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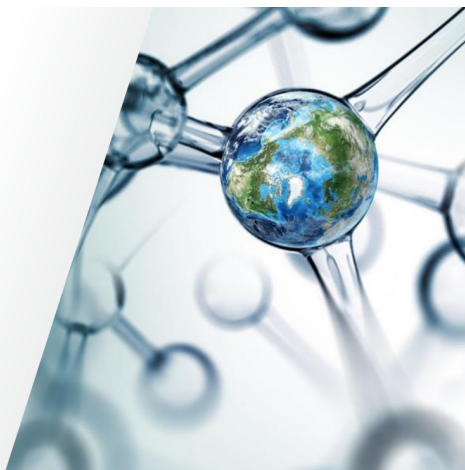
Thermo Fisher SCIENTIFIC SCMS Admin Reference

SCMS Admin Reference Guide

External Inventory Manager

Ver. 2025

 The world leader in serving science



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.

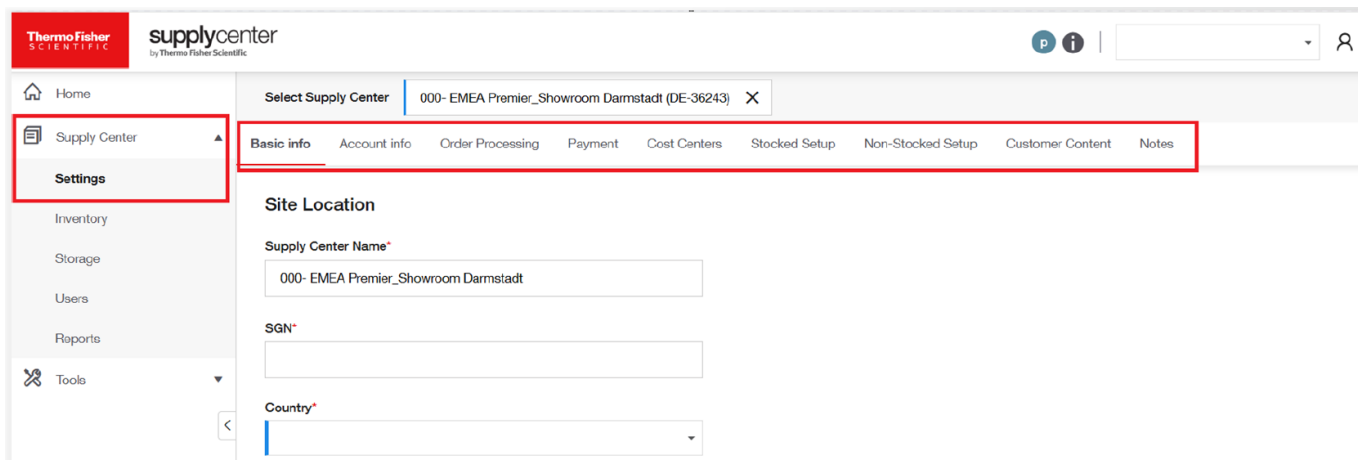
This site may also be accessed via tablet and mobile device.

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

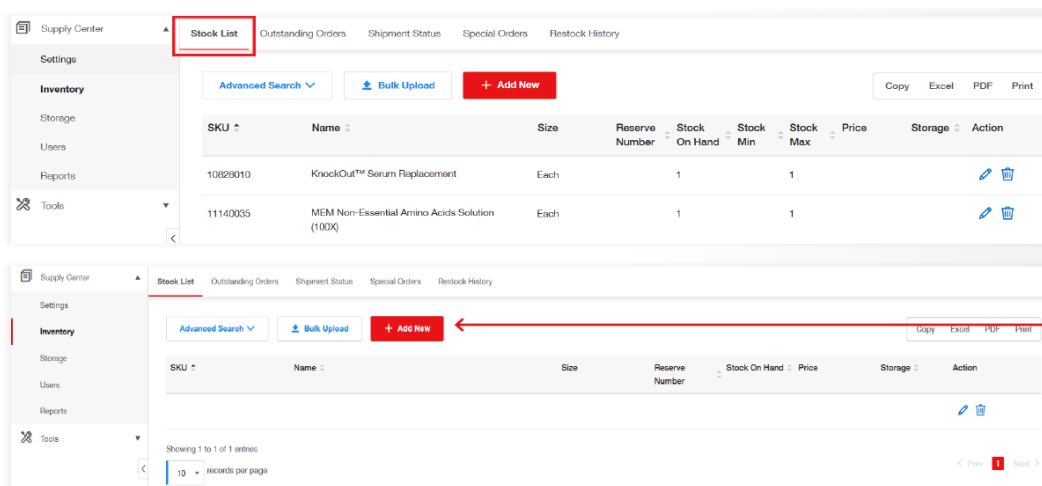
The screenshot shows the SCMS Admin Portal interface. At the top left is the ThermoFisher Scientific logo. Below it, the 'supplycenter' logo is displayed. A navigation sidebar on the left includes a 'Home' link and a 'Supply Center' dropdown menu, which is highlighted with a red box and a red arrow pointing to it with the text 'Click to Expand'. The main content area features a 'Welcome!' message, a 'Select Supply Center' search bar, and a list of recommended actions. In the top right corner, there is a user profile icon with a dropdown menu showing 'Logout' and 'Reset Password', also highlighted with a red box.

