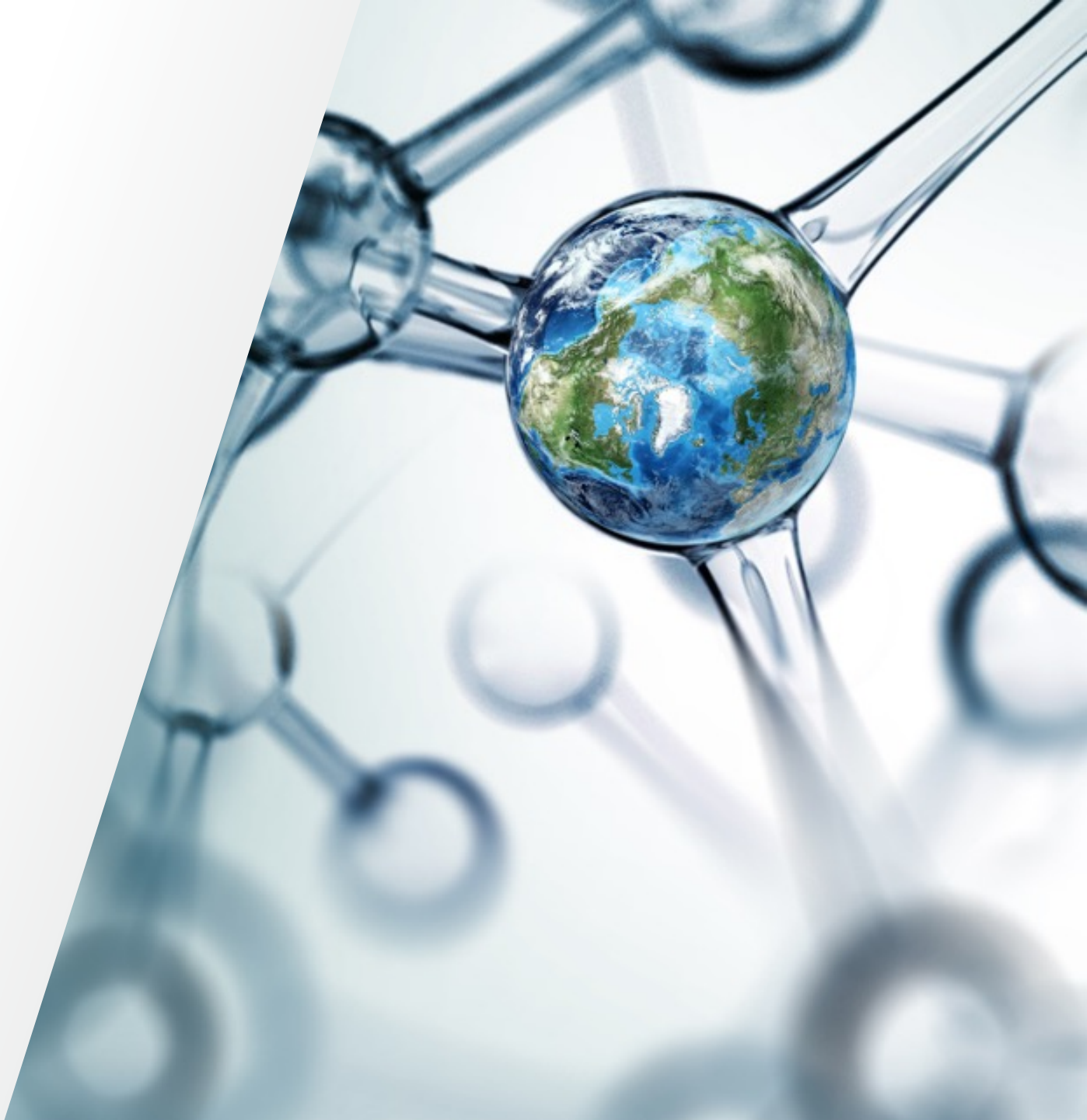
SCMS admin reference guide

Reports user

Version 2023



