

# New Item Application for Europe

## Supplier Instructions

This document is to assist you with the submission of new products for creation via the Fisher Scientific New Item Application.

In order to submit your new products for creation by our Data Content and Operations team, the item details must be entered into the New Item Application. This can be done on screen within the application via your internet browser, or in bulk using an Excel template.

The following document provides details of how to access the New Item Application, how to enter the item details for your new products via your internet browser or the Excel template, how to identify and correct errors, and how to complete and track your submission.

# Accessing the New Item Application via Supplier Exchange

**Login to Supplier Exchange >**

Click on 'Product Management' and select 'Portfolio Management' from the dropdown.

Click 'Submit New Items'. This will take you to the New Item Application. Please note, if you are also registered for other regions (United States, Canada) ensure that you have selected Europe before clicking 'Submit New Items'.




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On the New Item Application home page you can view details of all submissions against your Supplier ID.

Click on the dropdown to filter the submissions by type:

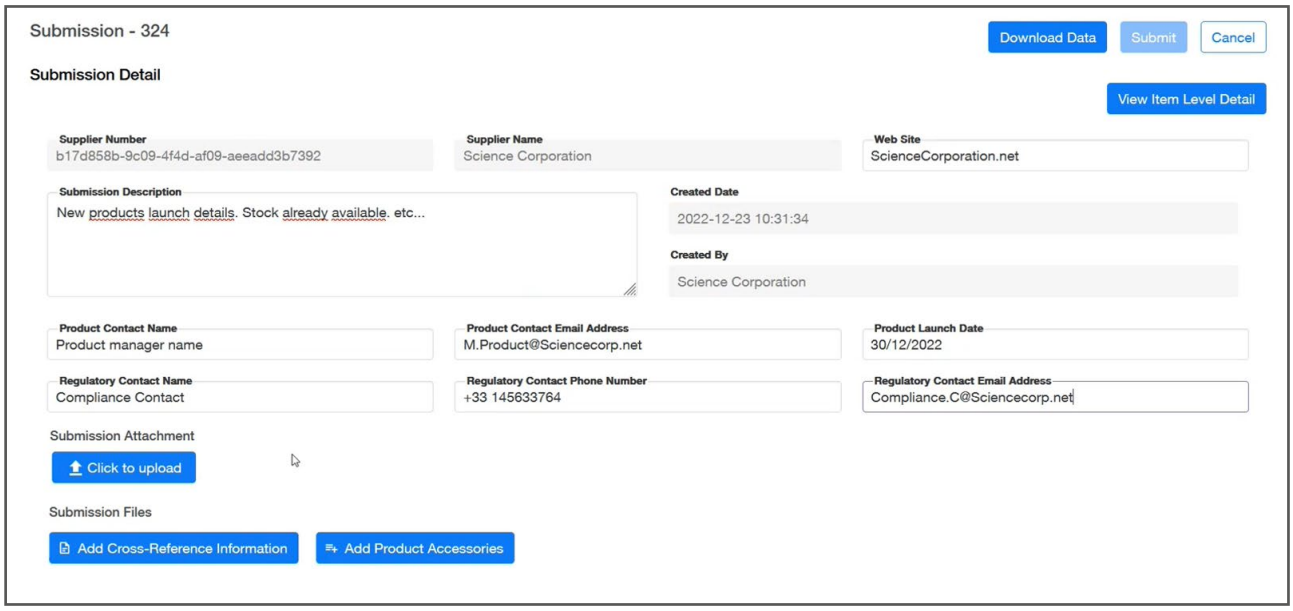
- My Draft Submissions – only shows details of submissions that are currently in draft
- My Rework Submissions – only shows details of submissions that have been returned for rework (for example, further information required)
- View All Submissions – shows details of all submissions

To begin a new submission, click on 'Create Submission'.

# Create Submission

## Submission Detail

A new tab will open on your browser. Here, you must enter the details of the new submission.




**Supplier Number** – the supplier ID for the Supplier Exchange account. This field is auto populated and cannot be amended.

