

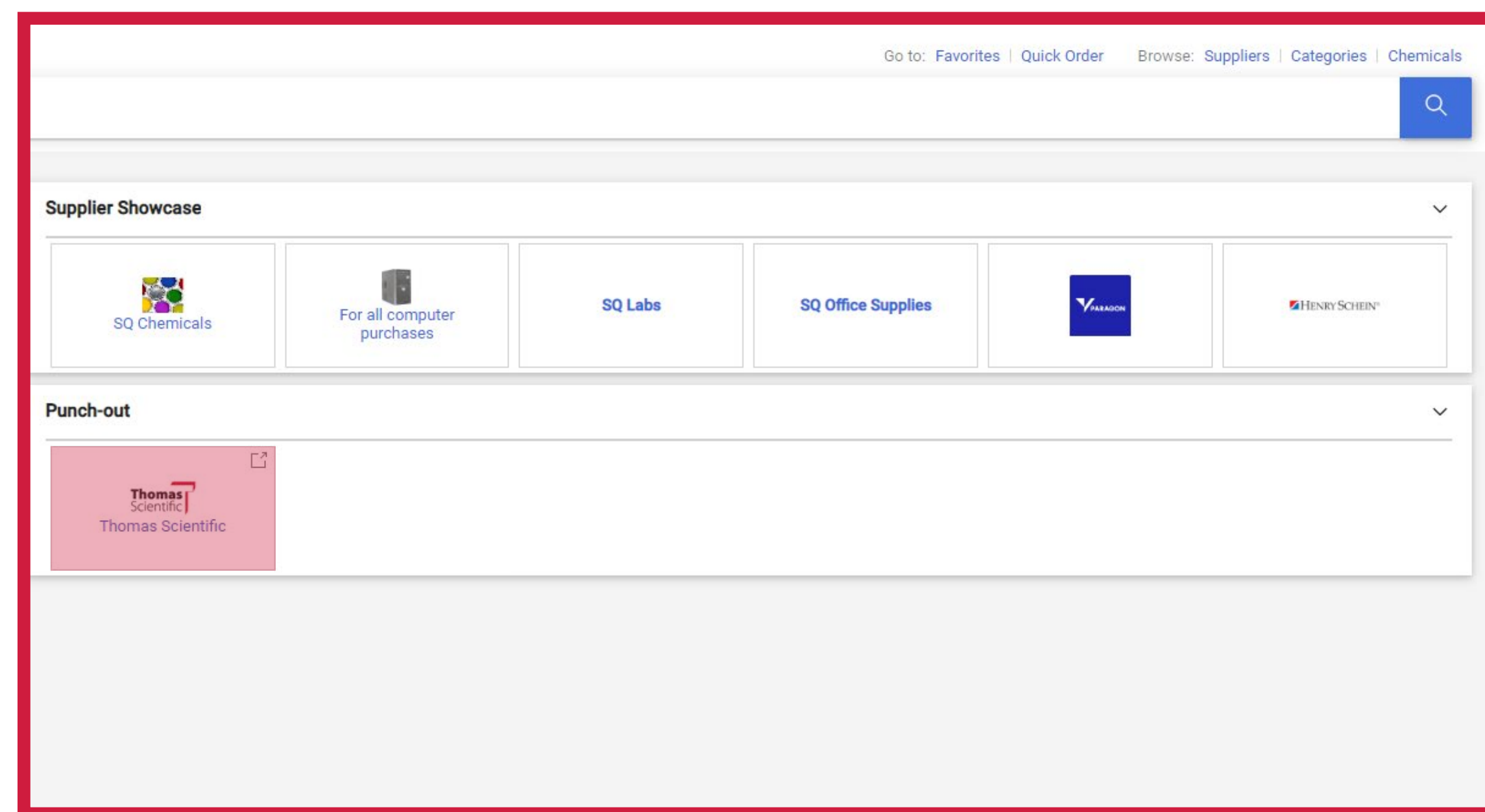
Thomas
Scientific



**Quick Reference Guide:
How to Use Your Thomas
Scientific Punchout Catalog**

STEP 1: PUNCHOUT TO THE THOMAS SCIENTIFIC WEBSITE

After logging into your eProcurement software, you can “punchout” to the Thomas Scientific website, which will open in a separate browser window but will still be connected to your eProcurement platform.

