShipDate	DateFinali
1	SO	0	0	Catalog Pr												10952	SHIPPED	06/05/202	06/07/202	06/08/202
2	SO	0	0	Catalog Pr												10953	COMPLETE	05/22/202	05/24/202	05/24/202
3	SO	1	0	Charges														05/22/202		
4	SO	0	0	Catalog Pr												10954	COMPLETE	05/23/202	05/31/202	05/31/202
5	SO	1	0	Charges														05/23/202		
6	SO	0	0	Catalog Pr												10955	COMPLETE	05/24/202	05/31/202	05/31/202
7	SO	1	0	Charges														05/24/202		
8	SO	0	0	Catalog Pr														05/24/202		
9	SO	1	0	Charges														05/24/202		
10	SO	0	0	Catalog Pr														05/25/202		
11	SO	1	0	Charges														05/25/202		
12	SO	0	0	Catalog Pr														05/28/202	06/07/202	06/08/202
13	SO	1	0	Charges														05/28/202		
14	SO	0	0	Catalog Pr														05/31/202		
15	SO	1	0	Charges														06/01/202		
16	SO	0	0	Catalog Pr														06/01/202		
17	SO	1	0	Charges														06/05/202		
18	SO	0	0	Catalog Pr														06/05/202		
19	SO	1	0	Charges														06/06/202		
20	SO	0	0	Catalog Pr														06/06/202		
21	SO	1	0	Charges														06/06/202		
22	SO	0	0	Catalog Pr														06/06/202		
23	SO	1	0	Charges														06/06/202		
24	SO	0	0	Catalog Pr														06/06/202		
25	SO	1	0	Charges														06/06/202		
26	SO	0	0	Catalog Pr														06/06/202		
27	SO	1	0	Charges														06/06/202		
28	SO	0	0	Catalog Pr														06/15/202	06/21/202	
29	SO	1	0	Charges														06/15/202		
30	SO	0	0	Catalog Pr														06/16/202	06/21/202	
31	SO	1	0	Charges														06/16/202		

View order type, contents, quantities, charges, payment/cost center details, order and shipment dates, end user details, and other useful information for tracking and reporting purposes.

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 - User Report



- ➡ The report will display a list of all users associated with selected Supply Center
- ➡ Options to Copy, Excel, PDF or Print available
- ➡ Use the “Advanced Search” tab to search for a specific user. After desired data is entered, select “Apply”
- ➡ Use the page controls at the bottom to navigate between pages of results

Transaction Report

User Report

Stock List Report

Lot Expiration Report

Site Config Change

07-May-2025 Registered Users:64 Active Users: (0%)

Advanced Search

Copy Excel PDF Print

First name	Last name	Email	Phone	Last Transaction Date	Total Orders	Total Revenue	Order Details
Jan	Stark	Jan.Stark@thermofisher.com		09-Apr-2025	5		+

Order Type	Order Number	Date Ordered	Revenue	Item Detail
D1	144573	09-Apr-2025		+

Click on the “+” button to display user’s orders, including revenue per order and SKUs purchased

Select the tile under “Item Detail” to get a breakdown of order product details.

Order Number: 144573

SKU	Name	Size	Qty
B0001	20X Bolt™ MOPS SDS Running Buffer, 500 mL	Each	2

Close

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 view 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	



- ➔ 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.
- ➔ To export data, use the Copy, Excel, PDF or Print options at the top.
- ➔ Use the page controls at the bottom to navigate results.

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 - 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.
- ➔ Use the “Advanced Search” tab to search for a specific stock check information. After desired data is entered, select “Apply”
- ➔ 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

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Home Supply Center Tools Manage My Stock

History

Advanced Search

Copy Excel PDF Print

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

Stock Audit: TFSCMS Standard 14th April

Advanced Search

Copy Excel PDF Print

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 I Monoclonal Antibody (HP5.2)	0	1	0	0	0	0	test

Showing 1 to 2 of 2 entries

10 records per page

< Prev 1 Next >

Thank you

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