**Supplier Name** – the supplier name for the Supplier Exchange account. This field is auto populated and cannot be amended.

**Web Site** – enter the URL for the supplier website.

**Submission Description** – enter a short description of the new submission (for example: the type of products, whether stock is immediately available, etc.)

**Created Date** – the date of the creation of the new submission. This field is auto populated and cannot be amended.

**Created By** – the Supplier Exchange account name that created the new submission. This field is auto populated and cannot be amended.

**Product Contact Name** – enter the name of the contact for the new product(s). The product contact should be able to provide support if there are any questions concerning the non-regulatory data for the new product(s).

**Product Contact Email Address** – enter the email address of the contact for the new product(s).

**Product Launch Date*** – enter the launch date for the new product(s). If already available, enter today's date.

**Regulatory Contact Name*** – enter the name of the regulatory contact for the new product(s). The regulatory contact should be able to provide support if there are any questions concerning the regulatory data for the new product(s).

**Regulatory Contact Phone Number*** – enter the phone number of the regulatory contact for the new product(s). Please include the international dialing code.

**Regulatory Contact Email Address*** – enter the email address of the regulatory contact for the new product(s).

*Fields must be completed to proceed with the submission.

# Submission Attachment

Details of product cross-references or product accessories can be uploaded here.

**Please note –** at a product level it is only possible to upload **one Safety Data Sheet (SDS)** and **one Declaration of Conformity (DoC)/CE Certificate** per product line on the Regulation Information tabs (see below). Therefore, the following should be attached as Submission Attachments (where required):

- Multiple Safety Data Sheets (SDS) for products comprising of individual components

- Multiple Declarations of Conformity/CE Certificates for products comprising of individual components, in local EU languages (for Medical Devices and In Vitro Diagnostic products)

- Instructions for Use (IFU), in local EU languages, for Medical Devices and In Vitro Diagnostic products

- Product Labels, in local EU languages, for Medical Devices and In Vitro Diagnostic products

Once the Submission Detail page is complete, click on View Item Level Detail to progress to the next page.

# Enter Item Details

## Item Level Detail

On the Item Level Detail page you can enter the details of your new product(s).

New product details can be entered either on the browser (recommended only for small numbers of items), or by using the Excel template, downloaded from this page (recommended for bulk new product creation).

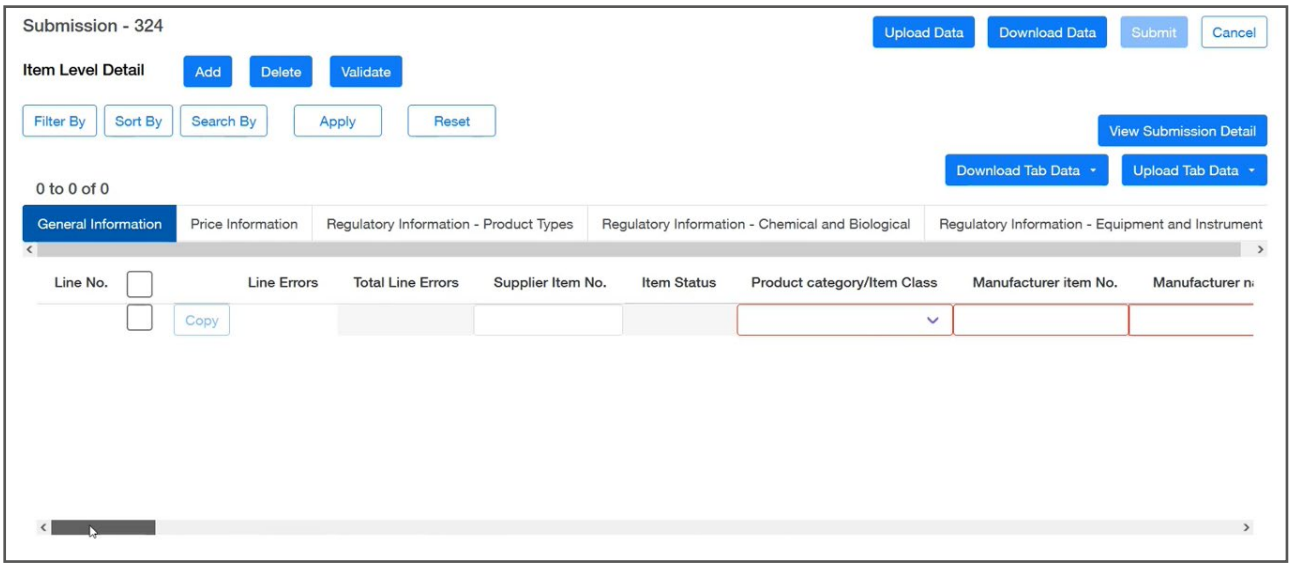
On both the browser and the Excel template, there are five tabs for different types of new product data:

