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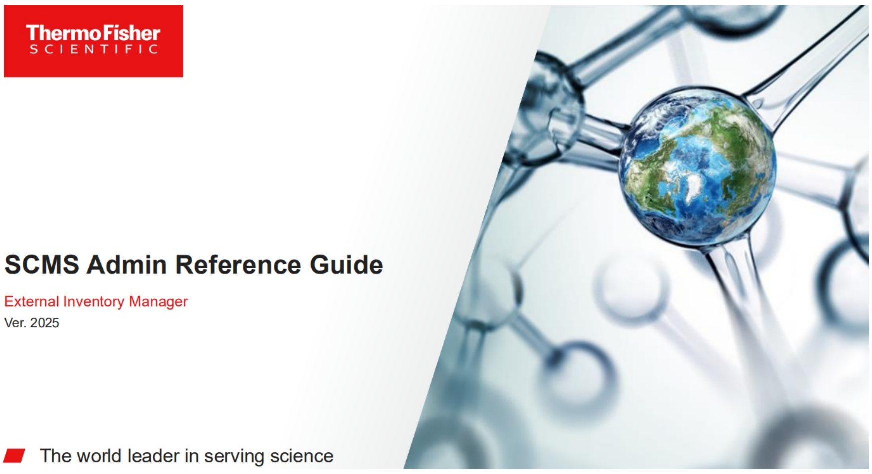
ThermoFisher SCIENTIFIC

Thermo Fisher SCIENTIFIC SCMS Admin Reference



Login

Login using your SCMS Admin Username and Password

URL: https://scmsadmin.thermofisher.com/store/scms/v1/admin

Welcome to Supply Center Management System (SCMS) Administration Portal

for Thermo Fisher Scientific Supply Centers

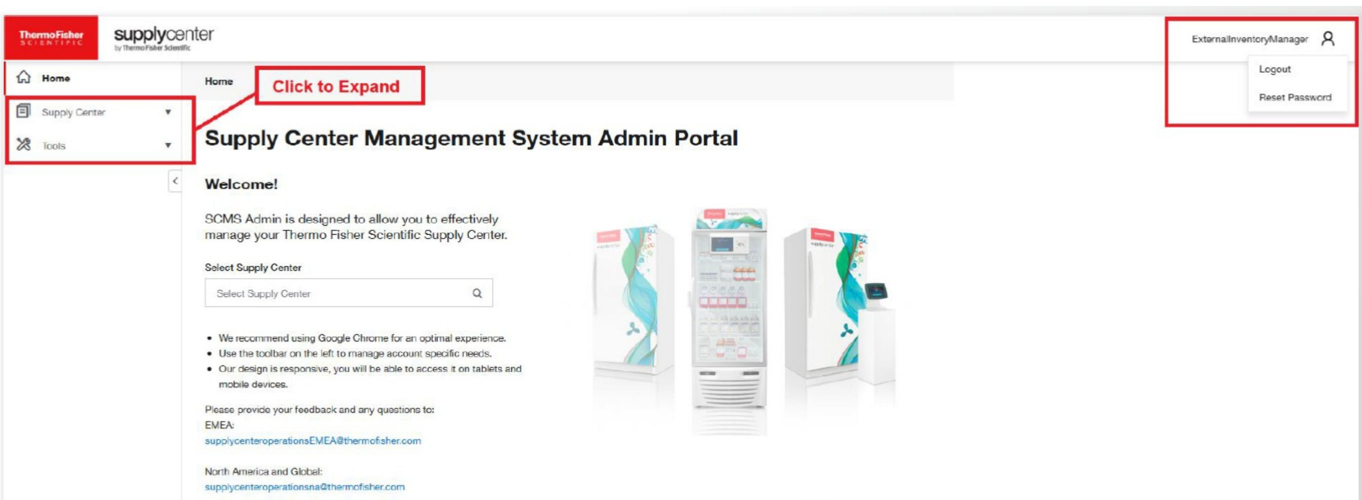
Sign in to your account

Required browsers: Firefox, Safari, Chrome, Opera.

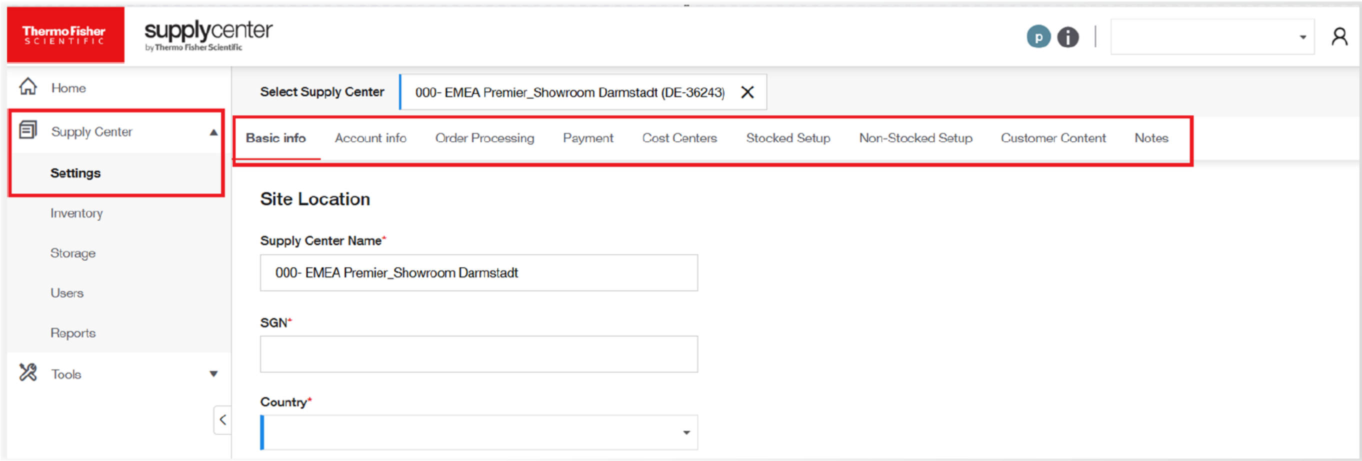
This site may also be accessed via tablet and mobile device.

Home Page: Overview

- Click on your Supply Center name to expand the menu on the left.
- If you manage more than one Supply Center, a drop-down menu will be available at the top of your screen so you can navigate between Supply Center locations.
- To logout or reset your password, select the person icon in the upper left corner

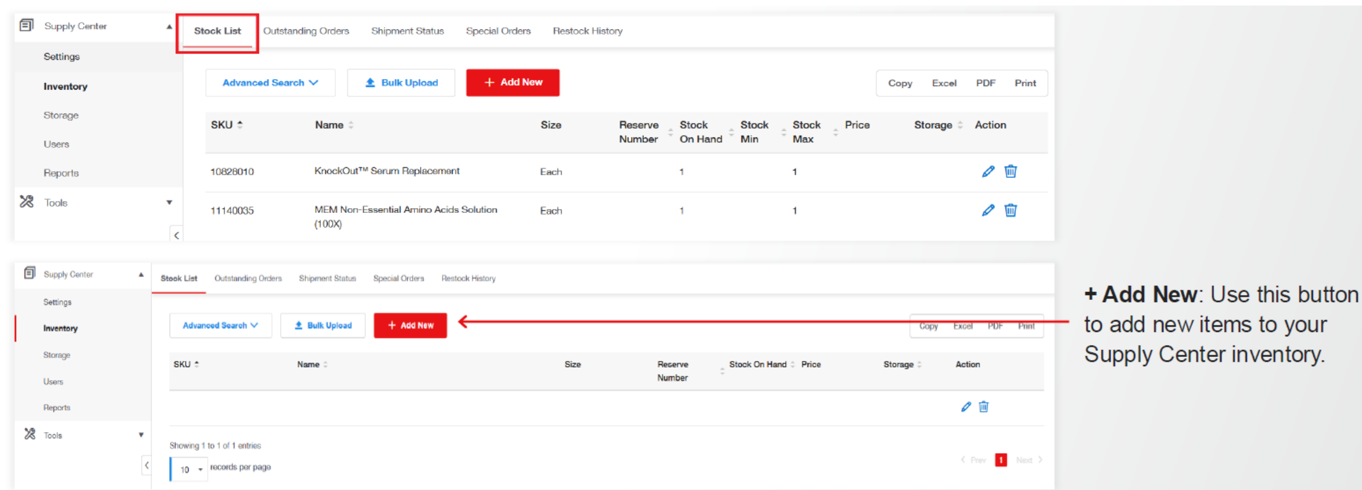


- Click on each left sidebar menu to expand submenu
- The sub-navigation menu will be displayed as horizontal tabs at the top of the page
- Click on each submenu to display information



Inventory – Stock List

- This section displays all the items in your Supply Center with columns for SKU, Name, Size, Reserve #, Stock On Hand, Stock Min, Stock Max, Storage, Price, Storage and Action.
- If no data is available, the Stock List will display "No matching records found".
- Use the Advanced Search filter to narrow down your product search based on specific parameters like SKU, Name, etc.



