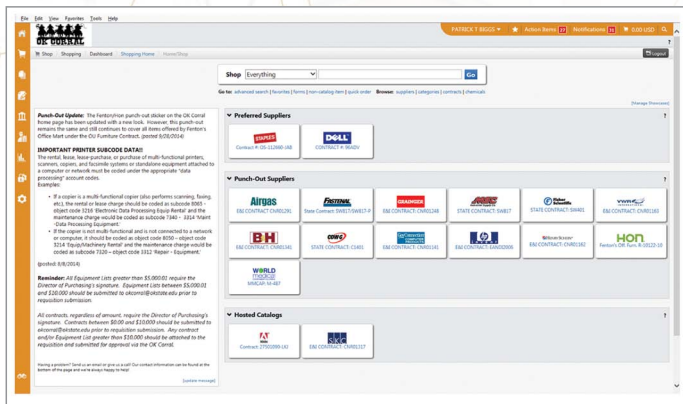


Punchout User Guide

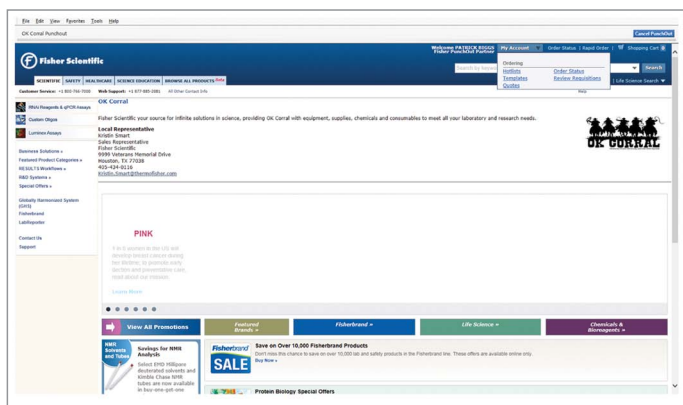
OK CORRAL AND FISHER SCIENTIFIC

OK CORRAL HOME PAGE:

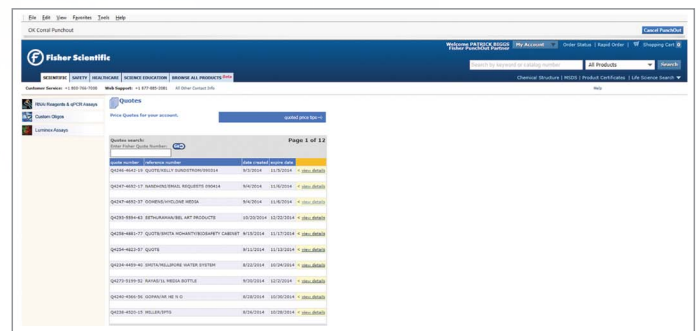
Step 1: Click on the Fisher Scientific Shingle on the OK Corral Home Page. This will open the Fisher Scientific webpage where you can begin shopping.



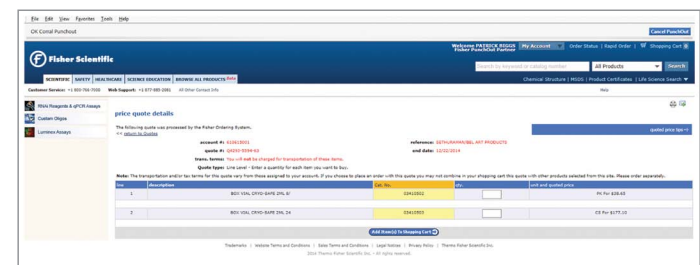
Step 2: If you have a Quote from which you would like to shop, click on the arrow next to "My Account" on the upper right hand corner. Scroll down and choose "Quotes" to display the quotes available for your account.



Step 3: Identify the correct quote and click on "View Details" to edit your order.



Step 4: Enter the correct quantities of items you need and remove any items you do not need. Add items with correct quantities to your shopping cart and check out as usual.

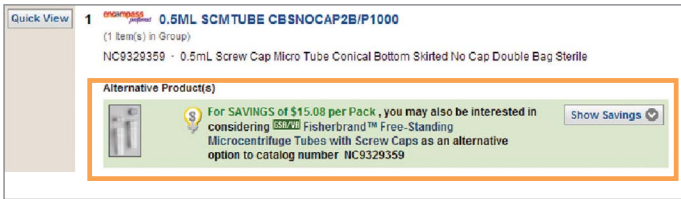


OK CORRAL-SPECIFIC SUPPORT
 Kristin Smart | kristin.smart@thermofisher.com | 405-434-0116



ENCOMPASS PROCUREMENT SERVICES

If you are ordering an Encompass item, an alternate product that offers additional savings may be available. If this occurs, the savings will be displayed below the original product in a green, highlighted box.



SEARCH

1. Looking for a product? Search by:
 - Product Name or Part #
 - Manufacturer Name or Part #
 - CAS #
2. The “type ahead” feature facilitates your search by providing a drop-down selection
3. Search results can be refined by using the navigation bar on the left

CREATE HOT LISTS AND ORDER TEMPLATES *(Access from ‘My Account’)*



1. Create your own personal Hot Lists or order Templates. Hot lists can be used for commonly ordered items or hard to find items. Watch for the ‘Add to Hotlist’ icon.



2. If you create a shopping cart of items in quantities that you routinely order, save the cart to reuse as a Template by clicking

Save these items as a Template

NEED HELP? HAVING WEB ISSUES?

For assistance, please contact the OK Corral Help Desk at 405-744-5985 or okcorral@okstate.edu

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Email: fisher.support@thermofisher.com

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For customer service, call 1-800-766-7000

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