- General Information
- Price Information
- Regulatory Information – Product Types
- Regulatory Information – Chemical and Biological
- Regulatory Information – Equipment and Instrument

There are four types of attribute:

- Free text attributes – alpha or numeric characters can be entered
- Numerical value attributes – only numeric characters can be entered
- Dropdown attribute – value must be selected from the dropdown list
- Dropdown/Type In attribute – begin typing the value and select when it appears

On the browser, attributes which are mandatory are highlighted with a red border:




Attributes that are for information only, and cannot be amended, are shaded in grey.

# General Information

## Fields marked with * are mandatory

**Line Errors** – this field displays the number of errors on this line within the current tab. This is for information only and cannot be amended.

**Total Line Errors** – this field displays the number of errors on this line across all tabs. This is for information only and cannot be amended.

**Supplier Item Number*** – enter the supplier's part number for the item (free text). This is the unique number for the item, that will be used for all transactions between the Fisher Scientific channel and the supplier (purchase orders, order confirmation, etc.)

**Item Status** – this field displays the item status and will show as 'New' for new items. This is for information only and cannot be amended.

**Product Category/Item Class*** – select the relevant Product Category from the dropdown.

| Item Class Name | Definitions | Examples |
|---|---|---|
| Chemicals & Biochemical Reagents | Substances used in analysis, synthesis or as a support for chemical reactions; assigned a chemical abstract service number (CAS) | Organic and inorganic chemicals, acids, bases, standards, solvents, solutions, buffers |
| Biologicals | Material derived from an organism or used to support the growth of organisms | Proteins, antibodies, enzymes, media, cell cultures, sera, plasma, whole blood, live animals, preserved specimens |
| Diagnostics | Substances used with specimens or samples to generate qualitative and quantitative test results | Histology and cellular research Reagents and kits, Proteomic and genomic Research supplies, COVID testing kits, clinical diagnostic kits, controls, and reagents, stains and dyes and indicators, Elisa kits |
| Furniture | Products whose primary function is to provide basic storage, seating, or a working surface that does not pertain to controlled environments or healthcare procedural/examination | Laboratory, general, or office; cabinets; casework; seating; desks; or work benches (No health care examination or controlled environment furniture) |
| Equipment and Instruments | Electrically powered equipment that can alter the physical characteristics of a sample or measure a physical or chemical property, not including instrument accessories | Refrigerators and freezers, centrifuges, stirring mantles, water purification systems, microscopes, pH meters, chromatography systems, balances, gas detection monitors and other electrically powered safety and healthcare instrumentation |
| Consumables | Non electronic products, typically with a useful life less than one (1) year, including educational products and teaching supplies; equipment accessories and replacement parts; and manually powered instruments not related to safety or healthcare | Equipment accessories and parts; manually powered instruments, glassware and plasticware, filters, software, labels and signs, textbooks, tapes and adhesives, educational games/puzzles, office supplies |

| Item Class Name | Definitions | Examples |
|---|---|---|
| Training and Services | Instruction or course of training, installation, maintenance, shipping, or repairs provided or guaranteed by a supplier | Course training, installation, services not resulting in physical products |
| Safety Products | Products used for protection, controlled environments, facility maintenance, emergency response, and healthcare use | Gloves, face masks, lab coats, first aid supplies, cleaning supplies, patient care supplies, food service, tools, eyewash stations, spill control and containment, hazardous material storage, controlled environments seating, healthcare examination furniture, dissection equipment |

**Please note** – it is vital that the correct Product Category is selected, as this will determine the regulatory data that is required for the item.