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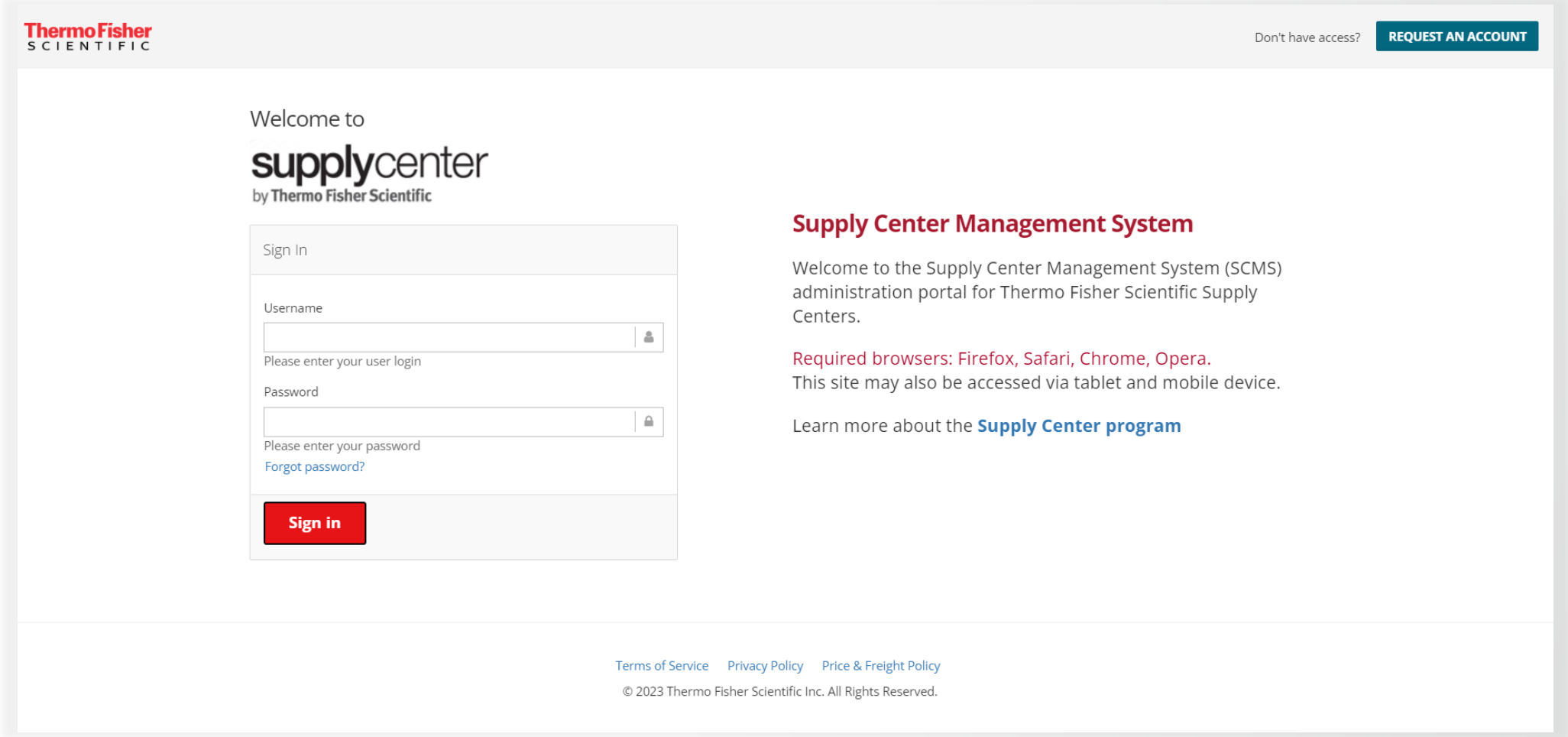
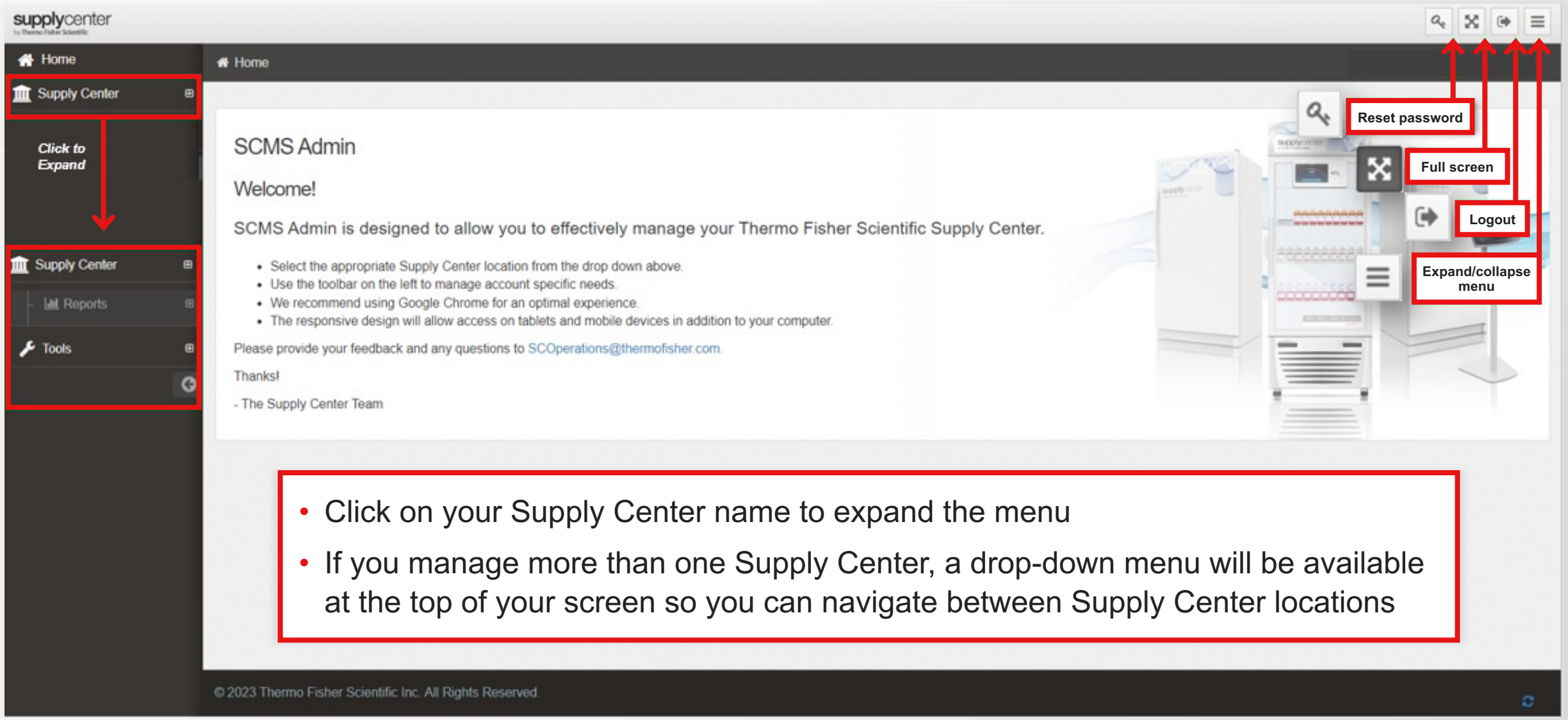
Login