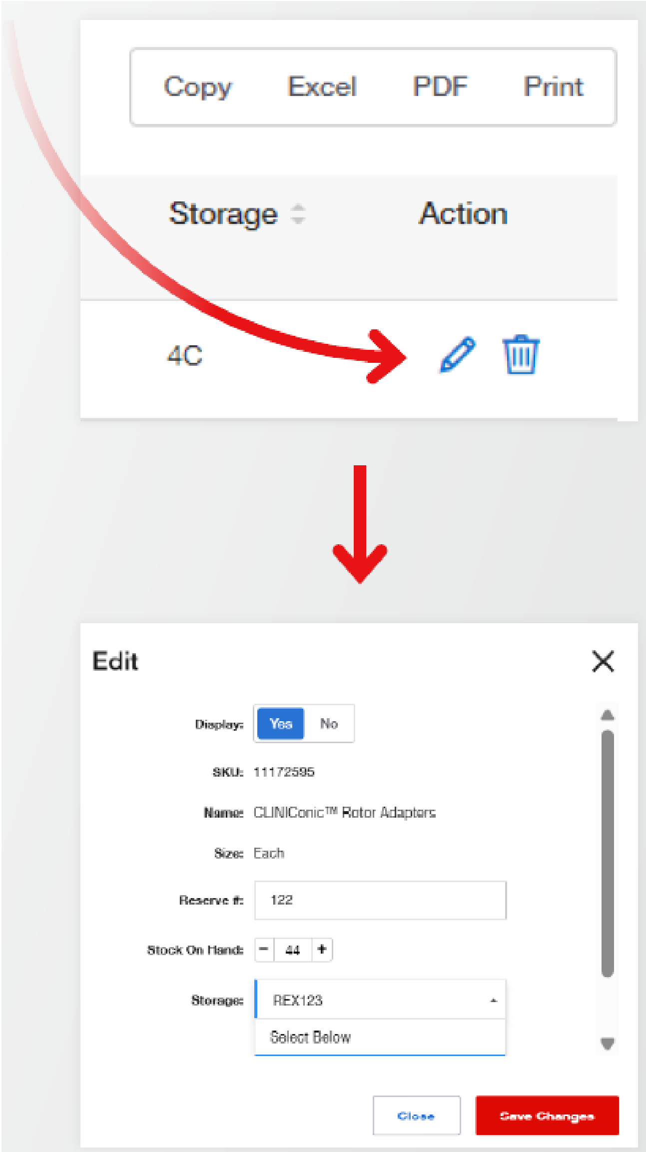
Inventory – Stock List – Actions & Updates

Editing an Item: Click on the blue pen icon under the "Action" column to edit an item's details. Once clicked, you'll be presented with several fields.

- Display?: Toggle between “Yes” or “No”. This determines whether the item is displayed in the list or not.
- SKU: Displays the Stock Catalog Number. This is a unique identifier for each product . (e.g., 12309050)
- Name: Displays the name of the product (e.g., OptiPRO SFM).
- Size: Shows the volume or size of the product (e.g., 100 mL).
- Reserve #: If there is a reserved number for the item, it will be displayed here and can be edited as needed.
- Stock on Hand: Indicates the current stock level. Use the “+/-” buttons to adjust the quantity. The number in the text box reflects the current stock (e.g., 1).
- Storage: Click on “Select Below” to choose the storage location for the product within your Supply Center. This option will be only visible if storage location is enabled.

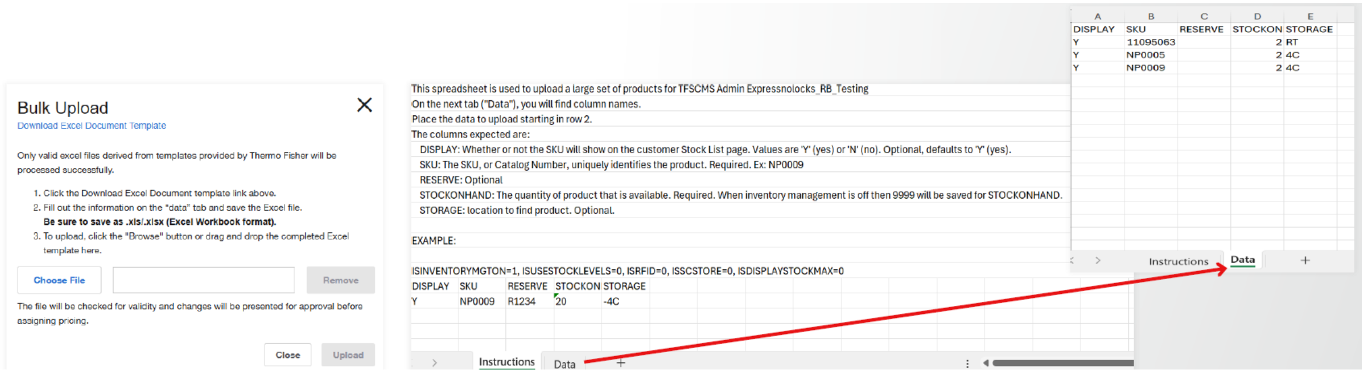
Once you have made the necessary updates:

- Close: Use this button if you decide not to save the changes and want to exit without modifying the item’s details.
- Save Changes: After making your edits, always click on “Save Changes” to update the item’s details in the system. If you don’t, your modifications won’t be saved.



Inventory – Stock List – Bulk Upload

- Utilizing the Bulk Upload Tool: This tool is beneficial to change numerous on-hand quantities after on-site inventory is completed.
- First, download the template by selecting “Download Excel Document Template” and save the file to your desktop using the exactly same file name.
- The first worksheet provides instructions on what fields are mandatory and optional and how to fill out each column.
- The second worksheet is where the data will be entered.
- Once data has been entered, save the file as the exactly same file name and close the template.
- Upload the completed template by utilizing the “Choose File” tile and select “Upload”.



Inventory – Stock List – Replenishment

Replenishment Guide for External Inventory Managers

Overview:

- The "Replenishment" tab, specific to Premier, allows users to manage and view items that might require replenishment
- External inventory managers will see certain options greyed out, which means they do not have permission to use and modify these.

Options and Their Descriptions

- Advanced Search: Allows users to search for a specific item using SKU, Name, or any other column.
- SKU, Name, Size, etc.: Display columns provide details about the product, including current stock status, reserve number, and how much needs to be ordered. (Min/Max Premier Only)
- Outstanding: The quantity of the product that was already placed for replenishment. Outstanding products should arrive with your next supply center replenishment shipment unless it is on backorder.
- Preview, Submit, and Clear All buttons: These actions are enabled for External Inventory Manager persona.

Unavailable (Greyed Out) Options for External Inventory Managers: Use this tool to submit replenishment orders.

This introductory note provides context but does not allow for any action.

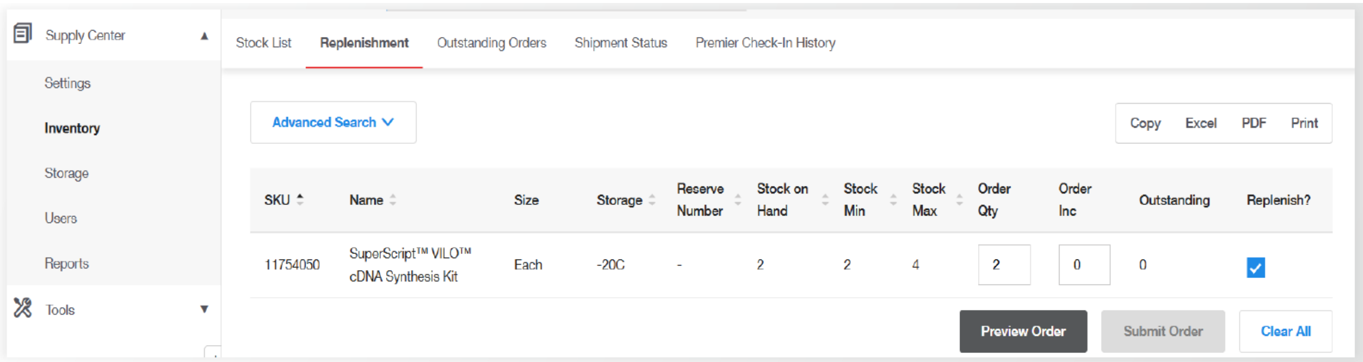
- Replenish?: The checkboxes in this column are not modifiable for External Inventory

Managers.