**Manufacturer Item Number*** – enter the manufacturer's part number for the item (free text). This may differ from the supplier's part number if the item is manufactured by another entity.

**Manufacturer Name*** – begin typing the manufacturer name and select the correct value when it appears. If the value does not appear, please contact rsdeusuppliermgmt@thermofisher.com, and request that the manufacturer name is added.

The 'manufacturer' is the entity who produces the item.

**Supplier Brand Name*** – begin typing the brand name and select the correct value when it appears. If the value does not appear, please contact rsdeusuppliermgmt@thermofisher.com, and request that the brand name is added.

The 'Supplier brand' is the brand name under which the item is promoted and marketed.

**Main Pack Type*** – from the dropdown, select the smallest sellable pack type for the item. Possible values are:

| Value | Description |
|---|---|
| CS | Case |
| DZ | Dozen |
| EA | Each |
| GR | Gram |
| PK | Pack |
| PL | Pallet |
| PR | Pair |

**Main Pack Size*** enter the smallest sellable pack size for the item (numeric only).

**Main Pack Unit*** – from the dropdown, select the correct unit for the smallest sellable pack size for the item.

**Alternate Pack Size Type** – if an alternate pack size is available, select the correct pack type from the dropdown.

**Alternate Pack Size Conversion Factor** – if an alternate pack size is available, enter the conversion factor that is applied to the Main Pack Size (numeric only).

**English Product Noun*** – enter the key descriptive noun for the item (free text, maximum 34 characters). For example, 'Beaker'.

**Please note** – only the following non alphanumeric characters are accepted:

| Character | Description |
|---|---|
| . | Full stop/period |
| / | Forward slash |
| \ | Back slash |
| - | Dash/hyphen |

**English Primary Differentiator** – enter the primary descriptive term that differentiates the product (free text, 20 characters). For example, 'glass'.

**English Secondary Differentiator** – enter the secondary descriptive term that differentiates the product (free text, 20 characters). For example, 'graduated'.

**English Tertiary Differentiator** – enter the tertiary descriptive term that differentiates the product (free text, 20 characters). For example, '50ML'.

Taken together, the English Product Noun and the Primary, Secondary and Tertiary Differentiators will form the English item description: '**Beaker glass graduated 50ML**'.

**Additional Language Product Description** – from the dropdown, select the additional language for the product description (if available). Possible values are:

| Value | Description |
|---|---|
| BD | Belgian Dutch |
| BR | Brazilian Portuguese |
| CH | Swiss |
| DA | Danish |
| DE | German |
| ES | Spanish |
| FI | Finnish |
| FR | French |
| IT | Italian |
| NL | Dutch |
| NO | Norwegian |
| PL | Polish |
| PT | Portuguese |
| SE | Swedish |
| SL | Slovenian |
| ST | Standard Spanish (Latin America) |

**Additional Product Noun** – enter the key descriptive noun for the item in the additional language (free text, 20 characters). For example, 'Becher'.

**Additional Primary Differentiator** – enter the primary descriptive term that differentiates the product in the additional language (free text, 20 characters). For example, 'verre'.

**Additional Secondary Differentiator** – enter the secondary descriptive term that differentiates the product in the additional language (free text, 20 characters). For example, 'gradué.

**Additional Tertiary Differentiator** – enter the tertiary descriptive term that differentiates the product in the additional language (free text, 20 characters). For example, '50ML'.

Taken together, the Additional Product Noun and the Primary, Secondary and Tertiary Differentiators will form the alternate language item description: '**Becher verre gradué 50ML**'

**Minimum Order Quantity*** – enter the minimum order quantity for the saleable unit of the item (numeric only).

**Lead Time from the Supplier*** – enter the supplier lead time for the item (numeric only).

**Minimum Storage Temperature*** – enter the minimum storage temperature for the item in °C (numeric only). If a minimum storage temperature does not apply to the item, enter '-999'.