Log in using your SCMS admin username and password

URL: commerce.thermofisher.com/admin/login.cfm

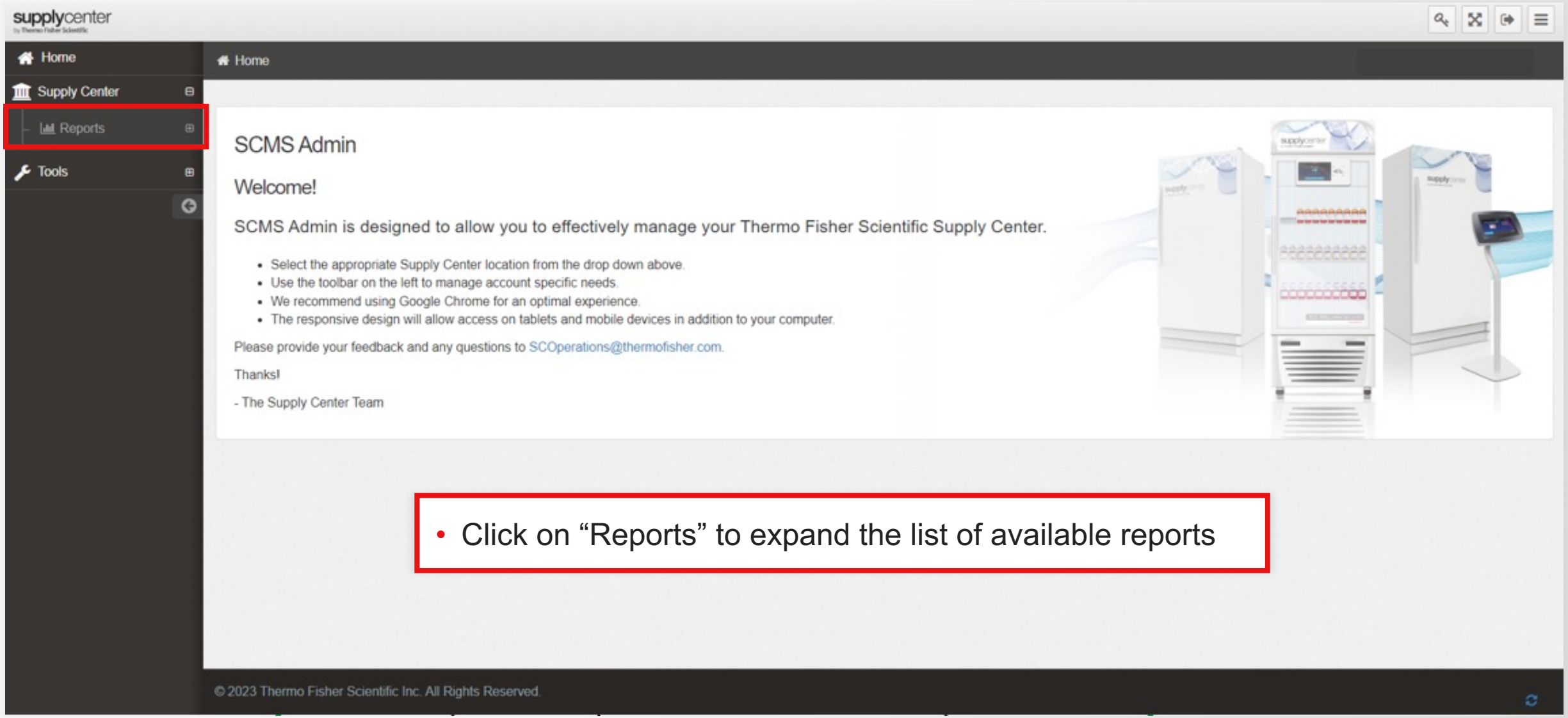


Home page: overview



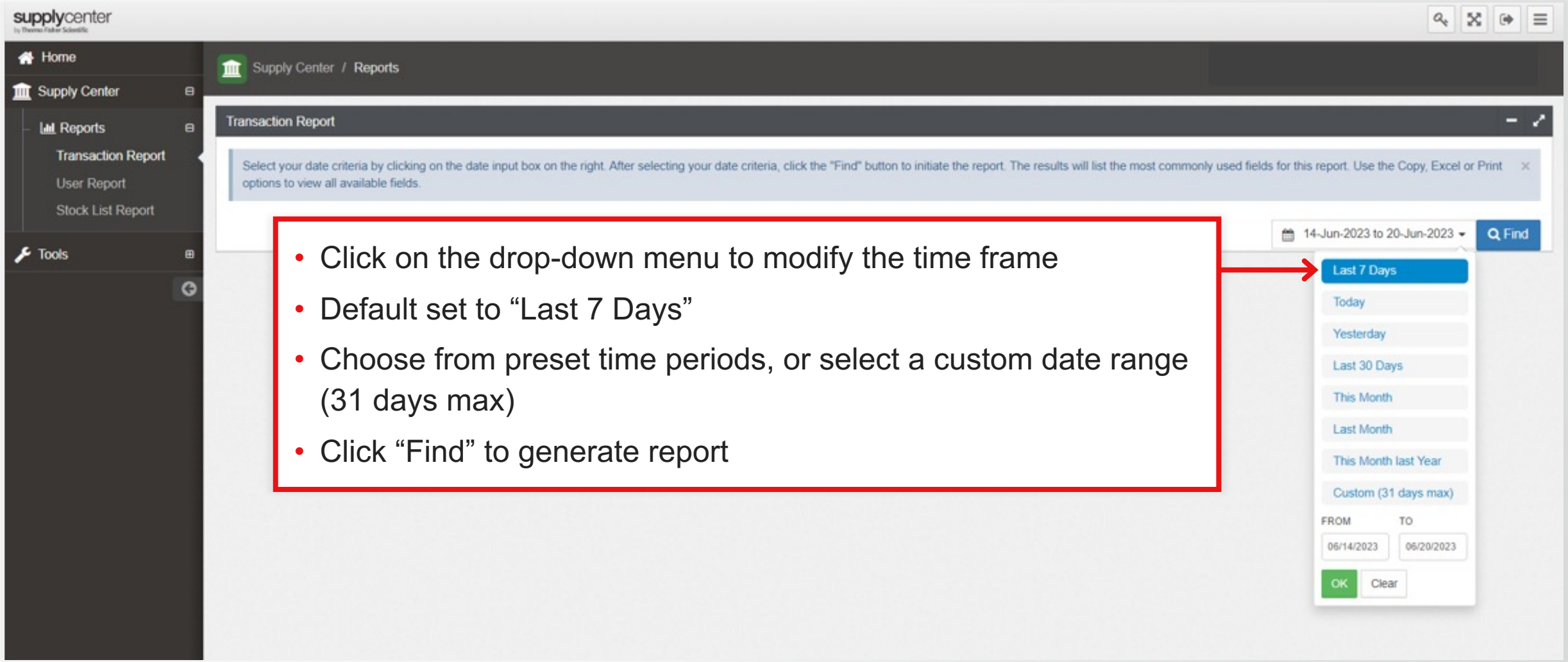
- Click on your Supply Center name to expand the menu
- If you manage more than one Supply Center, a drop-down menu will be available at the top of your screen so you can navigate between Supply Center locations

