Thermo Fisher Scientific Supply Centers Setup Instructions

1. OBTAINING A THERMO FISHER SCIENTIFIC SUPPLY CENTER BADGE

The quickest way to access your Supply Center is by selecting the Request Access button on the display. Complete the information requested and select submit. You will receive an email message from Customer Service with your username and password within 48 hours.

If you do not have an access badge, remove one from inside the Supply Center. If badges are not available inside the unit, contact your Thermo Fisher Scientific Account Representative and he/she will provide one to you. To contact your Account Representative directly from the Supply Center, use the Contact Us button under Help.

2. SETTING UP A PURCHASE ORDER FOR PAYMENT WITHIN BEARBUY

1. Go to BearBuy (via MyAccess)
2. Scroll to the bottom of BearBuy, find Frequently Used Forms and select Amount-Based PO (purchase order)
   - Select Life Technologies Corporation
   - Product Description: Type in Supply Center Purchases
   - Price: We recommend entering $5,000, but feel free to input what you believe to be the amount for one year's worth of spend
   - Select commodity code
   - Select No for HIPAA field
   - Scroll up to the top of the form and select Add and go to Cart, Select Go. This will add the form to your shopping cart.
3. In your cart, click Proceed to Checkout to enter funding and department information
4. Enter the funding information
5. If you are authorized to place orders in your department, place your order. If not, assign the cart to the person (Requester) in your department who can.
6. After your order is approved, a PO number is generated. Take note of the PO number (i.e. B001234567) as you will need to enter this number on your account at **thermofisher.com**.

3. ACTIVATING YOUR BADGE

1. Sign in to your account on **thermofisher.com**.
2. Hover over Account in the top navigation and click on Supply Center Settings.
3. In the Supply Center settings section, click Edit (pencil icon in top right corner) and select the Access Card tab in the pop-up screen.
4. Enter the full barcode number (three letters and six numbers) located on your badge into the open fields. Click Save Changes.

NOTE: Instructions for activating your access badge can also be found on the reverse side of your badge.

4. PURCHASING PRODUCTS FROM THE SUPPLY CENTER

1. Swipe your Access Badge to sign in or sign in without a badge by selecting Access without a Badge and enter your username and password.
2. Confirm payment and cost center information; select Access
3. The Supply Center door will unlock; open the door and remove the product(s) you need.
4. Close the Supply Center door, select Done on the screen. An email order confirmation with details of your order will be sent to you.

NOTE: You can make modifications to your payment/cost center values under Your Account at **thermofisher.com**.

5. REFILLING YOUR AMOUNT-BASED PURCHASE ORDER (PO)

An amount-based PO is just like a pre-paid credit card, so you will need to refill it if you exceed or are about to exceed the amount you initially set. This can be done by going into BearBuy and submitting a Change Order Request form.

After one year of use we recommend creating a new amount-based PO. When you do this, please be sure to update this new PO number on your account on **thermofisher.com** so the charges can be taken from the new amount-based PO.

- For additional information, visit **thermofisher.com/supplycentersupport**.
- For BearBuy information or technical support, email **appsupport@ucsf.edu**.
- Supply Center registration information is also available at **supplychain.ucsf.edu/supply-centers**.

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