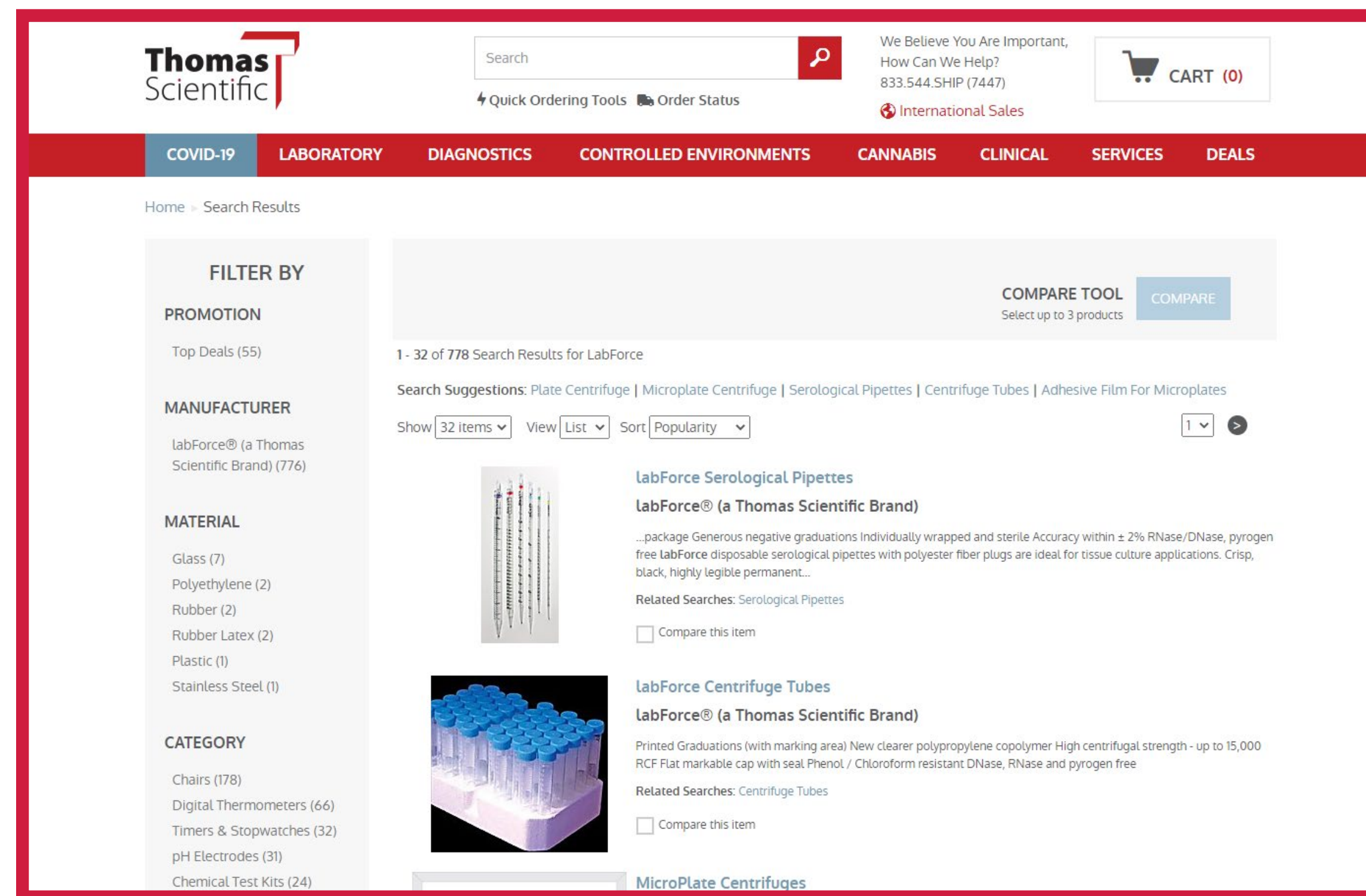


*For display purposes only. Actual appearance may vary.

STEP 2: SEARCH FOR THE PRODUCTS YOU NEED

You can search Thomas Scientific's entire catalog by using the search bar at the top of the website, or by using the various category headers.

- Products can be searched by product name, part number, manufacturer name, and more.
- Search results can be filtered by criteria including manufacturer, material, size, and model.
- Selecting an item will bring you to the product page where you will see your organization's pricing, product availability, and any additional product information.