Reports



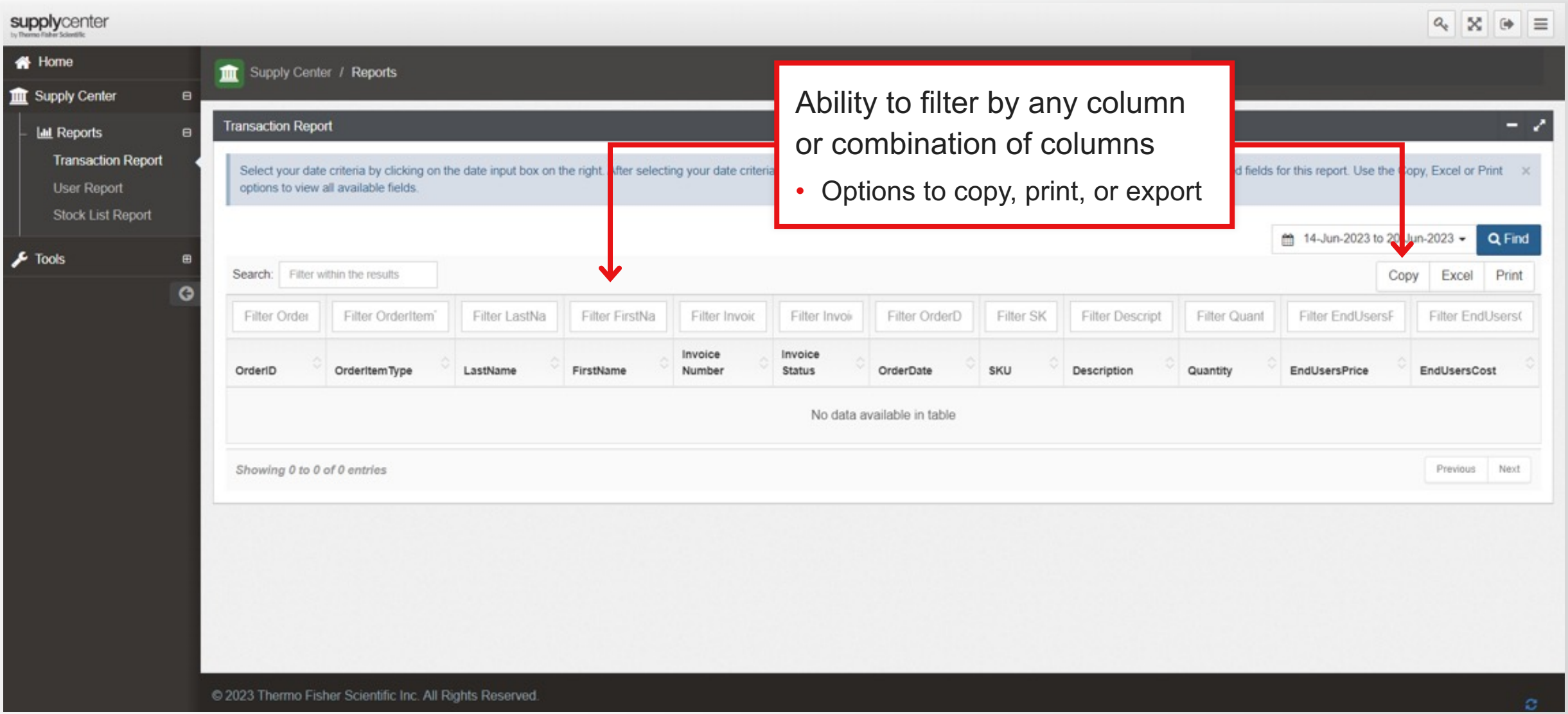
- Click on “Reports” to expand the list of available reports

Reports: Transaction Report



- Click on the drop-down menu to modify the time frame
- Default set to “Last 7 Days”
- Choose from preset time periods, or select a custom date range (31 days max)
- Click “Find” to generate report

