Step 1: Log into WayneBuy (steps on how to log into WayneBuy?)

Step 2: Punchout to Fishersci.com – Fisher Tile (maybe you could add a picture of the tile for reference?)

 $\overline{\mathbf{x}}$

A. End-user is now logged into Fishersci.com under WayneBuy

Fisher Scientific		Welcome, WAYNESTATE! Manage Your Account					Sign Up for Email Help & Support Center >		
		nemical Structure	Certificates	Safety Data Sheets	Order Statu	is Special (Offers & Programs	Order By Catalog N	Number
Shop Products	▼ Search	All - Search b	y keyword, Catalo	g Number, CAS Numbe	r	Q	Yo WAN	our Account	Ħ
Home > My Profile									
Welc WA Adr Edr J	ome, YNESTATE min ob Role	Quic Acco Order Add I	k Links Int Dashboard Status Iew Shipping Addre	95					Feedbac
Contact Information Bus	siness Accounts	Login Inform	ation Areas	of Interest Prefe	rences & Pr	ivileges	Payment Methods		Â

B. Hover over the drop-down arrow under Your Account

yword, Ca	atalog Number, CAS	Number	Q	Your Account
	Shopping tools	Orders		Account
	Quotes	Order Status		My Account
	My Lists	Invoices		Profile
nks	Quick Order	Requisitions		Business Accounts
ashboarc				Password & Security
us				Account Administration
Shipping .				Manage Users
				Not WAYNESTATE? Sign Out

C. Shopping Tools -> Quotes

yword, Catalog Number, CAS Number			Q	Your Account		
	Shopping tools Quotes	Orders Order Status			Account My Account	
nks ashboa	My Lists Quick Order	Invoices Requisitions			Profile Business Accounts Password & Security	
us 3hippin	g.				Account Administration Manage Users Not WAYNESTATE? Sign Out	

- D. Account number should stay 534455-001
- E. Customer can search by Quote Number or by the quote list below

Quotes										
Account	Account 534450001 WAYNESTATE -									
534450001 WAYNESTATE										
Search Quotes:		_		Sort By:						
Quote Number or Catalog Nu	Quote Number or Catalog Number Q									
Prease of not use special characters (:/,	, ~a, ,:,).									
Quote Number ‡	Quote Type	Customer Reference	Created Date +	Expiration Date ¢	Quote Details					
2228275266	Sales	QUOTE/MARBACH	16 August 2022	30 September 2022	View Details					
2228275578	Sales	QUOTE/BOWEN	16 August 2022	14 November 2022	View Details					
2228275533	Sales	QUOTE 08/16 HYEONJOO	16 August 2022	14 December 2022	View Details					
2228275375	Sales	QUOTE/RIES	16 August 2022	30 September 2022	View Details					

- F. Select specific Quote number for your order you will have gotten a copy of your quote with the quote number from your sales rep Aleeha Krupa or Jordan Garcia
- G. Quote Details Screen
 - a. Ship-to address will over-ride and ship to the correct location based on the ship-to code provided by Wayne State. Do not change the ship-to address or call into customer service to have the address over-ridden manually.

Sales Quotation Details

		Account Number Customer Name Customer Telepho Customer Email Customer Fax Nui Customer Referer	one Number mber nce	534450001 KELSEY MARBACH 313 JORDAN, GARCIA@THERMOFISHER.COM QUOTE/MARBACH			Quote Numbe Quote Type Created On Valid Until Payment Terr Sales Repres	er ns entative	222827526 Select the i updates m 16 August : 30 Septem NET 30 DA ALEEHA KI	2228275266 Select the item(s) you wish to order. Cart updates may affect pricing. 16 August 2022 30 September 2022 NET 30 DAYS ALEEHA KRUPA		
		Shipping Addre SPECIAL SHIP TO DETROIT, MI 4820	955 0 USE TC85 01			Billing Adda WAYNE STAT PO BOX 9056 DETROIT, MI	ress E UNIVERSITY 48202					
b. Se	lect	the iten	ns to '	Add to ca	art'					\mathbf{n}		
	Line	Product						Price	Qty	Extended Price	Add to Cart	
	1	2	Fisherbrand ^{TI} Catalog Nun MICRO SLD : New Lower Price	^M Economy Plain Gl hber 125493 3X1 IN PLAIN 144/C	ass Micro Slides GR			\$28.36 / GR	1	\$28.36	V	

c. Once you have selected all the items -> select 'Add to Cart' (again) at the very bottom



Add to Cart

H. Once that step is complete it will bring the customer to the Shopping Cart. If everything is correct, the customer will 'Return Cart to Purchasing Application'

Shopp	bing Cart				\backslash	
Account:	534450001 WAYNESTATE				Prir	nt 🖨 Share 🏓
	Item	Price	Qty	Subtotal	Return Carl Purchasing App	t to lication
	Fisherbrand [™] Cover Glasses: Squares, Various Thicknesses Dimensions (L x W): 22 x 22 mm, Product Type: Coverglar No. 1, Th Catalog number 12-542-BP	New Lower Price \$6,94 / Pack Quoted price Quote 2228275266 On Order (1) - Estimated	1 delivery 10/04/2022 X Delete 4	\$6.94	Order Summary Subtotal - 1 items + Add Promotion Code Order Total	\$6.94 \$6.94
Forgot	Something? Enter catalog numbers separate	d by a space.		Add to cart		Feedback

I. The cart will appear back in WayneBuy where the customer will complete the purchase through WayneBuy (add in what it looks like on the WayneBuy end and how to complete the purchase?)