- 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.



+ Add New: Use this button to add new items to your Supply Center inventory.

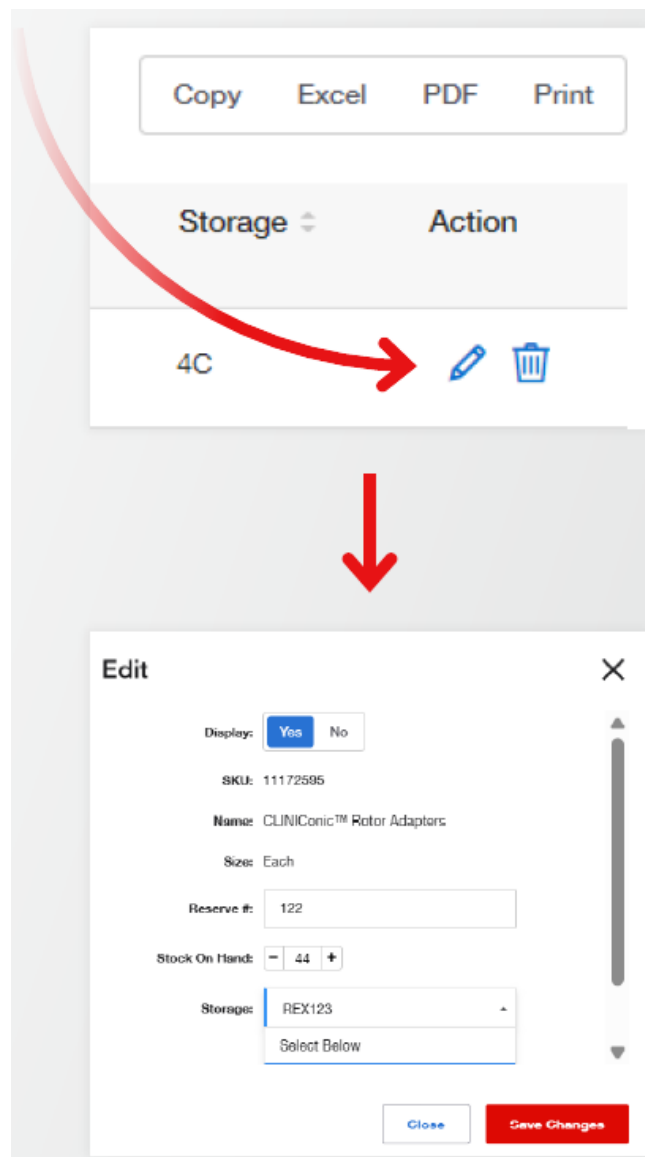
Inventory – Stock List – Actions & Updates

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”.

Bulk Upload

[Download Excel Document Template](#)

Only valid excel files derived from templates provided by Thermo Fisher will be processed successfully.

1. Click the Download Excel Document template link above.
2. Fill out the information on the "data" tab and save the Excel file.
Be sure to save as .xlsx (Excel Workbook format).
3. To upload, click the "Browse" button or drag and drop the completed Excel template here.

Choose File

Remove

The file will be checked for validity and changes will be presented for approval before assigning pricing.