Need Help?:

If you need any modifications or have questions regarding the replenishment of stocked items:

- Contact your Internal Inventory Manager.
- Reach out to a Supply Center Specialist.
- Contact your Organization's Supply Center Admin.
- For additional assistance, you may also refer to the generic contact information for Care & Operations.



Inventory – Outstanding Orders

To monitor and trace Supply Center replenishment orders in progress

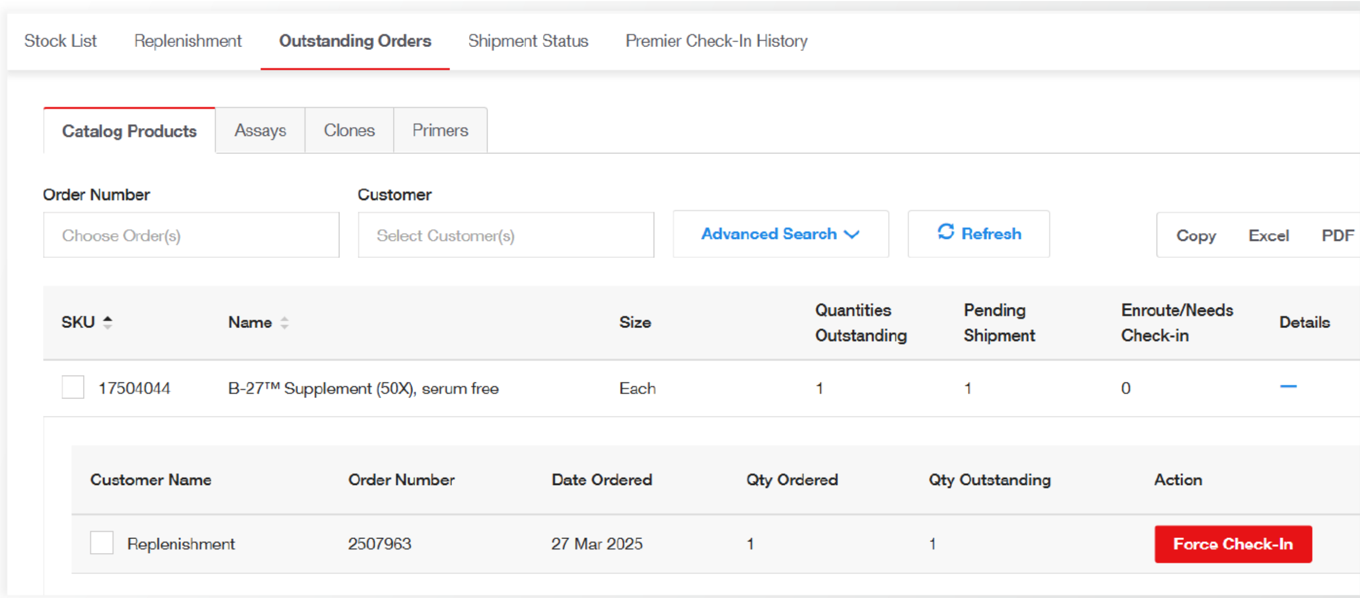
Search and Retrieve Orders

- Order Number(s): Enter or choose the specific order numbers you want to observe.
- Select customer(s): This field lets you narrow down outstanding orders based on distinct customers.
- Refresh: After specifying your search parameters, press this button to retrieve the pertinent outstanding orders.

Quantities

- Outstanding: Reflects the amount of the product placed but is yet to be received.
- Pending Shipment: This shows the number of products packed and awaiting dispatch.
- Enroute/Needs Check-in: Denotes products currently on route. Shipment will be automatically checked-in.

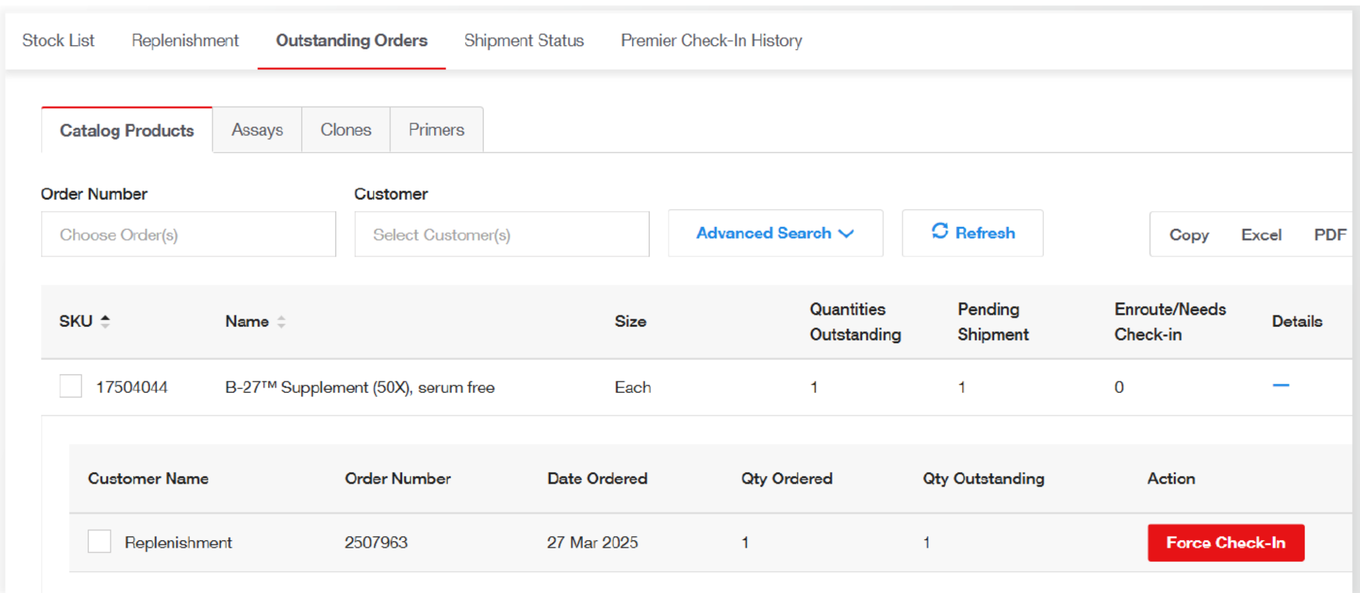
- Details: Accessing this provides supplementary details for each order

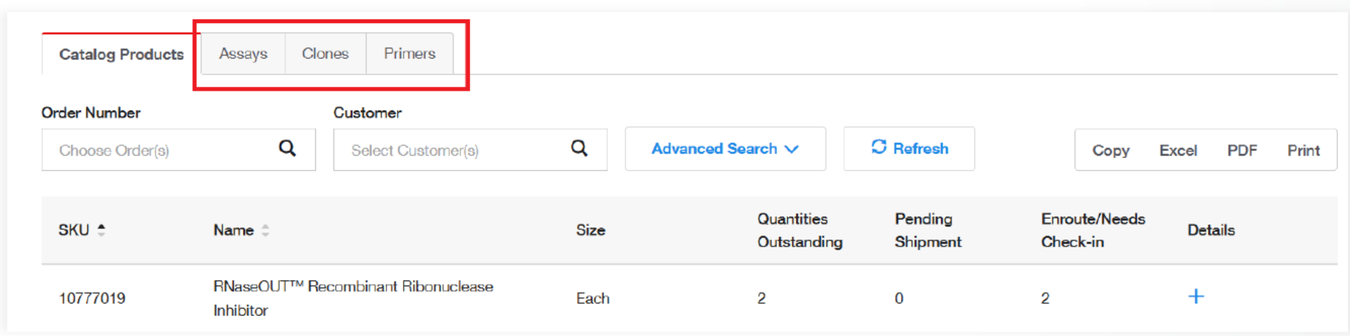


Inventory – Outstanding Orders

To monitor and trace Supply Center replenishment orders in progress

- For: Username. The system uses the username “Replenishment”
- Order Num: The unique number linked to a specific order.
- Date Ordered: The date the order was initiated.
- Qty Ordered: The aggregate number of products ordered.
- Qty Outstanding: Represents the amount of the product that remains undelivered.
- Action: Express and Premier supply centers benefit from an automatic check-in system, eliminating the need for manual intervention.



