



# Fisher Scientific Purchasing Guide

- ✓ Issuing an eVA Purchase Order





# Issuing an eVA Purchase Order to Fisher Scientific

- Must have your quote number to purchase using an existing quote.
- Must have a Ship To address.
- After completing the **Title, PO Category, Procurement Type**. Select **Save**.
- Be sure the **Ship To** address defaults to your Ship To address
- Be sure your **Bill To** address defaults to **Accounts Payable**

This guide is specific to Fisher Scientific eVA Catalog orders only.

eVA User Guide located on the Procurement Services website includes step by step instructions on how to issue an eVA Purchase Order.

The screenshot shows the eVA system interface for a requisition. The breadcrumb trail is: Suppliers > Contracts > Shop > Procurement > Invoicing > Analytics > Manage > Report Center. The current page is titled "Requisition: REQ2071983 - Fisher Scientific, Test 4/3/2026, 1PC00-5412 (Draft)". The user is logged in as Ivanna J. The form includes the following fields:

- Name\***: Fisher Scientific, Test 4/3/2026, 1PC00-5412 ✓
- Organization\***: A221-ODU Procurement Services ✓
- Type**: Purchase ✓
- PO Category\***: RD1 - Routine ✓
- Requester\***: Johnson Ivanna ✓
- Reference Number**: (empty)
- Procurement Transaction Type\***: Equipment - Non-Technology ✓
- Program**: (empty)
- Header Field 1**: (empty)
- Header Field 2**: (empty)
- Status**: Draft
- PCard used on requisition**: No
- Ship to\***: EVMS Central Receiving 714 Wood's Ave Norfolk ✓
- Bill To\***: Old Dominion University, Accounts Payable Rollins Hall Room 2005 Norfolk ✓

Buttons: Save, << Back to Catalog, Other Actions -

Workflow Preview & Ad hoc

Bypass Integration?



# Issuing an eVA Purchase Order to Fisher Scientific

- Select **Back to Catalog** to Add Items from Fisher Scientific Catalog ...

< ⌚ ☆ | Requisition: REQ2071983 - Fisher Scientific, Test 4/3/2026, 1PC00-5412 (Draft)

Save | << Back to Catalog | Other Actions ▾

**Header**

Name*	Fisher Scientific, Test 4/3/2026, 1PC00-5412	Organization*	A221-ODU Procurement Services
Type	Purchase	PO Category*	RD1 - Routine
Requester*	Johnson Ivanna	Reference Number	
Procurement Transaction Type*	Equipment - Non-Technology	Program	
Header Field 1		Header Field 2	
Status	Draft	PCard used on requisition	No

Bypass Integration?

Workflow Preview & Ad hoc

**Ship to\***

EVMS Central Receiving 714 Woodis Ave Norfolk

EVMS Central Receiving  
714 Woodis Ave  
Norfolk Virginia 23510  
UNITED STATES

**Comment** ⓘ

Note: New users will be provided a Ship To address from Fisher prior to using the punch out catalog.

Previous selections will appear in the drop-down menu. Must use search for more... for all new selections.



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Type “Fisher” in the **Search** field and click **Search**.
- Click the **Shopping Cart** icon to be taken to the Fisher Scientific purchasing page

The screenshot shows the eVA system interface. At the top, there is a navigation bar with the eVA logo and various menu items: Suppliers, Contracts, Shop, Procurement, Invoicing, Analytics, Manage, and Report Center. On the right side of the navigation bar, there are icons for a warning, a notification bell, and a user profile for Ivanna J. Below the navigation bar, there is a search bar with the text "Search Products" and a search icon. The search results section shows a search bar with "fisher" entered and a "Search" button highlighted with a red box. Below the search bar, there is a filter section with "Filter By Commodity" and "Search Products: fisher". Below the filter section, there is a table of search results. The table has columns for Order, Image, Commodity, Product Code, Suppliers, Label, and Detailed Description. The first row of the table shows a "Shopping Cart" icon in the Order column, which is highlighted with a red arrow. The other columns for the first row are: Image (Fisher Scientific logo), Commodity (BIOCHEMICALS, RESEARCH), Product Code (FISHER SCIENTIFIC COMPANY LLC), Suppliers (Fisher Scientific Punchout), Label (Fisher Scientific Punchout), and Detailed Description (Fisher Scientific Punchout Lab, Scientific, Diagnostic, Research Supplies).



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Select **My Account**, then click **Quotes**.

The screenshot shows the Fisher Scientific website interface. At the top, there is a dark blue banner with the text "Shop Our Clearance Sale for Big Savings on Select Products" and a "Save Now >" button. Below the banner is the navigation bar, which includes the Fisher Scientific logo (part of Thermo Fisher Scientific), a search icon, and links for "Order Status", "Support", "CoVAeVA", and "My Account". A red arrow points to the "My Account" link. A dropdown menu is open under "My Account", showing four columns of options: "Shopping Tools", "Orders", "Account Admin", and "Account". The "Quotes" option under "Shopping Tools" is highlighted with a red arrow.

