## Processing E-Quotes for Fisher Scientific

Fisher Scientific may offer an additional discount for certain orders. Usually these are custom orders, or they are for a large quantity or a large dollar amount. To obtain and retrieve a quote:

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>Contact a Fisher Scientific representative directly by calling 800-766-7000.</td>
</tr>
<tr>
<td>2.</td>
<td>Inform the representative that you would like a quote for the University of Illinois Account # 383060-001. Provide your order details to the representative.</td>
</tr>
<tr>
<td>3.</td>
<td>Obtain a quote number from the representative.</td>
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<tr>
<td>4.</td>
<td>Log in to iBuy.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the Fisher Scientific sticker under Lab Supplies Punchouts.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the dropdown arrow next to My Account in the upper right-hand corner of the Fisher Scientific punchout.</td>
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<tr>
<td>7.</td>
<td>Select Quotes.</td>
</tr>
<tr>
<td>8.</td>
<td>All quotes from Fisher Scientific to the University of Illinois are displayed. Enter the quote number or scroll through to locate the quote.</td>
</tr>
<tr>
<td>9.</td>
<td>Open the quote.</td>
</tr>
<tr>
<td>10.</td>
<td>Type in a quantity for each line item for the order.</td>
</tr>
<tr>
<td>11.</td>
<td>Click Add Items to Shopping Cart.</td>
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<tr>
<td>12.</td>
<td>Your shopping cart will be updated with the appropriate quantity, estimated delivery date, and shipping cost if applicable. Click Return Cart to Purchasing Application.</td>
</tr>
<tr>
<td>13.</td>
<td>Click Submit.</td>
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<tr>
<td>14.</td>
<td>Finalize and complete the order in iBuy.</td>
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