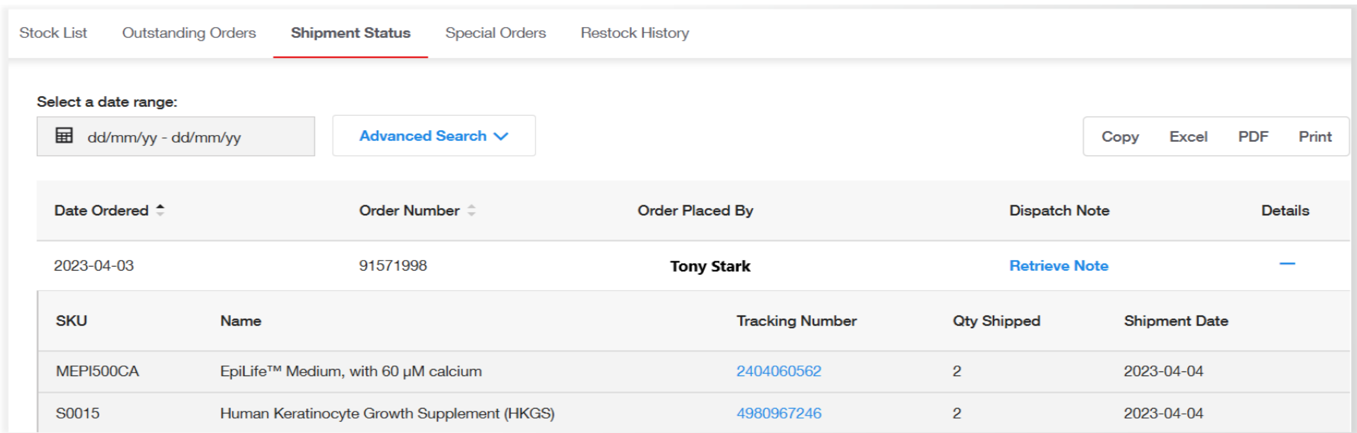


- Outstanding Orders for Assays, Clone and Primers can also be viewed in the submenu

Inventory – Shipment Status

This tool allows you to review dispatched shipments and orders

1. Tracking Number: Provides information on the package's transit points
2. Retrieve Note: Allows you to retrieve Dispatched Notes with the functionality to send it directly by email



Inventory – Special Orders

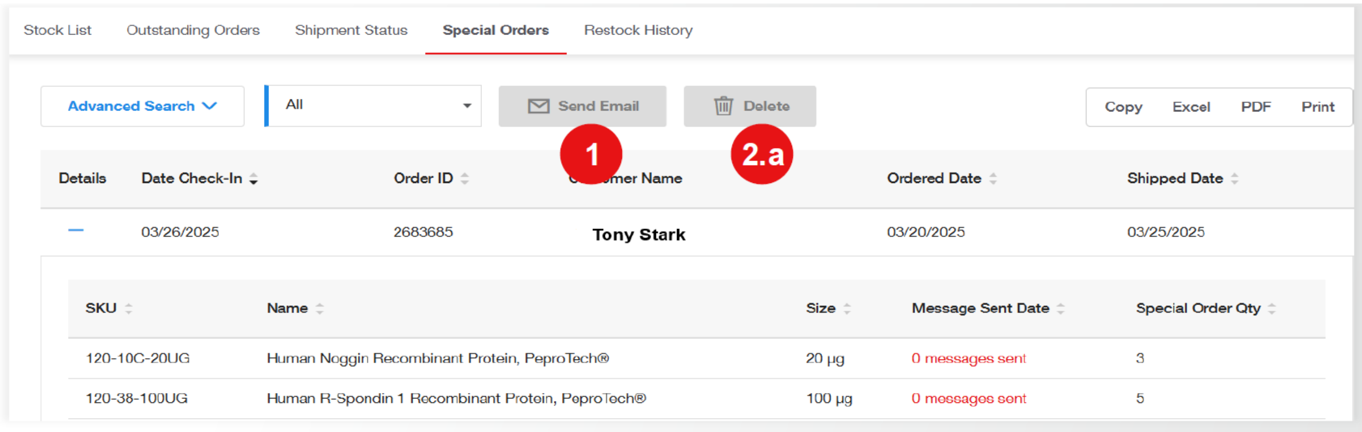
The Special Orders tab showcases all non-stock and out-of-stock orders that have been dispatched. This option will be only visible on sites enabled for Non- Stock orders This interface facilitates the process of notifying your customers that their unique orders have been received.

1. Send Email: Use this button to seamlessly inform your customers that their special orders have been successfully received.
2. Order Management:
    - Delete (Delete Individual Orders): To remove a specific order from the display,

simply click on “Delete” button.

Tips:

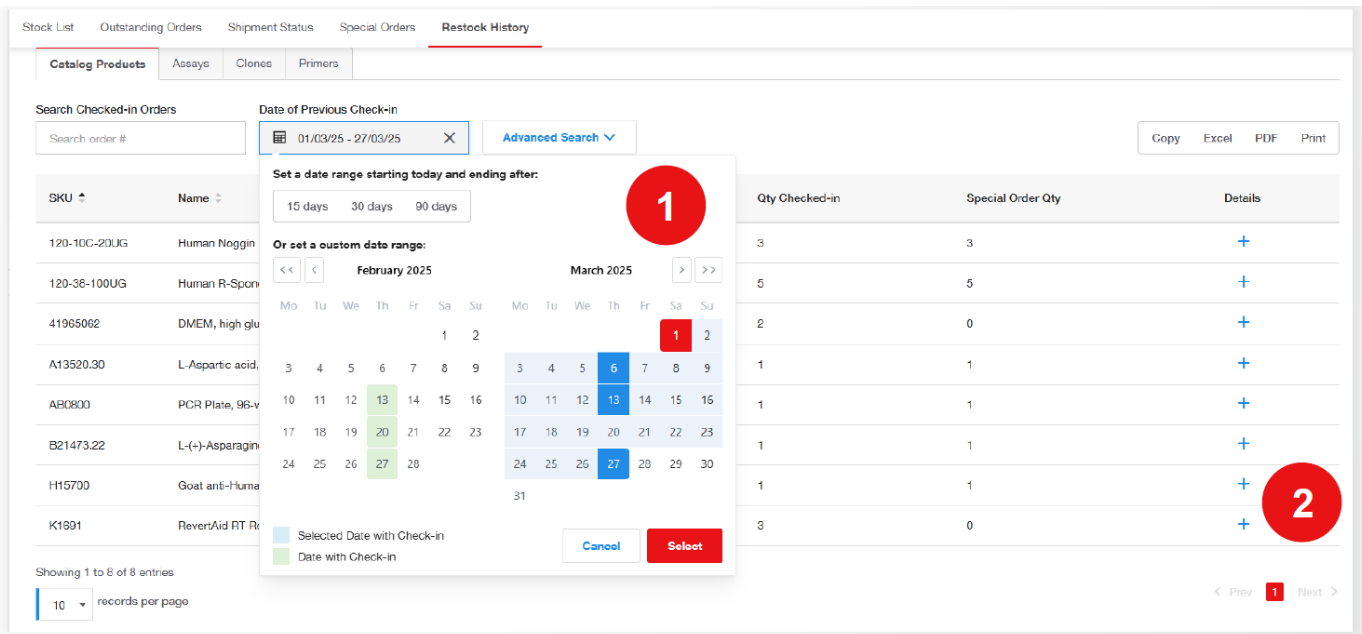
- Regularly monitor the Special Orders tab to ensure timely communication with your customers regarding their special orders.
- Utilize the resend email function if you believe a customer may not have received or acknowledged the initial notification.



Important Highlight

Deleting any orders from the Special Orders tab does not actually erase or cancel them from our systems. Instead, this action simply refines your display for a more streamlined view.

Inventory – Restock History

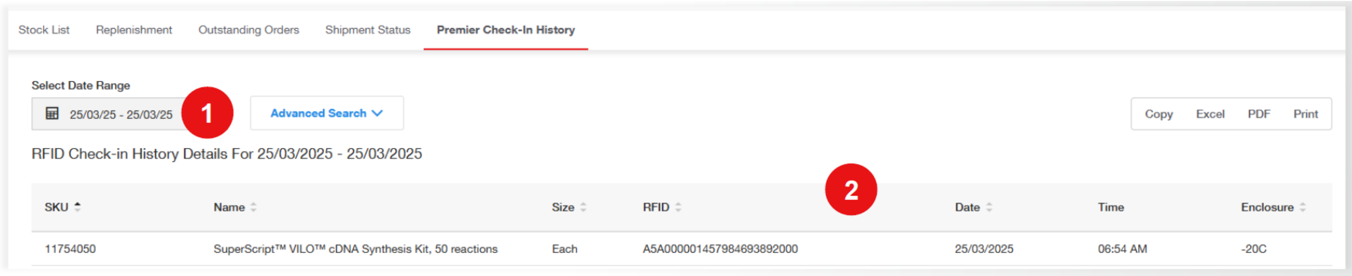


The “Restock History” tab provides an overview of past check-ins.

1. Choose orders based on the date (via the calendar interface) or by inputting the order number. You can also use the Advanced Search to narrow information.
2. An order summary is displayed, which can be expanded to see in-depth details.

Premier/RFID Check-in History (Premier Only)

The RFID Check-in History page allows you to view details of check-ins at your Premier Supply Center location.