Reports: Transaction Report

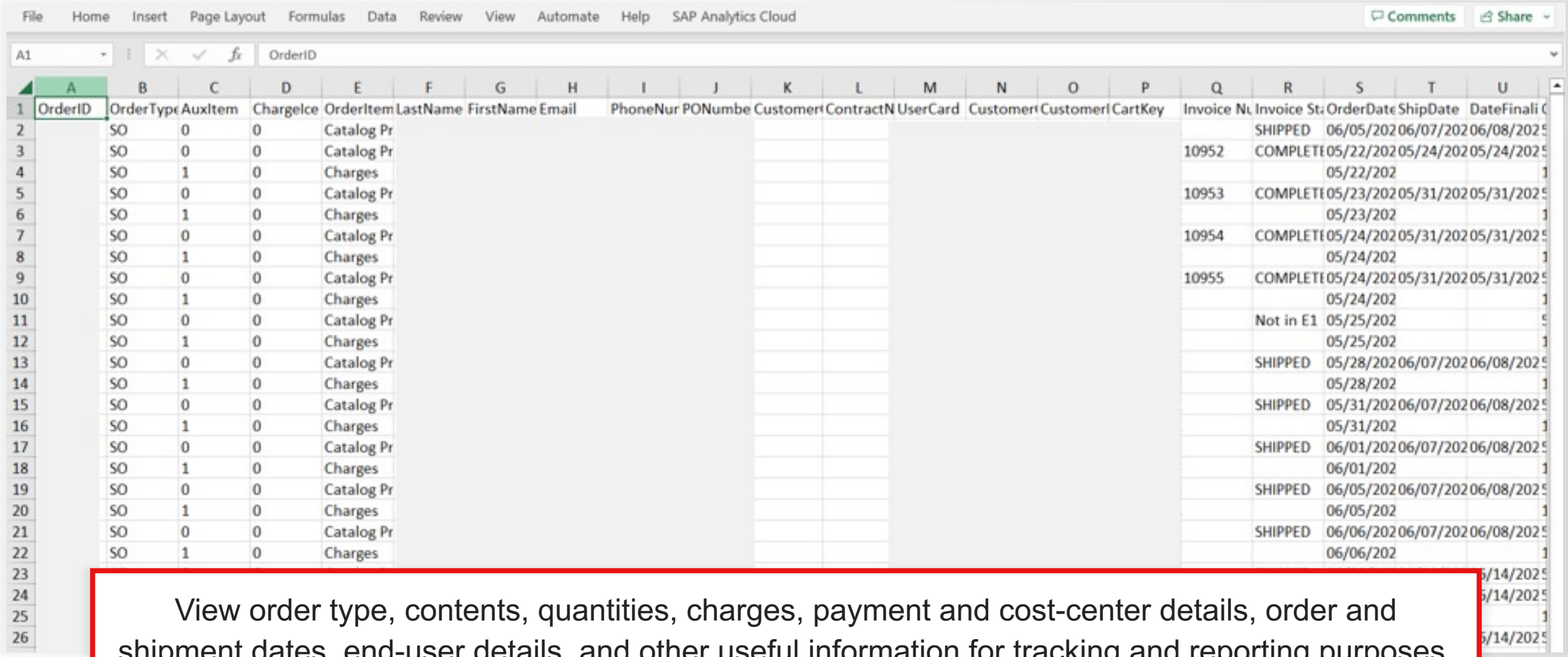


Ability to filter by any column or combination of columns

- Options to copy, print, or export

Reports: Transaction Report

Export to Microsoft™ Excel™ for additional fields

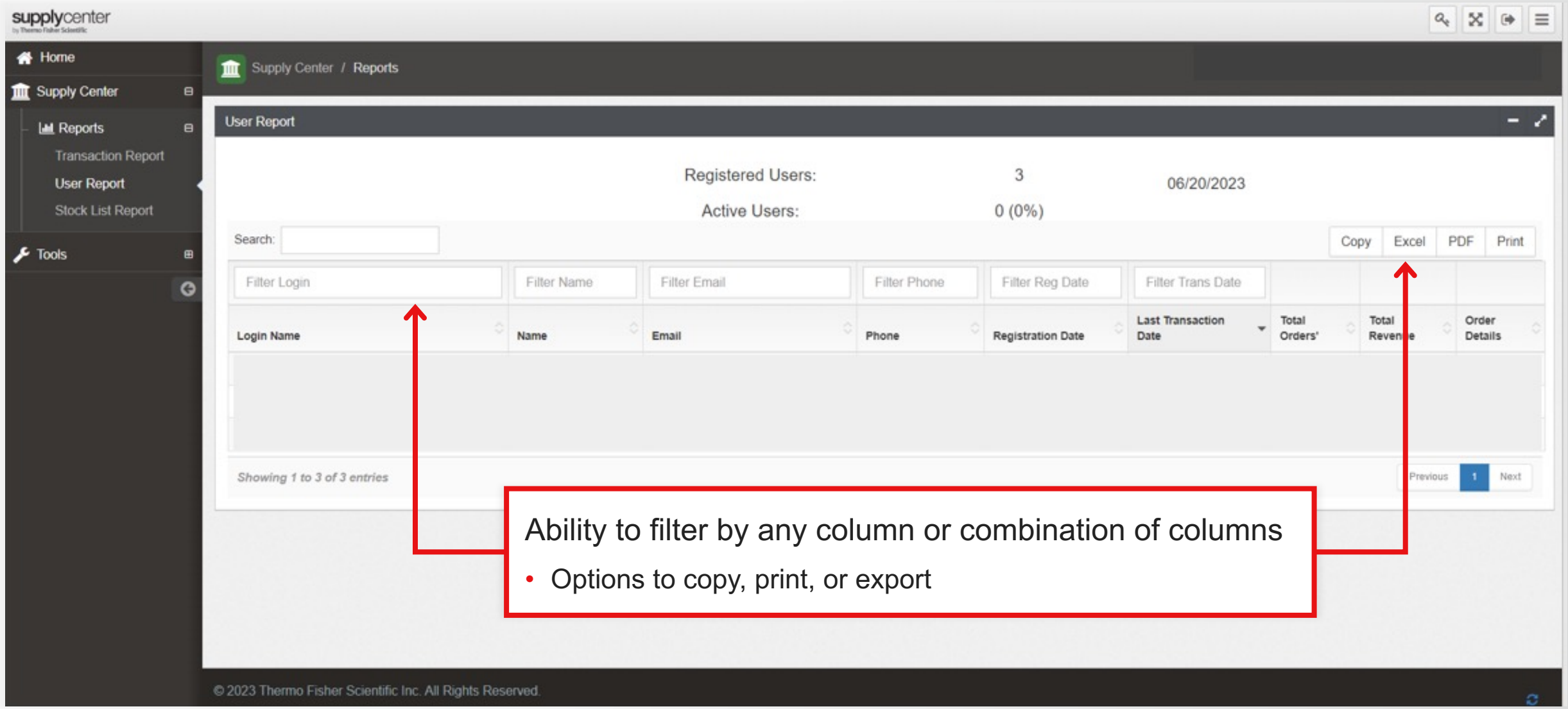


OrderID	OrderType	AuxItem	ChargeIce	OrderItem	LastName	FirstName	Email	PhoneNur	PONumbe	Customer	ContractN	UserCard	Customer	Customer	CartKey	Invoice Nu	Invoice St	OrderDate	ShipDate	DateFinali
	SO	0	0	Catalog Pr													SHIPPED	06/05/202	06/07/202	06/08/202
	SO	0	0	Catalog Pr												10952	COMPLETE	05/22/202	05/24/202	05/24/202
	SO	1	0	Charges														05/22/202		
	SO	0	0	Catalog Pr												10953	COMPLETE	05/23/202	05/31/202	05/31/202
	SO	1	0	Charges														05/23/202		
	SO	0	0	Catalog Pr												10954	COMPLETE	05/24/202	05/31/202	05/31/202
	SO	1	0	Charges														05/24/202		
	SO	0	0	Catalog Pr												10955	COMPLETE	05/24/202	05/31/202	05/31/202
	SO	1	0	Charges														05/24/202		
	SO	0	0	Catalog Pr													Not in E1	05/25/202		
	SO	1	0	Charges														05/25/202		
	SO	0	0	Catalog Pr													SHIPPED	05/28/202	06/07/202	06/08/202
	SO	1	0	Charges														05/28/202		
	SO	0	0	Catalog Pr													SHIPPED	05/31/202	06/07/202	06/08/202
	SO	1	0	Charges														05/31/202		
	SO	0	0	Catalog Pr													SHIPPED	06/01/202	06/07/202	06/08/202
	SO	1	0	Charges														06/01/202		
	SO	0	0	Catalog Pr													SHIPPED	06/05/202	06/07/202	06/08/202
	SO	1	0	Charges														06/05/202		
	SO	0	0	Catalog Pr													SHIPPED	06/06/202	06/07/202	06/08/202
	SO	1	0	Charges														06/06/202		

