



Spend Management Center

Overview

The Spend Management Center is for creating a custom workflow of users and authorisers within your account. If you want a user's orders to be always approved and optionally modified by an authoriser, then this process will help streamline your ordering process.

Benefits

- No-cost setup and no system integration
- Control your spend by multi-level authorisation
- Faster processing time than manually routing approvals
- Increase your purchasing transparency
- Add a digital spending audit trail
- Maintain your contract price
- Continue to shop all products with latest pricing

Glossary of Terms

- Requisitions – Online orders
- User – person creating the online orders
- Authoriser – person reviewing/approving the online orders

Frequently Asked Questions

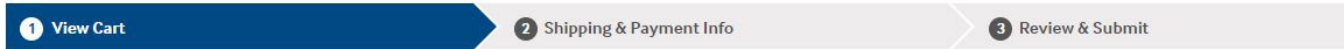
- How do I sign up for Spend Management?
- How do I edit my workflow?

How to Order

Log In

- Log into the Fisher Scientific website using your usual username and password.
- Click the shopping basket icon to view cart.

Shopping Basket



View Cart

- View the items in your cart and progress the order as usual

Shipping & Payment Info

- Confirm that your shipping and payment information is correct.

Review & Submit

- Click Review and submit.
- The submit button states Send Requisition for the end user, as this order will be sent for approval.
- You will see a confirmation screen. Please save for your records.
- You will also receive an email informing you that your order has been sent for approval.
- An email is also sent to the approver to alert them an order has been placed.

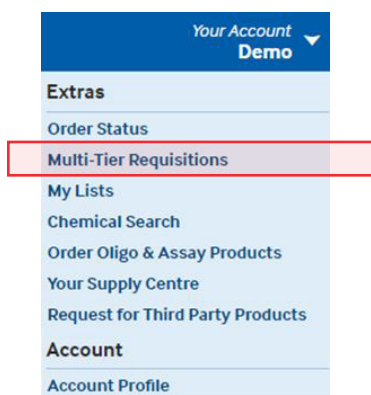
How to Approve

View via Email

- If you are an authoriser you will receive an email to alert you an order has been placed.
- Click the link in the email to view, approve or reject the requisition.
- Once you are logged in, all requisitions awaiting approval are shown.
- Once approved by the authoriser, the order is submitted for fulfilment.

View Online

- As an authoriser, you can also log in to your account at any point and select the requisitions waiting for you to approve or reject.



- This option is under the Account menu > Multi-Tier requisitions.

- This option will give an overview of the requisitions that you as the authoriser have waiting for approval and those that have already been approved or rejected. The status of each is shown.
- If you reject a requisition, the end user is notified that their order was rejected.
- If you approve a requisition, the end user will be notified their order has been placed.

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