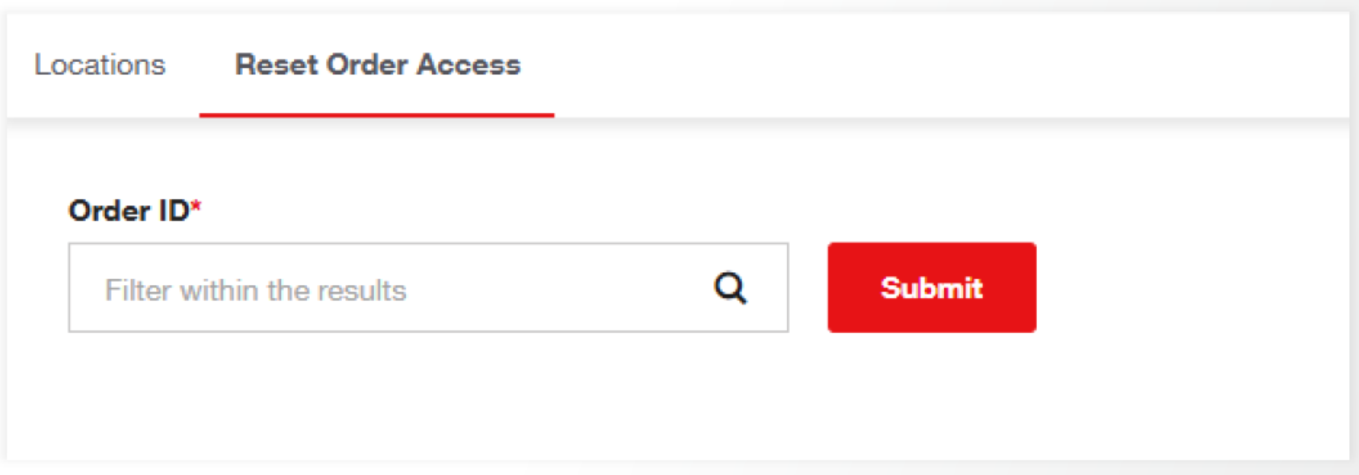


To view check-In History, go to the Inventory tab and click on “Premier Check-in History” in the upper menu.

1. Select the Date Range, you can set a 15, 30 or 90 days or set a custom date range. Click on Select to display information. In addition, you can also use Advanced Search to narrow specific information.
2. The details of the selected check-in will load below.
    - The results will show the SKU, Name, Size, RFID tag ID, and storage location for each item checked in at that date/time.
    - Use the page controls at the bottom to navigate between pages of results.

Storage – Reset Order Access

This function is only available to Express Supply Centers with locks.

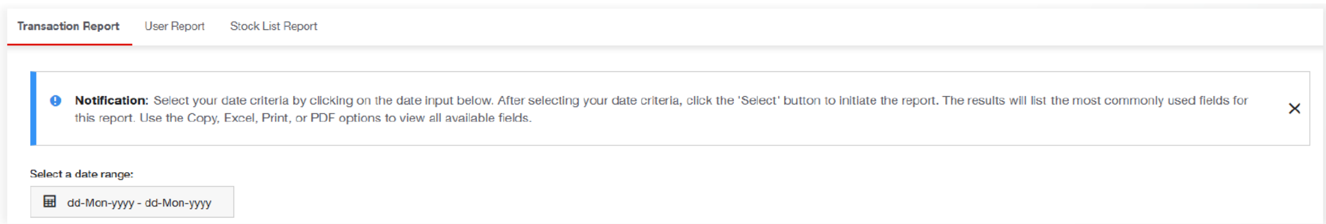


Reset Order Access Guide:

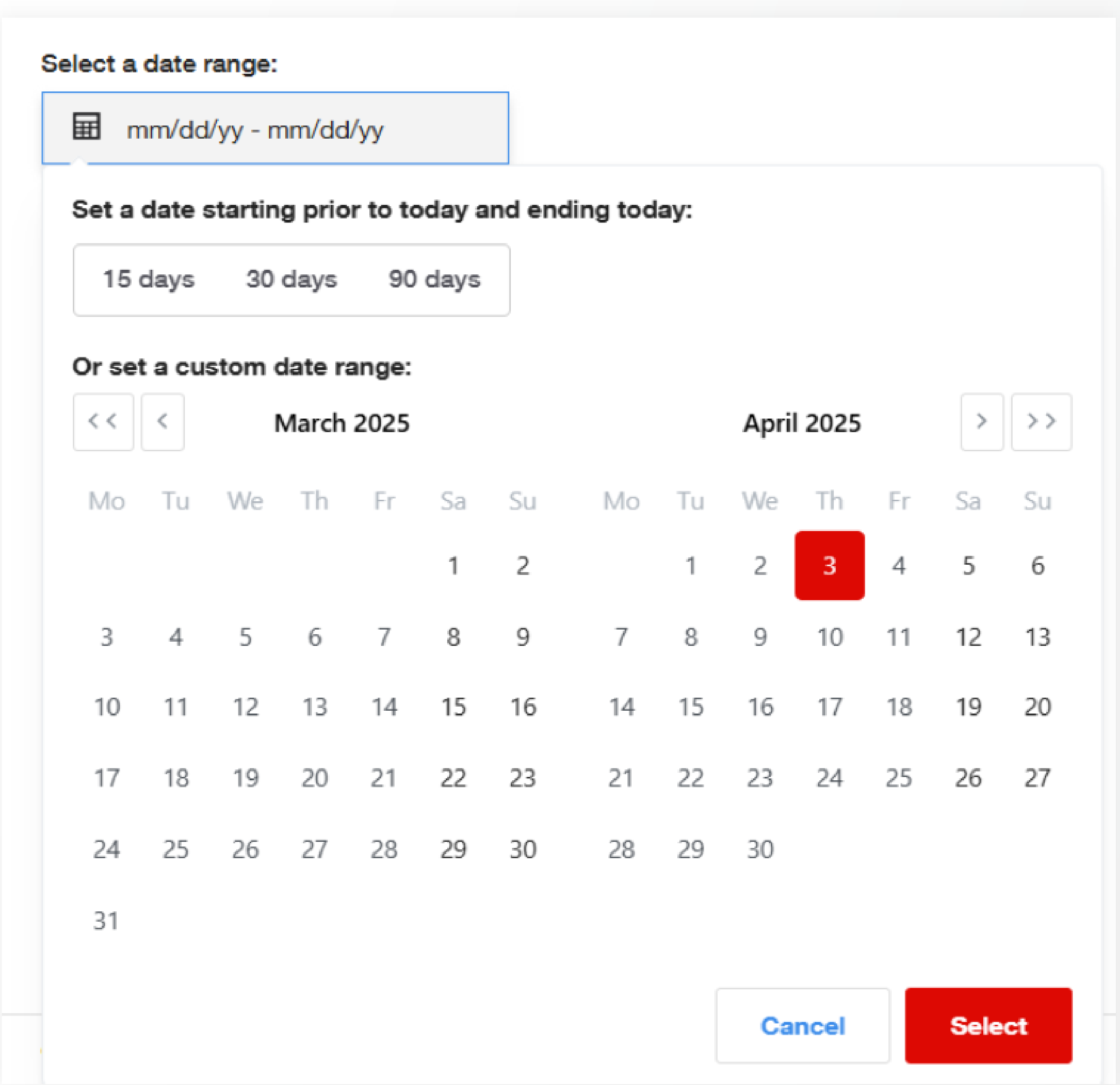
- Exclusively available to Express Supply Centers with locks.
- Users can input a previously scanned order number to regain access to the locked storage location. Upon submitting the order number:
    - The original barcode from the order becomes reactivated.
    - Use this barcode to unlock your supply center.