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

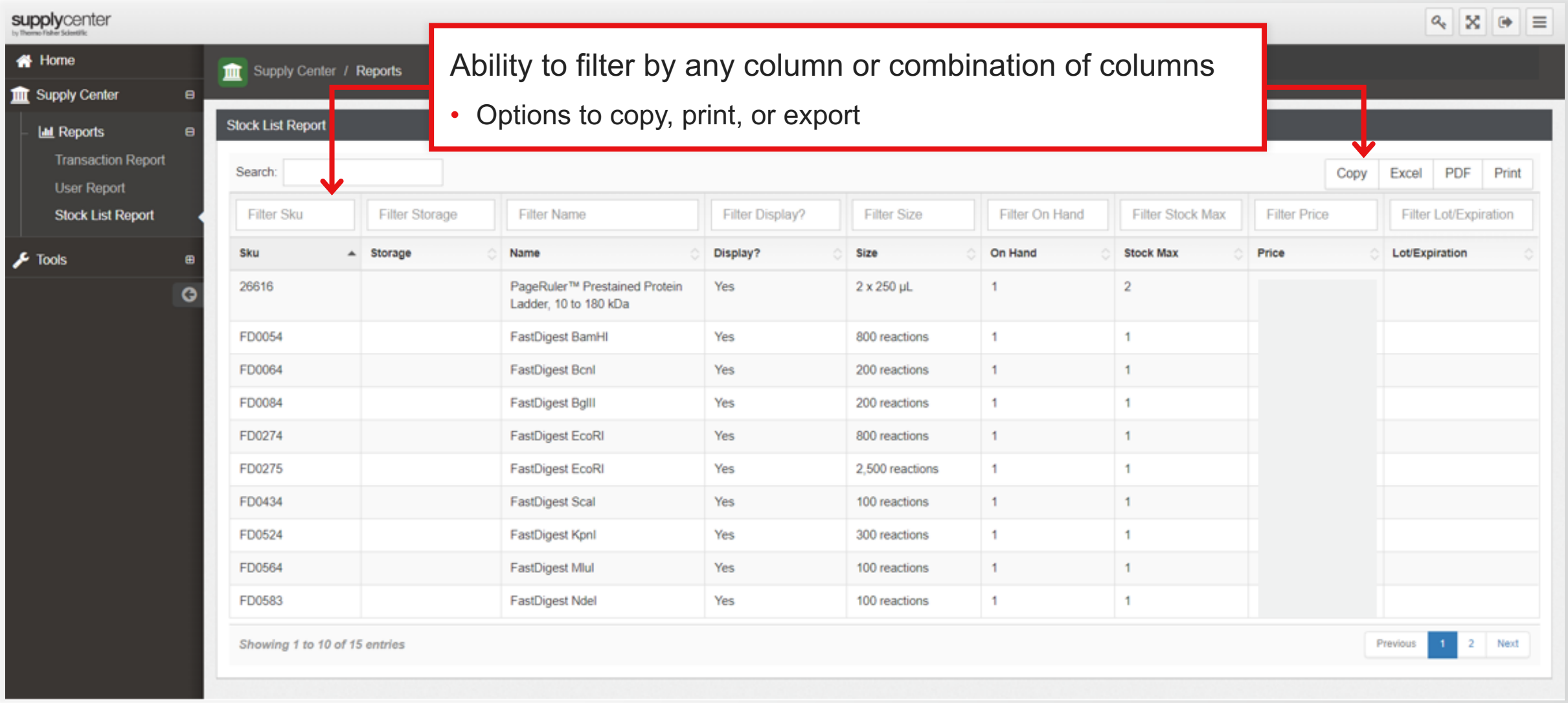
Reports: User Report

View all users associated with selected Supply Center



Reports: Stock List Report

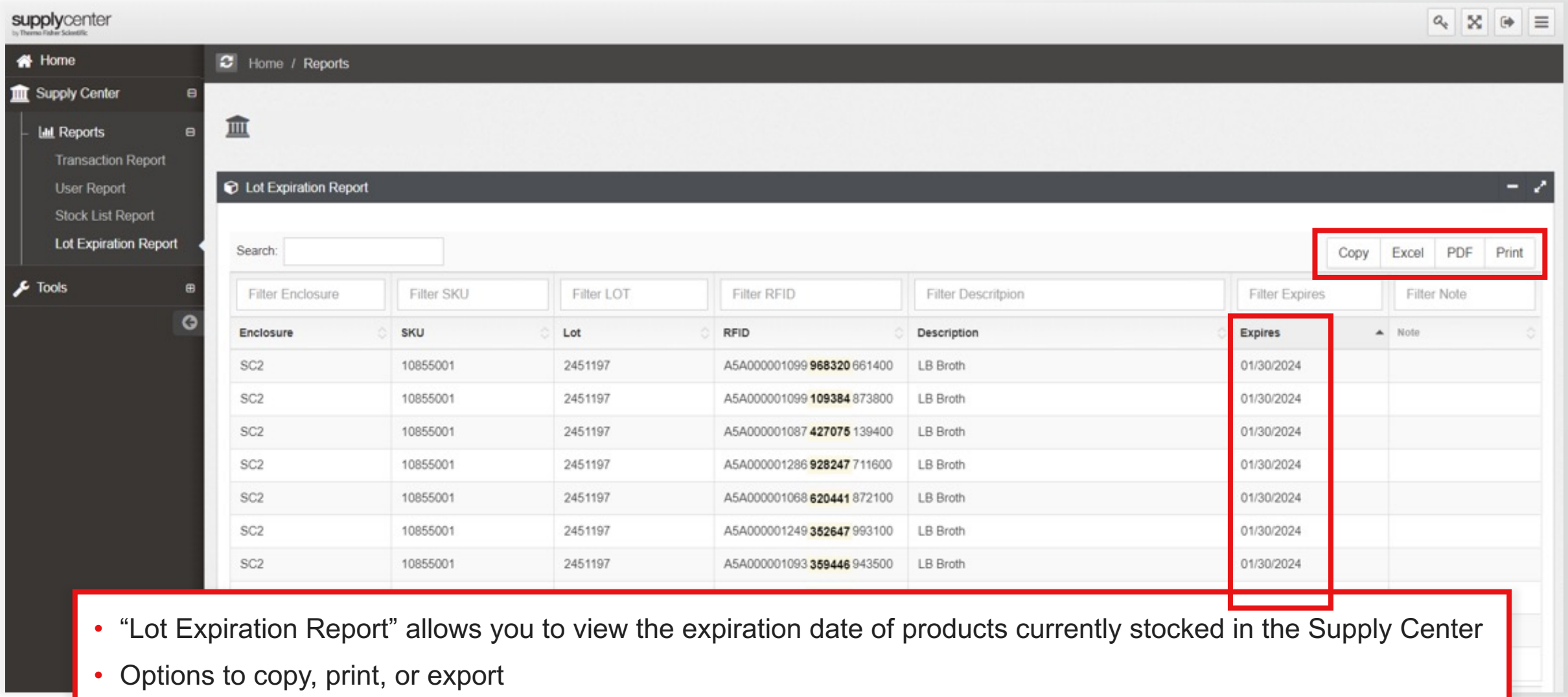
View current inventory in selected Supply Center