Shopping Tools	Orders	Account Admin	Account
Quotes	Orders & Returns	Manage Dollar Rules	Account Dashboard
My Lists	Invoices	Manage Catalog Rules	
Quick Order	Requisitions		
	Request New Item		
	Item Request		
	Dashboard		



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select or type Quote Number.



Order Status

Support

CoVAeVA  
My Account



## Quotes

Account: 952533001 CoVAeVA

Switch

Search Quotes

Search by Quote Number or Catalog Number



Filter By:

All

Sort By:

Quote Number - Highest to ...

[6092852802](#)

Add to Cart

Quote Type: Sales

Customer Reference: RFQ 040126 MARK DUDLEY

Created: 02 Apr 2026 Expires: 31 Jul 2026


Active

Select or Enter the  
**Quote Number.**



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select **Add to Cart**.

Line	Product	Price	Qty	Extended Price	<input checked="" type="checkbox"/> Add to cart
1	 <b>Kimberly-Clark Professional™ Kimtech Science™ Kimwipes™ Delicate Task Wipers, 1-Ply</b> Catalog No: 06666A Open Market Kimberly-Clark Professional™ 34155 Dimensions (L x W): 8.2 x 4.4 in., Packaging Quantity: 286 Wipes/Box, 60 Boxes/Cs.	3.89 / PK	<input type="text" value="1"/>	\$3.89	<input checked="" type="checkbox"/>
				Subtotal	\$3.89
				<b>Total</b>	<b>\$3.89</b>

Final charges will be calculated at the time of purchase.

**Add to Cart**

**Note:**  
This quotation, and Fisher Scientific's SALES TERMS AND CONDITIONS (which are incorporated by reference into this quotation and any resulting contract), set out the terms on which Fisher Scientific is offering to sell the product(s) or service(s) listed in this quotation. Fisher Scientific's Sales Terms and Conditions can be found at [https://www.fishersci.com/us/en/footer/sales\\_terms\\_and\\_conditions.html](https://www.fishersci.com/us/en/footer/sales_terms_and_conditions.html)




# Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select **Return Cart to Purchasing Application.**

## Shopping Cart

Account: 952533001

Print Share

Item	Price	Quantity	Subtotal
 <p>Kimberly-Clark Professional™ Kimtech Science™ Kimwipes™ Delicate Task Wipers, 1-Ply</p> <p>Catalog Number: 06-666A Dimensions (L x W): 8.2 x 4.4 in., by Kimberly-Clark Professional™ 34155</p> <p> <b>In Stock</b>  Available for delivery by <b>Apr 29</b> Ships from <b>NAZARETH, PA (EPD)</b></p>	\$3.89 / Pack of 286 Quoted price Quote 610-	<input type="text" value="1"/>	\$3.89

Remove | Save for Later

**Return Cart to Purchasing Application**

### Order Summary

Subtotal (1 Item)	\$3.89
<b>Order Total</b>	<b>\$3.89</b>

[Apply Promotion Code](#)

**Cancel Punchout**



# Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Once you are back to your requisition, you can edit (pencil icon) all or each line item individually to add the Allocations – **Fiscal Year, Agency Use One (org code) and Account (account code)**.
- Verify all details and click **Submit**.

Requisition: REQ2071983 - Fisher Scientific, Test 4/3/2026, 1PC00-5412 (Draft)

**Header**

Name\* Fisher Scientific, Test 4/3/2026, 1PC00-5412 Organization\* A221-ODU Procurement Services

Type Purchase PO Category\* R01 - Routine

Requester\* Johnson Ivanna Reference Number

Procurement Transaction Type\* Equipment - Non-Technology Program

Header Field 1 Header Field 2

Status Draft PCard used on requisition No

Bypass Integration?

**Items & Services**

0 Selected

Item #	Product Type	Supplier Part #	Item Description	Supplier
1	Product	06666A	KIMWIPE SML 4-1/2X8-1/2 286/PK ( FISHER SCIENTIFIC COMPANY LLC ) FISHER SCI	

1 Record(s)

**Allocations**

Remaining To Allocate: 0.00000 USD

%*	Amount	Allocations Quantity	Fiscal Year*	Acc. Cross Reference	Agency Use One*	Account*	Organization
100.00 %	3.89000		2026				A221-ODU Procurement Services

1 Record(s)



# Resources

✓ Procurement Services Website  
[www.odu.edu/procurement](http://www.odu.edu/procurement)

✓ Procurement Services Department Email  
Address [procurement@odu.edu](mailto:procurement@odu.edu)