Reports – Transaction Report

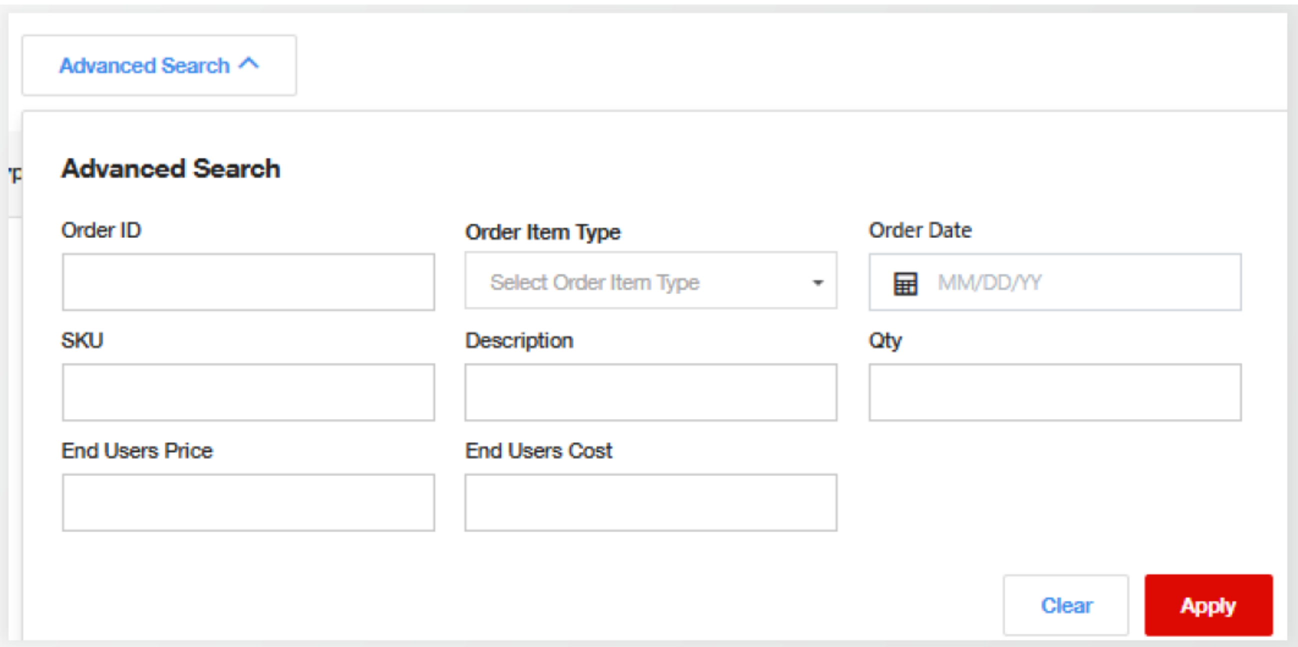
To generate a transaction report:

1. Click the date input box on the left side of the page to open the calendar picker.
2. 

Select your desired date range for the report. You can choose from preset options such as “15 Days” or create a custom range of up to 90 days. Data is provided for a maximum time range of 18 months.
3. Can utilize the various tiles to export report to Copy, Excel, Print or PDF – allows viewing of other useful information for tracking and reporting purposes.
4.



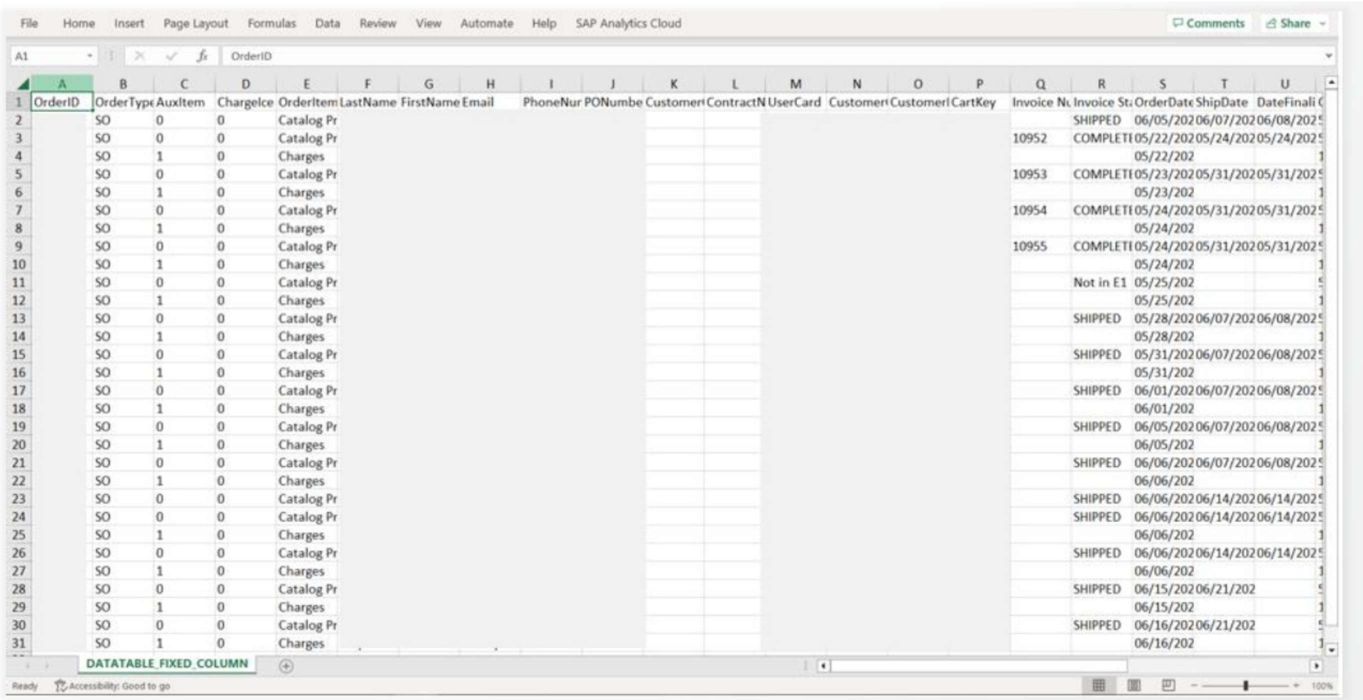
Once the date range is selected, use the “Advanced Search” tile to search for specific orders. After desired data is entered, select “Apply”.



Important Highlight

Invoiced totals take precedence. Dollar amounts in reports are for reference only. They may not match the final invoiced totals due to credits/cancellations after order creation. Always verify the costs against your Thermo Fisher invoice.

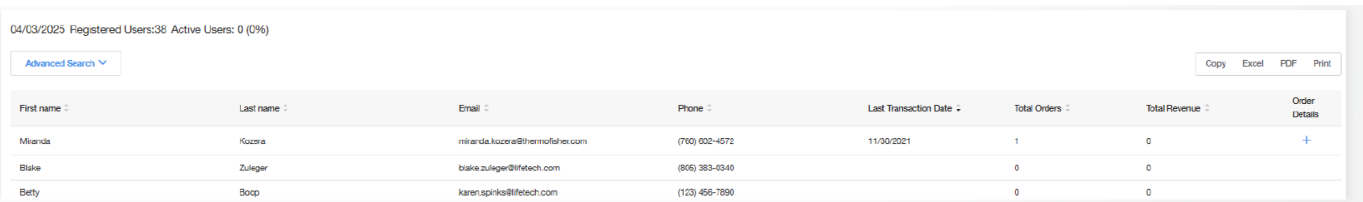
Reports: Transaction Report – Export to Excel for Additional Fields

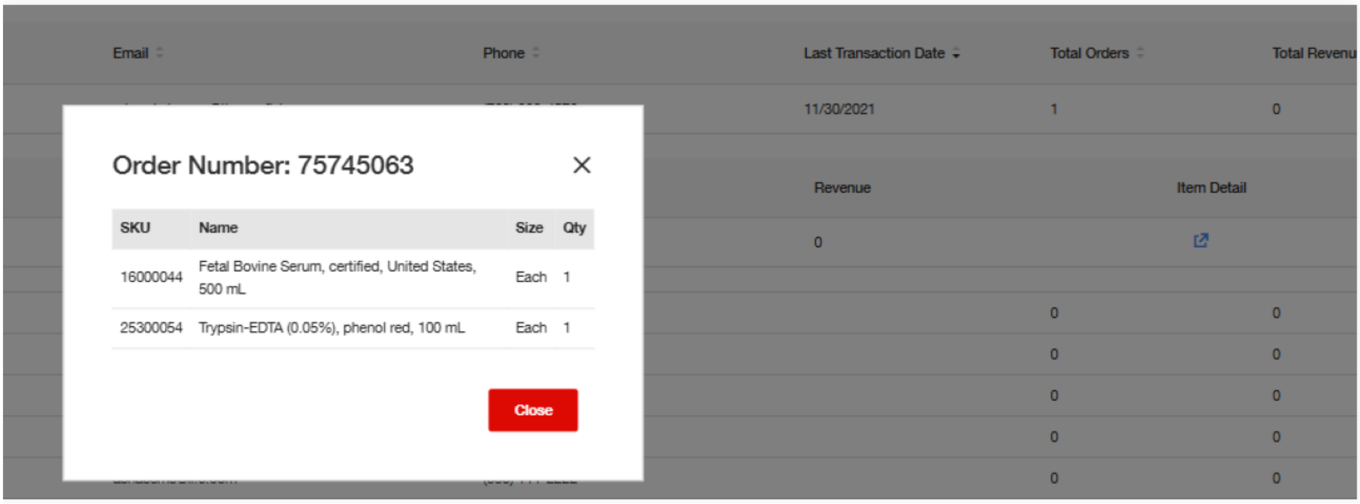


View order type, contents, quantities, charges, payment/cost center details, order and shipment dates, end user details, and other useful information for tracking and reporting purposes.