Premier units

Reports: Lot Expiration Report

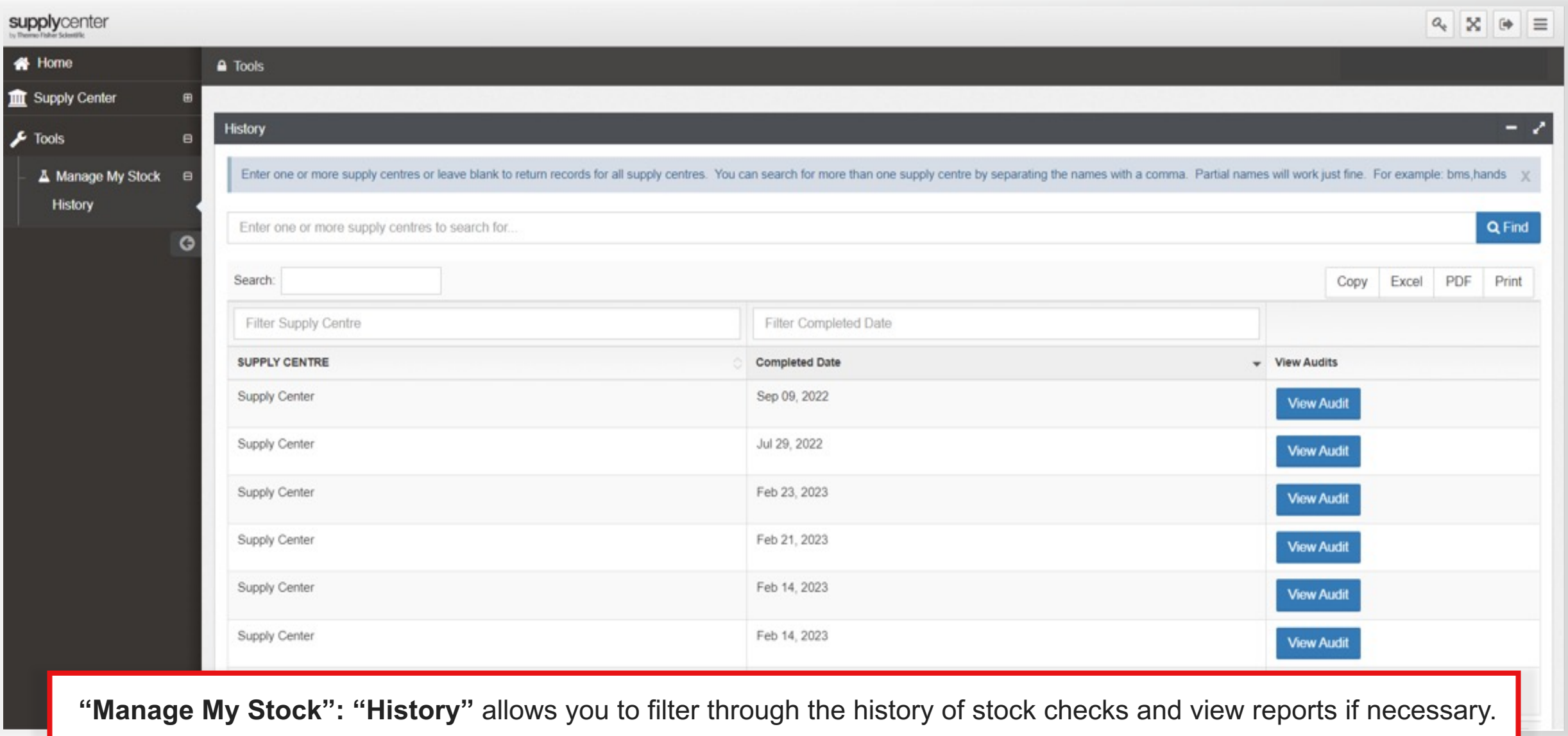
View expiration date of products



- "Lot Expiration Report" allows you to view the expiration date of products currently stocked in the Supply Center
- Options to copy, print, or export

Tools

Manage My Stock: History (Europe only)



"Manage My Stock": "History" allows you to filter through the history of stock checks and view reports if necessary.

Thank you

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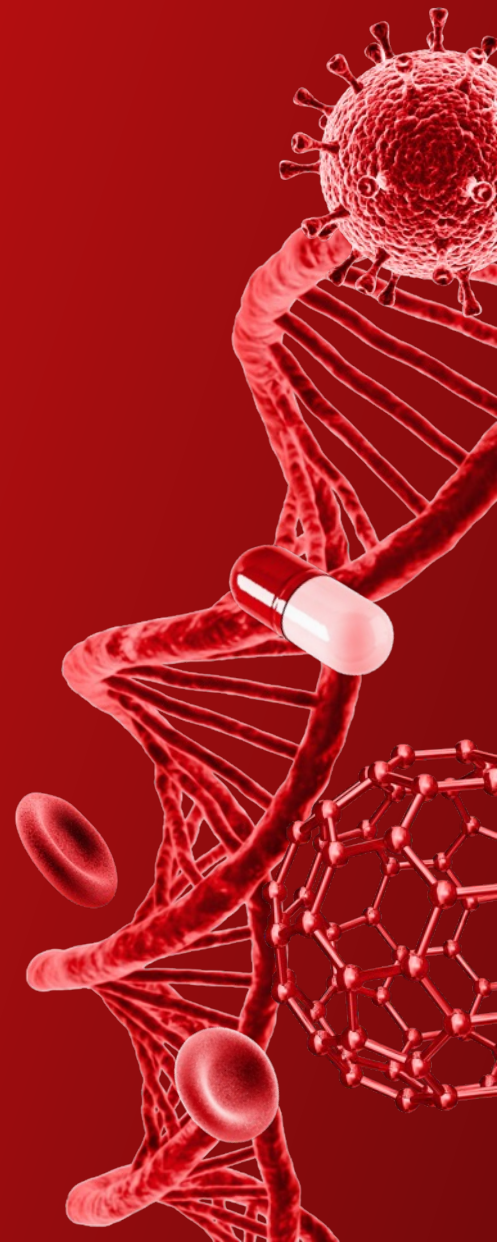
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