Close
Upload

This spreadsheet is used to upload a large set of products for TFCMS Admin Expresslocks_RB_Testing

On the next tab ("Data"), you will find column names.

Place the data to upload starting in row 2.

The columns expected are:

DISPLAY: Whether or not the SKU will show on the customer Stock List page. Values are 'Y' (yes) or 'N' (no). Optional, defaults to 'Y' (yes).

SKU: The SKU, or Catalog Number, uniquely identifies the product. Required. Ex: NP0009

RESERVE: Optional

STOCKONHAND: The quantity of product that is available. Required. When inventory management is off then 9999 will be saved for STOCKONHAND.

STORAGE: location to find product. Optional.

EXAMPLE:

DISPLAY	SKU	RESERVE	STOCKON	STORAGE
Y	NP0009	R1234	20	-4C

A	B	C	D	E
DISPLAY	SKU	RESERVE	STOCKON	STORAGE
Y	11095063		2 RT	
Y	NP0005		2 4C	
Y	NP0009		2 4C	

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.

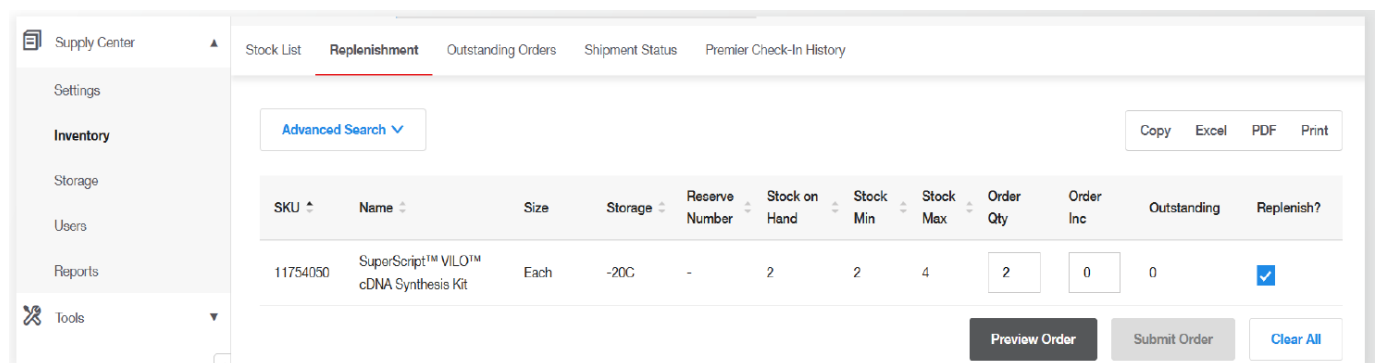
- Replenish?: The checkboxes in this column are not modifiable for External Inventory

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.



The screenshot displays the 'Supply Center' interface with the 'Replenishment' tab selected. A table lists stocked items with the following columns: SKU, Name, Size, Storage, Reserve Number, Stock on Hand, Stock Min, Stock Max, Order Qty, Order Inc, Outstanding, and Replenish?. The table contains one row for 'SuperScript™ VILO™ cDNA Synthesis Kit' (SKU 11754050) with a quantity of 2 and a checked 'Replenish?' box. Action buttons at the bottom include 'Preview Order', 'Submit Order', and 'Clear All'.

SKU	Name	Size	Storage	Reserve Number	Stock on Hand	Stock Min	Stock Max	Order Qty	Order Inc	Outstanding	Replenish?
11754050	SuperScript™ VILO™ cDNA Synthesis Kit	Each	-20C	-	2	2	4	2	0	0	<input checked="" type="checkbox"/>

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

Stock List

Replenishment

Outstanding Orders

Shipment Status

Premier Check-In History

Catalog Products

Assays

Clones

Primers

Order Number

Choose Order(s)

Customer

Select Customer(s)

Advanced Search

Refresh

Copy

Excel

PDF

SKU	Name	Size	Quantities Outstanding	Pending Shipment	Enroute/Needs Check-in	Details
<input type="checkbox"/> 17504044	B-27™ Supplement (50X), serum free	Each	1	1	0	—

Customer Name	Order Number	Date Ordered	Qty Ordered	Qty Outstanding	Action
<input type="checkbox"/> Replenishment	2507963	27 Mar 2025	1	1	<div>Force Check-In</div>

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.