Reports – User Report

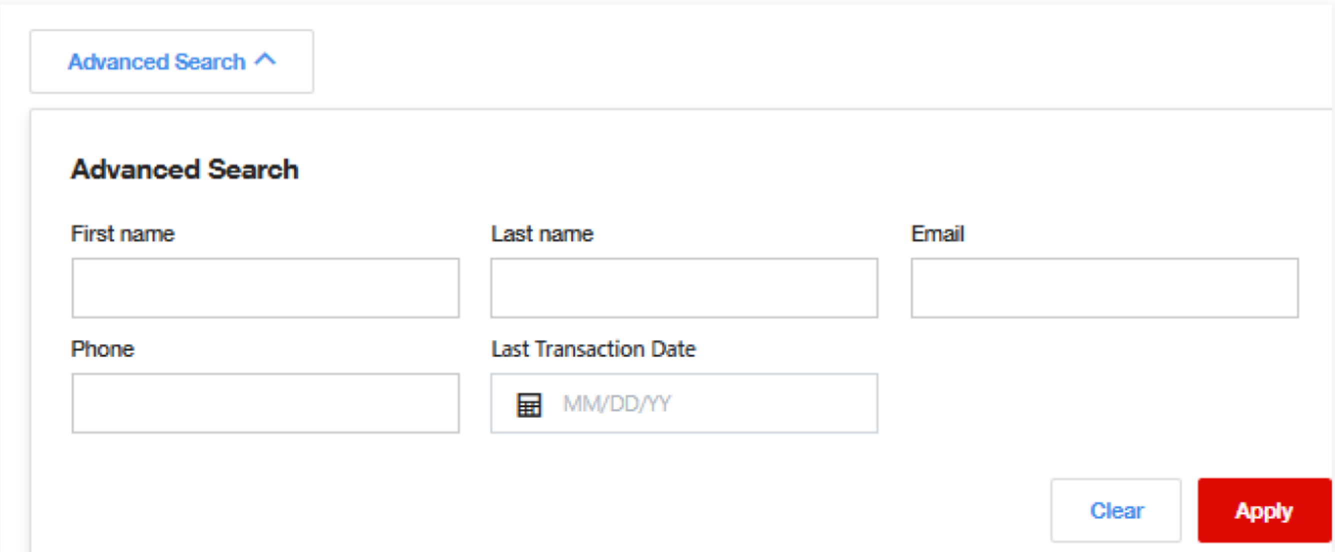
- The report will initially display summary information including end user details, total orders and total revenue.
- Use the page controls at the bottom to navigate between pages of results.





To expand the order details for a user:

1. Locate the desired user and click the “+” button in the “Order Details” column.
2. This will open a breakdown of the user’s orders, including revenue per order and SKUs purchased.
3. Select the tile under “Item Detail” column to get a breakdown of order product details.

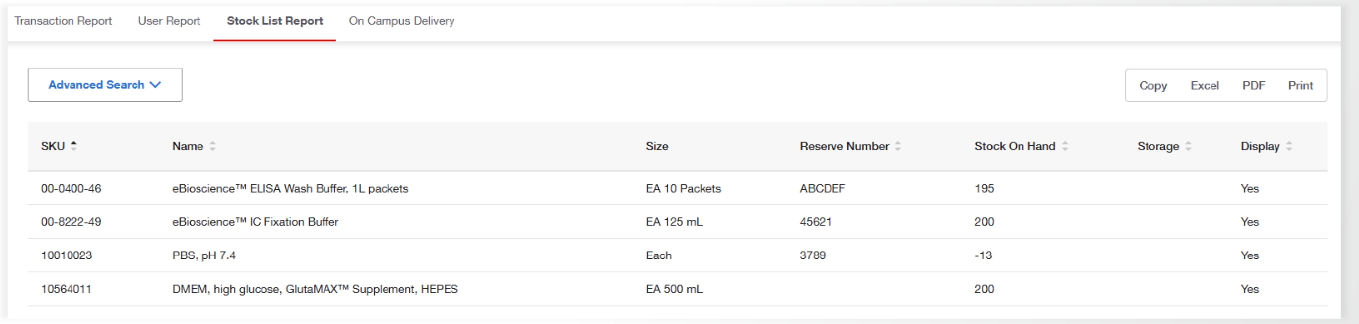


To search user details:

1. Sort via Name, email, etc.
2. Use the Advanced Search tile to filter for a specific user by name, email, etc.

Reports – Stock List Report

The Stock List Report provides an overview of all inventory stocked in the Supply Center.



The report will display up to 10 entries per page. To customize the report view:

- Use the advanced search tile to filter for specific SKUs, names, stock quantities or storage conditions.
- Click the column headers to sort the data.
- Use the page controls at the bottom to navigate between pages.

The report allows you to:

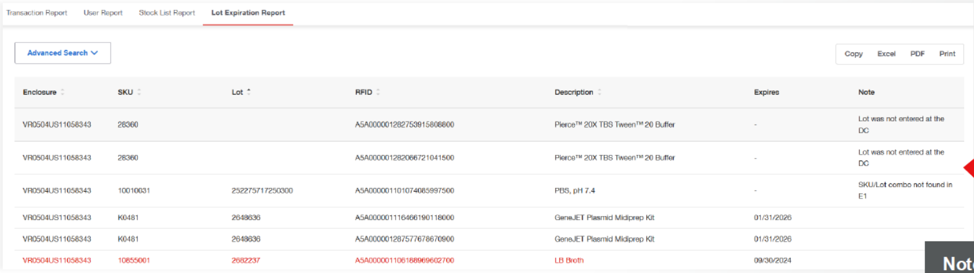
- Copy the data to export to Excel or other programs.
- Download as Excel, PDF, or print directly from the page.

Important Highlight

The Lot#/Expiration column and Report only displays data for inventory housed at a Premier Supply Center. Products stored in Standard and Express Supply Center locations have no verified lot number or expiration date details reflected in this report.

Reports – Lot Expiration Report (Premier Only)

The Lot Expiration Report allows you to see expiration details for inventory items tracked by RFID tags.



Transaction Report | User Report | Stock List Report | Lot Expiration Report

Advanced Search

Copy | Excel | PDF | Print

Enclosure	SKU	Lot	RFID	Description	Expires	Note
VR0504US11058343	28360		A5A000001282753915808800	Pierce™ 20X TBS Tween™ 20 Buffer	-	Lot was not entered at the DC
VR0504US11058343	28360		A5A000001282066721041500	Pierce™ 20X TBS Tween™ 20 Buffer	-	Lot was not entered at the DC
VR0504US11058343	10010031	252275717250300	A5A000001101074085997500	PBS, pH 7.4	-	SKU/Lot combo not found in E1
VR0504US11058343	K0481	2648636	A5A000001116466190118000	GeneJET Plasmid Midiprep Kit	01/31/2026	
VR0504US11058343	K0481	2648636	A5A000001287577678670900	GeneJET Plasmid Midiprep Kit	01/31/2026	
VR0504US11058343	10655001	2682237	A5A000001106188969602700	LB Broth	09/30/2024	

To access the report - Go to the Reports tab and click "Lot Expiration Report" in the top menu.

- The report will display Enclosure ID, SKU, lot number, RFID tag ID, item description, and expiration date.
- Use the Advanced Search tile to filter for a specific RFID tag, SKU, description, lot number, etc.
- Click the column headers to sort by expiration date, SKU, location, etc.
- Use the page controls at the bottom to navigate results.
- To export data, use the Copy, Excel, PDF or Print options at the top.

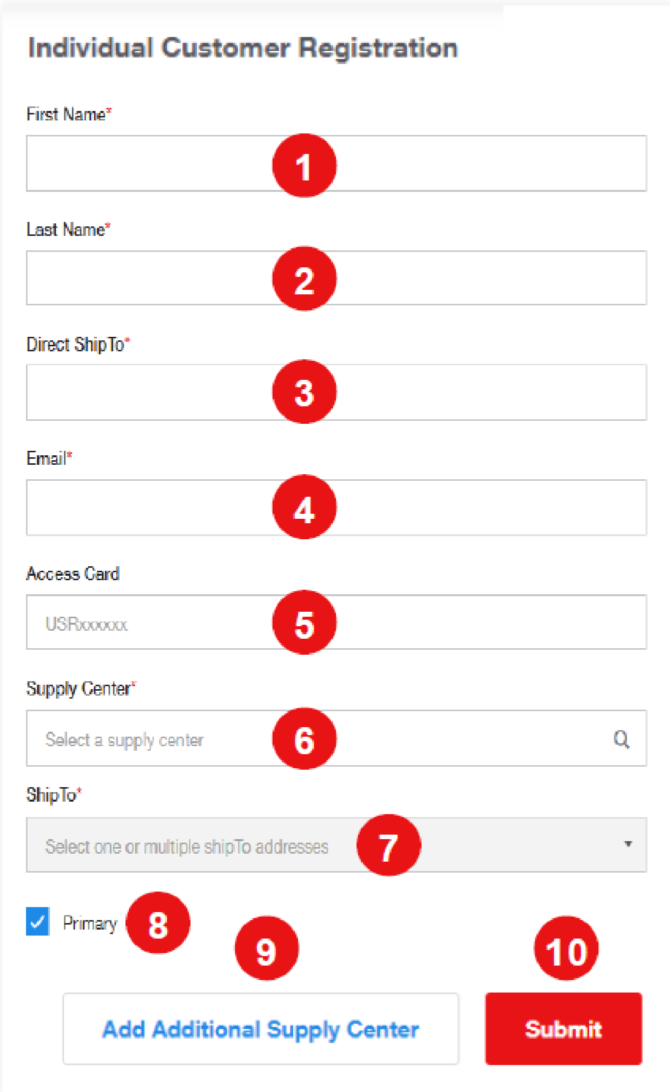
Note Column Error Messages:

- **SKU/Lot combo not found in E1** - This note indicates that the item's SKU and lot number combination does not exist in the E1 ERP system.
- **Lot was not entered at the DC** - This note means the lot number was not entered for the item when it was being RFID tagged at the distribution center.

