Laboratory Apparatus, Equipment and Supplies

VASCUPP Contract No. UVA967687
Term: April 1, 2010 through June 30, 2013

Fisher Scientific LLC
Updated: October 8, 2012
RU Fisher Account # 857180-001

BACKGROUND:

The Procurement and Contracts Departments utilizes VASCUPP contract number UVA967687 for Laboratory Apparatus, Equipment and Supplies. The contract price is very competitive and also produces a rebate back to the University. This contract was competed through the University of Virginia’s Procurement Department and provides cooperative language allowing other VASCUPP universities to use the contract.

eVA:

Fisher Scientific is registered in eVA four different ways, all bearing a separate eVA vendor number. When using the VASCUPP contract you are required to use Fisher under the following eVA vendor registration:

Fisher Scientific LLC
3970 Johns Creek
Ct. Suite 500
Suwanee, GA 30024
eVA Vendor Registration No. – E11445
Tax ID No. – 232942737
Purchase Order Delivery Method: Print/Email/Fax

This vendor is a manual vendor in eVA. You are required to email for fax the purchase orders. Use the following contact information when manually submitted PO’s:

FAX No. – (800) 926-1166
EMAIL: fs.order@thermofisher.com
CUSTOMER SERVICE No. – (800) 766-7000. You will be asked to provide your ten digit phone number. If you have registered on the Fisher website they will have your phone number in their database. If you have not let the system prompt take you directly to Customer Service. Use RU’s account number at that point as your identifier.

RADFORD FISHER REP: Ed Gust. P# 800-766-7000; F# 800-926-1166; Mobile# (540) 519-4831; Email: ed.gust@thermofisher.com
eVA’s Fisher Punch Out Catalog.

The eVA Fisher punch out catalog has been updated to include the VASCUPP contract number. All pricing obtained through the Fisher eVA catalog reflects VASCUPP pricing. There may be times when you cannot locate an item on the eVA punch out catalog. When that occurs you can either research the Fisher web site (see below) or contact our Fisher rep, Ed Gust.

FISHER WEB SITE:

**Fisher Website Log On Information:** If you do not have a log on ID and password you must acquire one by selecting “New User”. You will be required to complete some basic information. Please ensure you use RU’s Fisher Account number (857180-001) as this is the link that ensures we obtain VASCUPP pricing.

**Obtaining VASCUPP Quotes:** At this point you can either key in the Fisher item number if you already know it or conduct a search on description. DO NOT place orders through this site. You are required to key your orders into eVA. You can print the Fisher quote and attach it to your eVA PR as back up; however, you are required to key the line items into eVA. Always key in the VASCUPP contract number on the eVA PR in the appropriate field so it will print on your eVA PO. Always indicate a NEED BY date in the delivery field.

**Shipping/Handling Information:** The VASCUPP contract pricing is inclusive of shipping and handling charges in most cases; however, there are items that were built into the contract that are deemed exceptions. After discussing this with the fisher rep, there doesn’t appear to be a fix regarding knowing in advance if shipping and handling charges apply. It is dependent on what the item(s) you are ordering. If you are ordering equipment, the quote should be indicate if shipping and charges apply; however, if you are order other items they may or may not requiring shipping/handling charges.

If Accounting Services receives an invoice that has s/h on the document and you have not indicated you have agreed to s/h charges on the purchase order you will be getting a phone call to clarify. Mr. Gust, the rep from Fisher Scientific has advised to put a statement in the comment section of your purchase order stating “shipping and handling charges may apply”. Because charges are dependent upon weight, etc. it is almost impossible to know the amount ahead of time. I realize this has an impact on your budget; however, I don’t have resolution for this at present.

You can always track your orders and obtain electronic copies of invoices by going to the Fisher website. If you have questions you may contact Procurement and Contracts at (540) 831-6097.

**Submitting the eVA PO:** You must either email or fax the Fisher PO at the number/email address listed above. DO NOT verbally call in orders to Fisher.

**Additional Fisher Website Information:**

Once you log on to the Fisher website with an official log on ID and password you can perform many functions. All RU’s orders are visible. View order status gives you information on “ALL” orders placed by RU. Following is a screen shot. You can requesting packing slips, view invoices (check on your s/h charges), see if there are items on back order, check the status of the order, etc.
<table>
<thead>
<tr>
<th>Order Date</th>
<th>Order Number</th>
<th>P.O. Number</th>
<th>Status</th>
<th>Status Date</th>
<th>Source</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/12/12</td>
<td>A20121524</td>
<td>EP824660</td>
<td>Back Order</td>
<td>01/12/12</td>
<td>OBI / XML</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
<tr>
<td>01/11/12</td>
<td>A20118397</td>
<td>EP823980</td>
<td>Back Order</td>
<td>01/11/12</td>
<td>OBI / XML</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
<tr>
<td>12/21/11</td>
<td>A13555287</td>
<td>EP818868</td>
<td>Invoice</td>
<td>12/21/11</td>
<td>OBI / XML</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
<tr>
<td>12/16/11</td>
<td>H13508164</td>
<td>EP816673</td>
<td>Invoice</td>
<td>12/21/11</td>
<td>Custome r Service</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
<tr>
<td>12/16/11</td>
<td>A13504952</td>
<td>EP816681</td>
<td>Invoice</td>
<td>12/20/11</td>
<td>OBI / XML</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
<tr>
<td>12/12/11</td>
<td>A13464723</td>
<td>EP814754</td>
<td>Invoice</td>
<td>12/15/11</td>
<td>OBI / XML</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
<tr>
<td>12/06/11</td>
<td>M13405292</td>
<td>EP811535</td>
<td>Paid</td>
<td>01/13/12</td>
<td>Custome r Service</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
<tr>
<td>11/30/11</td>
<td>H13345852</td>
<td>EP799442</td>
<td>Paid</td>
<td>01/13/12</td>
<td>Custome r Service</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
<tr>
<td>11/17/11</td>
<td>H13217312</td>
<td>EP795309</td>
<td>Paid</td>
<td>01/03/12</td>
<td>Custome r Service</td>
<td>Request Packing, Slips, View Invoice</td>
</tr>
</tbody>
</table>

**Fisher Training**: I have requested Maggie to provide Fisher website training in May (last week of the month). I was introduced to a lot of information that would be beneficial for you; however, I felt you needed the opportunity to ask questions yourself and acquire one-on-one training. More information will follow regarding a date.

**Summary:**
- Always log on to the correct Fisher website and log in as required ensuring RU’s account number populates to obtain VASCUPP pricing.
- Research s/h charges based on the information in this guide. If unsure call the Fisher Customer Service number to obtain clarification.
- Always attach a copy of your Fisher quote to your eVA PR.
- Always include the VASCUPP contract number on your Fisher PR.

If you have additional questions or concerns please contact Teresa Anders in Procurement and contracts at (540) 831-6097.

Submitted by: Teresa C. Anders, VCO, Assistant Director