Stock List

Replenishment

Outstanding Orders

Shipment Status

Premier Check-In History

Catalog Products

Assays

Clones

Primers

Order Number

Customer

Choose Order(s)

Select Customer(s)

Advanced Search

Refresh

Copy

Excel

PDF

SKU	Name	Size	Quantities Outstanding	Pending Shipment	Enroute/Needs Check-in	Details
<input type="checkbox"/> 17504044	B-27™ Supplement (50X), serum free	Each	1	1	0	—

Customer Name	Order Number	Date Ordered	Qty Ordered	Qty Outstanding	Action
<input type="checkbox"/> Replenishment	2507963	27 Mar 2025	1	1	Force Check-In

Catalog Products	Assays	Clones	Primers
------------------	--------	--------	---------

Order Number	Customer			Advanced Search ▾	Refresh	Copy	Excel	PDF	Print
Choose Order(s) 🔍	Select Customer(s) 🔍								

SKU ↕	Name ↕	Size	Quantities Outstanding	Pending Shipment	Enroute/Needs Check-in	Details
10777019	RNaseOUT™ Recombinant Ribonuclease Inhibitor	Each	2	0	2	+

- 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

Stock List	Outstanding Orders	Shipment Status	Special Orders	Restock History
------------	--------------------	-----------------	----------------	-----------------

Select a date range:	Advanced Search ▾	Copy	Excel	PDF	Print
📅 dd/mm/yy - dd/mm/yy					

Date Ordered ↕	Order Number ↕	Order Placed By	Dispatch Note	Details
2023-04-03	91571998	Tony Stark	Retrieve Note	—

SKU	Name	Tracking Number	Qty Shipped	Shipment Date
MEPI500CA	EpiLife™ Medium, with 60 µM calcium	2404060562	2	2023-04-04
S0015	Human Keratinocyte Growth Supplement (HKGS)	4980967246	2	2023-04-04

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.

Stock List

Outstanding Orders

Shipment Status

Special Orders

Restock History

Advanced Search

All

Send Email

Delete

Copy

Excel

PDF

Print

Details	Date Check-In	Order ID	Customer Name	Ordered Date	Shipped Date
—	03/26/2025	2683685	Tony Stark	03/20/2025	03/25/2025

SKU	Name	Size	Message Sent Date	Special Order Qty
120-10C-20UG	Human Noggin Recombinant Protein, PeproTech®	20 µg	0 messages sent	3
120-38-100UG	Human R-Spondin 1 Recombinant Protein, PeproTech®	100 µg	0 messages sent	5

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

Stock List

Outstanding Orders

Shipment Status

Special Orders

Restock History

Catalog Products

Assays

Clones

Primers

Search Checked-In Orders

Search order #

1

01/03/25 - 27/03/25

X

Advanced Search

▼

Copy

Excel

PDF

Print

SKU	Name	Qty Checked-in	Special Order Qty	Details
120-10C-20UG	Human Noggin	3	3	+
120-36-100UG	Human R-Spon	5	5	+
41965062	DMEM, high glu	2	0	+
A13520.30	L-Aspartic acid	1	1	+
AB0800	PCR Plate, 96-w	1	1	+
B21473.22	L-(-)-Asparagin	1	1	+
H15700	Goat anti-Huma	1	1	+
K1691	RevertAid RT R	3	0	+

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.

Stock List Replenishment Outstanding Orders Shipment Status **Premier Check-in History**

Select Date Range

25/03/25 - 25/03/25 **1** Advanced Search

Copy Excel PDF Print

RFID Check-in History Details For 25/03/2025 - 25/03/2025

SKU	Name	Size	RFID	Date	Time	Enclosure
11754050	SuperScript™ VILO™ cDNA Synthesis Kit, 50 reactions	Each	A5A000001457984693892000	25/03/2025	06:54 AM	-20C

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.

Locations

Reset Order Access

Order ID*

Filter within the results

Q

Submit

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.

Transaction Report

User Report

Stock List Report

Notification: Select your date criteria by clicking on the date input below. After selecting your date criteria, click the 'Select' button to initiate the report. The results will list the most commonly used fields for this report. Use the Copy, Excel, Print, or PDF options to view all available fields.


Select a date range:

dd-Mon-yyyy - dd-Mon-yyyy

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.