In both error cases, SCMS Admin cannot confirm the item's lot number or retrieve an associated expiration date, so the expiration date field will be blank in the Lot Expiration Report

Tools – Registrations – Individual

The Individual Registration tool allows you to add new individual customer accounts to the system.



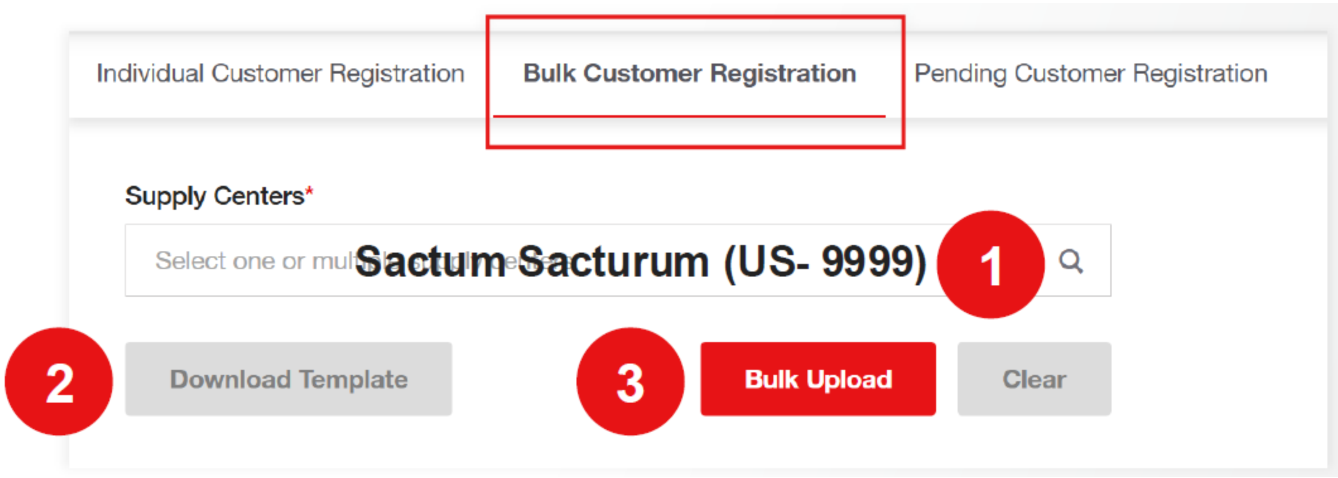
To register an individual – Go to the Tools tab and click “Registrations” in the left menu. Select “Individual Customer Registration” from the registration types. Enter the required details: (“ * ” Indicates a required field)

1. * First Name
2. * Last Name
3. * Direct ShipTo location (Your Non-Supply Center Thermo Fisher Account Number)
    - If you do not know the Direct ShipTo account number for the customer, please contact your Thermo Fisher Scientific Account
      Manager to obtain this information before registering the individual. Having the correct Direct ShipTo account number is required for completing the registration.
4. * Email address
5. Supply Center User Badge/Access Card number (if applicable: in “USR123456” format)
6. * Select the customer’s primary Supply Center from the dropdown under Supply Center Details.
7. * Choose the primary ShipTo location from the dropdown.
8. * Check the “Primary” box to set this as the default Supply Center and ShipTo.
9. Optional: Click “Add Additional Supply Center” to designate secondary locations and shipping addresses.
10. Click “Submit” to complete the registration.

The new individual customer will receive an email with instructions on how to set up their password and complete their registration.

Tools – Registrations – Bulk

The Bulk Registration tool allows you to add multiple new customers to the system at once through an Excel template.



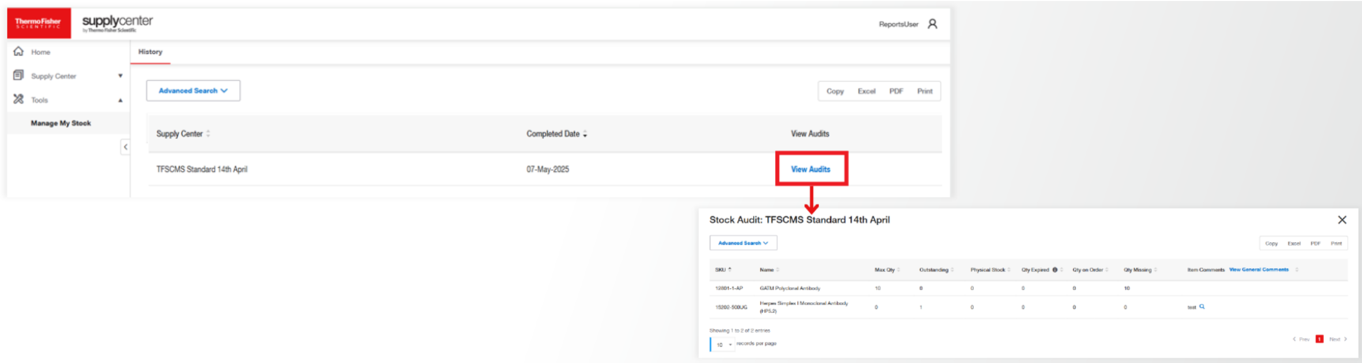
To use Bulk Registration. Go to the Tools tab and click “Registration” in the left menu. Select “Bulk Customer Registration”.

1. In the Supply Centers field, select one or multiple Supply Center locations for the customers you want to register.
2. Click “Download Template” to get the Excel file for entering customer details.
   - Enter the required registration details for each customer in the template. Refer to the template instructions for guidance.
   - When finished, save the filled template file to your computer.
3. Back in the Bulk Registration page, click “Bulk Upload” and select your saved template to upload it.
   - After uploading the bulk registration template, customer will receive an email with instructions on how to set up their password and complete their registration.
   - For large bulk registrations exceeding 30+, it is recommended to perform the uploads in smaller batches.
   - Do not have customers attempt to log in until after receiving individual email confirmations that their registration is complete and activated.

Tools – Manage My Stock (History)

- Allows you to filter through past stock checks to understand trends, identify recurrent issues, or retrieve specific reports.
- The history provides insights that can be pivotal for making future stock-related decisions.
- Click on “View Audits” to display full Stock Check information. Use the “Advanced Search” tab to narrow specific information.

- Click on “View General Comments” to display the overall instructions or results of the Stock Check.
- Use the page controls at the bottom to navigate between pages of results.



Recommendation: Given the significance of stock management, especially life sciences where product quality and timeliness are paramount, use this tool regularly and meticulously. Regular stock checks help in reducing wastage, optimize stock levels, and ensure customer satisfaction.

Thank you

- Supplycenteroperationsna@thermofisher.com
- Supplycenteroperationsemea@thermofisher.com

Frequently Asked Questions

- **Q: Can I manage multiple Supply Centers with this tool?**
  A: Yes, you can manage multiple Supply Centers by using the drop-down menu at the top of the screen.
- **Q: How do I add new items to my Supply Center inventory?**
  A: Click on the + Add New button in the Inventory section to add new items to your inventory.
- **Q: What is the purpose of the Bulk Upload Tool?**
  A: The Bulk Upload Tool is used to change multiple on-hand quantities efficiently after completing on-site inventory.

Documents / Resources

	Thermo Fisher SCIENTIFIC SCMS Admin Reference [pdf] User Guide SCMS Admin Reference, Admin Reference, Reference

References

- User Manual

Thermo Fisher SCIENTIFIC

Admin Reference, Reference, SCMS Admin Reference, Thermo Fisher SCIENTIFIC

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