

Ordering online

- Build your order using standard search (page 10) or through hotlists and templates (page 18)
- Build your order throughout the day and send it when you are ready
- Orders are saved even if you close down your browser
- Receive instant net pricing, stock availability and order acknowledgement
- Differentiate between orders that are VAT exempt and VAT payable - see page 23

Filling your shopping basket

- 1 Select your products by using the search box or Rapid Order if you know the Fisher catalogue numbers - see page 17

2

Select the quantity required to the right of the "product information" screen

The screenshot displays the Fisher Scientific website interface. At the top, the logo and navigation menu are visible. The main content area shows a product search result for 'Iris base Fisher Diagnostics'. A callout box labeled '2' points to the quantity selection area, which includes a dropdown menu for quantity and a price of £20.37. Below the product information, there is an 'Add to basket' button.

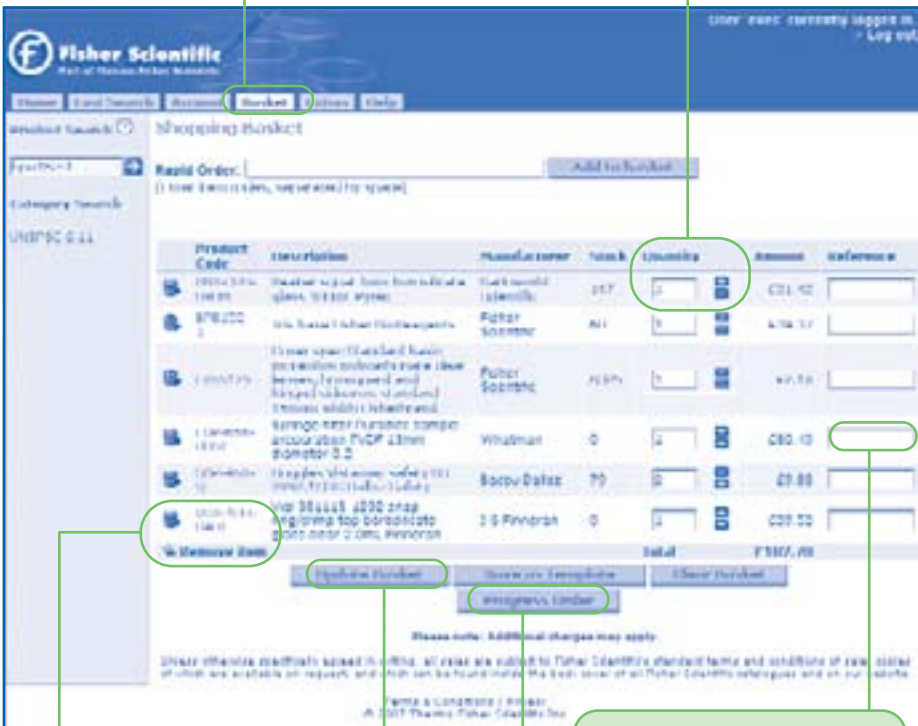
3

Click on the shopping cart to "Add to Basket"

Managing your shopping basket

4 Check the contents of your shopping basket at any time by clicking on the *Basket* tab on the top navigation bar

5 Adjust any quantities in this screen



6 Click the dustbin icon to remove an item from your shopping basket

8 Remember to click "Update Basket" to ensure all amendments will be confirmed

9 Click "Progress Order"

7 Complete line item reference if required. This reference will appear on your invoice but is not mandatory. Particularly useful if you need to split your order by cost code or budget centre

Ordering online

Sending your order

9 If you have multiple delivery addresses, pick from the list provided. If your address is not shown, enter the details in *Additional Information* †

10 Enter your purchase order number in the field marked. This is mandatory

11 If you are paying by purchasing card, complete the details as shown

12 Click *Send Order*

13 A unique web order number will appear. Please quote this number should you wish to make enquiries at a later date

14 If you would like a printed copy of your order, select *File>Print* from your web browser

† Please note that information in the *Delivery Instructions* box will be printed on the delivery note and carton label but will not be seen by a Customer Service Representative (CSR). It should be used to assist YOUR goods inwards to get the goods to you. Entries made in the *Additional Information* box are viewed by a CSR and can be used for changes normally conveyed verbally (e.g. delivery dates).