Select a date range:

 mm/dd/yy - mm/dd/yy

Set a date starting prior to today and ending today:

15 days 30 days 90 days

Or set a custom date range:

<< <

March 2025

April 2025 > >>


Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Cancel **Select**

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

Advanced Search ^

Advanced Search

Order ID	Order Item Type	Order Date
<input type="text"/>	Select Order Item Type ▼	 MM/DD/YY
SKU	Description	Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>
End Users Price	End Users Cost	
<input type="text"/>	<input type="text"/>	

Clear **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

OrderID	OrderType	AuxItem	Charge	OrderItem	LastName	FirstName	Email	Phone	PO Number	Customer	Contract	UserCard	Invoice Number	Invoice Status	Order Date	Ship Date	Date Final
1	SO	0	0	Catalog Pr									10952	SHIPPED	06/05/202	06/07/202	06/08/202
2	SO	1	0	Charges										COMPLETED	05/22/202	05/24/202	05/24/202
3	SO	0	0	Catalog Pr											05/22/202		
4	SO	1	0	Charges									10953	COMPLETED	05/23/202	05/31/202	05/31/202
5	SO	0	0	Catalog Pr											05/23/202		
6	SO	1	0	Charges									10954	COMPLETED	05/24/202	05/31/202	05/31/202
7	SO	0	0	Catalog Pr											05/24/202		
8	SO	1	0	Charges									10955	COMPLETED	05/24/202	05/31/202	05/31/202
9	SO	0	0	Catalog Pr											05/24/202		
10	SO	1	0	Charges										Not in E1	05/25/202		
11	SO	0	0	Catalog Pr											05/25/202		
12	SO	1	0	Charges										SHIPPED	05/28/202	06/07/202	06/08/202
13	SO	0	0	Catalog Pr											05/28/202		
14	SO	1	0	Charges										SHIPPED	05/31/202	06/07/202	06/08/202
15	SO	0	0	Catalog Pr											05/31/202		
16	SO	1	0	Charges										SHIPPED	06/01/202	06/07/202	06/08/202
17	SO	0	0	Catalog Pr											06/01/202		
18	SO	1	0	Charges										SHIPPED	06/05/202	06/07/202	06/08/202
19	SO	0	0	Catalog Pr											06/05/202		
20	SO	1	0	Charges										SHIPPED	06/06/202	06/07/202	06/08/202
21	SO	0	0	Catalog Pr											06/06/202		
22	SO	1	0	Charges										SHIPPED	06/06/202	06/14/202	06/14/202
23	SO	0	0	Catalog Pr											06/06/202		
24	SO	0	0	Catalog Pr										SHIPPED	06/06/202	06/14/202	06/14/202
25	SO	1	0	Charges											06/06/202		
26	SO	0	0	Catalog Pr										SHIPPED	06/06/202	06/14/202	06/14/202
27	SO	1	0	Charges											06/06/202		
28	SO	0	0	Catalog Pr										SHIPPED	06/15/202	06/21/202	
29	SO	1	0	Charges											06/15/202		
30	SO	0	0	Catalog Pr										SHIPPED	06/16/202	06/21/202	
31	SO	1	0	Charges											06/16/202		

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.

04/03/2025 Registered Users:38 Active Users: 0 (0%)

Advanced Search

Copy Excel PDF Print

First name	Last name	Email	Phone	Last Transaction Date	Total Orders	Total Revenue	Order Details
Miranda	Kucera	miranda.kucera@thermofisher.com	(700) 602-4572	11/00/2021	1	0	+
Blake	Zuleger	blake.zuleger@lifestech.com	(805) 383-0340		0	0	
Betty	Boop	karen.spinks@lifestech.com	(123) 456-7890		0	0	

Email	Phone	Last Transaction Date	Total Orders	Total Revenue
		11/30/2021	1	0
Order Number: 75745063				
SKU	Name	Size	Qty	
16000044	Fetal Bovine Serum, certified, United States, 500 mL	Each	1	
25300054	Trypsin-EDTA (0.05%), phenol red, 100 mL	Each	1	
				Close

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.

Advanced Search ^

Advanced Search

First name

Last name

Email

Phone

Last Transaction Date

MM/DD/YY

Clear

Apply

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.