STEP 3: ADD TO CART

To add an item to your cart, select the “Add to Cart” button on the product detail pages.

- All the items added to your cart will show inside of the cart preview.
- Hovering over the cart preview will show the item details.

Clicking on the cart icon will bring you into your shopping cart where you can adjust quantities, remove items, or check out. You can continue shopping if you'd like to add more items to your order before checking out.

The screenshot displays the Thomas Scientific website interface. At the top, there is a search bar and a navigation menu with categories like COVID-19, LABORATORY, DIAGNOSTICS, CONTROLLED ENVIRONMENTS, and CANNABIS. A shopping cart icon in the top right shows 'CART (1)'. A product detail page for 'labForce® (a Thomas Scientific Brand) LabForce Centrifuge Tubes' is shown. The product image is a tray of blue-capped tubes. The description includes 'Printed Graduations (with marking area)' and lists features like 'New clearer polypropylene copolymer' and 'High centrifugal strength - up to 15,000 RCF'. A 'CHECK OUT' button is prominent. A cart preview is overlaid on the right, showing the item details and a 'CHECK OUT' button. At the bottom of the product page, there are buttons for 'ADD TO FREQUENT BUY LIST' and 'ADD TO SHOPPING CART'.

STEP 4: CHECKOUT AND RETURN TO YOUR ePROCUREMENT PLATFORM

Checking out will automatically bring all the items in your cart back into your eProcurement application.

From there, you can complete the usual purchasing process on your platform.

When you are ready to check out, click the “Checkout” button from within your shopping cart or on the cart preview.

The screenshot shows the Thomas Scientific eProcurement platform's checkout page. At the top, there is a search bar and navigation links for 'Quick Ordering Tools' and 'Order Status'. A red banner contains category links: COVID-19, LABORATORY, DIAGNOSTICS, CONTROLLED ENVIRONMENTS, CANNABIS, CLINICAL, SERVICES, and DEALS. The main content area is titled 'SHOPPING CART (1 Items)'. It features a product listing for 'LabForce Centrifuge Tubes in Trays, 15mL (17 x 120mm) Molded Graduations, Polypropylene with screw cap, (Sterile) 50/Tray 500/Qty'. The price is \$111.33/CS (500/CS) and the quantity is 1. A 'CHECKOUT' button is visible on the left. On the right, there is an 'Order Summary' section with a 'CHECKOUT' button. The summary shows a subtotal of \$111.33, shipping to the United States of America, a shipping method of Ground - \$0.00, and a total of \$111.33. Below the summary, there are options for 'NOT READY TO CHECKOUT?' (Save these items to a Frequent Buy List) and 'QUICK ORDER'.

STEP 5: CHECK ORDER STATUS AND DETAILS

Once the order has been processed within your eProcurement Platform, you can view your order details and status anytime by following these easy steps:

- Punchout from your eProcurement platform to the Thomas Scientific website.
- Locate and click the “Order Status” link located just under the search bar.
- Enter your sales order number or purchase order number.

A page will appear where you can view order details, order status, tracking numbers, and associated invoices for all current and past orders.

The screenshot displays the Thomas Scientific website interface. At the top, the logo is on the left, and a search bar is on the right. Below the search bar, there are navigation links for 'Quick Ordering Tools' and 'Order Status', with a red arrow pointing to the 'Order Status' link. The main navigation bar includes categories like COVID-19, LABORATORY, DIAGNOSTICS, CONTROLLED ENVIRONMENTS, CANNABIS, CLINICAL, SERVICES, and DEALS. The page content shows the order details for Order #2042302, which is marked as 'Shipped' on Thursday, October 20, 2022. The product is 'HDPE Wide Mouth Laboratory Bottles'. A table shows the price/quantity and total for the order. There are sections for 'Status' (1 CS Shipped on 11/02/2022 123456), 'Order Again?' with a button to 'ADD ALL PRODUCTS IN THIS ORDER TO MY CART', 'Invoices and Receipt' with an 'Invoice List' containing '7100128' and a 'DOWNLOAD RECEIPT' button, and 'Shipping Address' and 'Shipping Options'.

Thank you!

Have more questions?

Email our dedicated support team at

GetConnected@ThomasSci.com