Transaction Report	User Report	Stock List Report	On Campus Delivery
--------------------	-------------	--------------------------	--------------------

Advanced Search ▾				Copy	Excel	PDF	Print
-------------------	--	--	--	------	-------	-----	-------

SKU ▾	Name ▾	Size	Reserve Number ▾	Stock On Hand ▾	Storage ▾	Display ▾
00-0400-46	eBioscience™ ELISA Wash Buffer, 1L packets	EA 10 Packets	ABCDEF	195		Yes
00-8222-49	eBioscience™ IC Fixation Buffer	EA 125 mL	45621	200		Yes
10010023	PBS, pH 7.4	Each	3789	-13		Yes
10564011	DMEM, high glucose, GlutaMAX™ Supplement, HEPES	EA 500 mL		200		Yes

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
VN0504J511656343	26096		ASA000001282752915406800	Pierce™ 20X TBS Tween™ 20 Buffer	-	Lot was not entered at the DC
VN0504J511656343	26096		ASA000001282066721041500	Pierce™ 20X TBS Tween™ 20 Buffer	-	Lot was not entered at the DC
VN0504J511656343	10010601	25227371725300	ASA00000110107408597500	PBS, pH 7.4	-	SKU/Lot combo not found in E1
VN0504J511656343	K0481	2648030	ASA000001116406190118000	GeneJET Plasmid Midprep Kit	01/31/2026	
VN0504J511656343	K0481	2648030	ASA00000128757678670800	GeneJET Plasmid Midprep Kit	01/31/2026	
VN0504J511656343	10855001	2682237	ASA00000110618860602700	LEI Bioeth	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.

Individual Customer Registration

First Name*

1

Last Name*

2

Direct ShipTo*

3

Email*

4

Access Card

5

Supply Center*

6

ShipTo*

7

☒ Primary

8

9

10

Add Additional Supply Center

Submit

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.

The screenshot shows a web interface for Bulk Customer Registration. At the top, there are three tabs: 'Individual Customer Registration', 'Bulk Customer Registration' (which is highlighted with a red box), and 'Pending Customer Registration'. Below the tabs, there is a section titled 'Supply Centers*'. Inside this section, there is a search bar with the text 'Select one or multiple Supply Centers' and a dropdown menu showing 'Sactum Sacturum (US- 9999)'. A red circle with the number '1' is next to the search bar. Below the search bar, there are three buttons: 'Download Template' (with a red circle and number '2' next to it), 'Bulk Upload' (with a red circle and number '3' next to it), and 'Clear'.

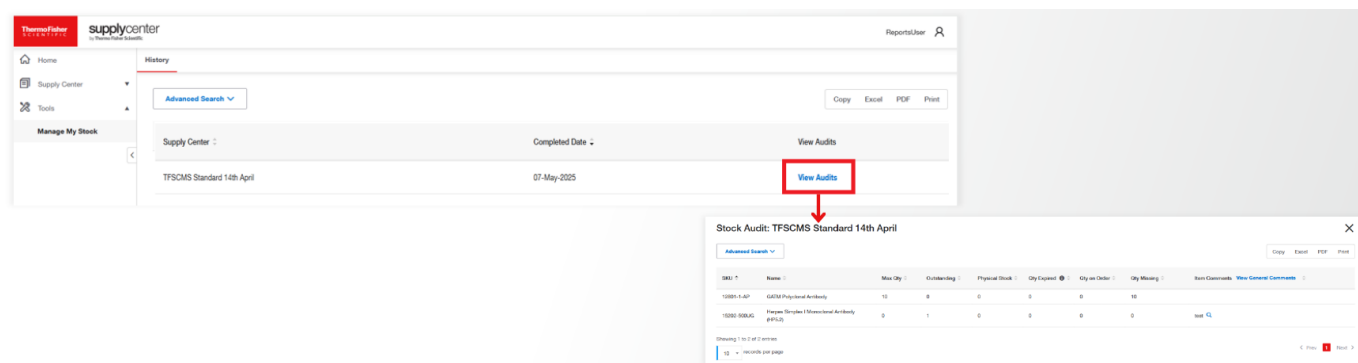
To use Bulk Registration. Go to the Tools tab and click “Registration” in the left menu. Select “Bulk Customer Registration”.

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

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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](#)

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Admin Reference, Reference, SCMS Admin Reference, Thermo Fisher
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