**Maximum Storage Temperature*** – enter the maximum storage temperature for the item in °C (numeric only). If a maximum storage temperature does not apply to the item, enter '999'.

**Coolant Needed for Shipment*** – select the correct value from the dropdown:

| Value |
| --- |
| None |
| Kool-It/Ice Bricks |
| Dry Ice |
| Any |

**Demo Item or Sample** – select the correct value from the dropdown (Y/N).

**EU Commodity Code*** – begin typing the EU Commodity Code and select the correct value when it appears.

**Country of Origin*** – select the correct value from the dropdown.

**Serial Number Tracking*** – select the correct value from the dropdown (Y/N).

**Batch Control*** – select the correct value from the dropdown (Y/N).

**Shelf Life (If Required)** – enter the details of the shelf life of the product in the number of days (numeric).

**Warranty (If Required)** – enter the details of the warranty for the item in the number of years (numeric).

**Returnable?*** – select the correct value from the dropdown (Y/N).

**Gross Weight of Main Unit*** – enter the gross weight of the Main Pack Unit, in KG.

**Net Weight of Main Unit*** – enter the net weight of the Main Pack Unit, in KG.

**Gross Volume of Main Unit** – enter the gross volume of the Main Pack Unit, in m3.

**Net Volume of Main Unit** – enter the net volume of the Main Pack Unit, in m3.

**Packaging Height of the Main Unit** – enter the packaging height of the Main Pack Unit, in metres.

**Packaging Length of the Main Unit** – enter the packaging length of the Main Pack Unit, in metres.

**Packaging Width of the Main Unit** – enter the packaging width of the Main Pack Unit, in metres.

**Gross Weight of Alternate Unit** – enter the gross weight of the Alternate Pack Size, in KG.

**Net Weight of Alternate Unit** – enter the net weight of the Alternate Pack Size, in KG.

**Gross Volume of Alternate Unit** – enter the gross volume of the Alternate Pack Size, in m3.

**Net Volume of the Alternate Unit** – enter the net volume of the Alternate Pack Size, in m3.

**Packaging Height of the Alternate Unit** – enter the packaging height of the Alternate Pack Size, in metres.

**Packaging Length of the Alternate Unit** – enter the packaging length of the Alternate Pack Size, in metres.

**Packaging Width of the Alternate Unit** – enter the packaging width of the Alternate Pack Size, in metres.

**Available From Date** – select the date from which the item is available. If the item is already available, select today's date.

**Does the Product have a GREEN Claim?** – select the correct value from the dropdown (Y/N).

The Fisher Scientific Greener Choice program is designed to highlight products with environmental benefits to our customers. Greener Choice items are environmentally preferable to other products within the same category, and are identified on the Fisher Scientific web catalogue with the green leaf icon.

**Green Claim 1 – 10** – select the relevant GREEN claims from the dropdowns.

Available values are as follows:

| Value | Description |
|---|---|
| CERTSEAP | Certif. and Seals of Approval |
| COMP | Compostable |
| DEGR | Degradable |
| ENERGY | Energy Star Certification |
| FREEOF | Free of a Substance causing Environmental Harm |
| NONT | Non-Toxic |
| OZFREE | Ozone-Safe/Ozone Friendly |
| RECY | Recyclable |
| RECYCON | Recycled Content |
| RNWEN | Renewable Energy |
| RNWMAT | Renewable Materials |
| SOURCE | Source Reduction |

# Pricing Information

**Line No.** – this field shows the line number, which corresponds to the line in the General Information tab. This is for information only and cannot be amended.

**Line Errors** - this field displays the number of errors on this line. This is for information only and cannot be amended.

**Supplier Item No**. – this field displays the supplier's part number which was entered in the General Information tab. This information cannot be amended in the Pricing Information sheet.

**English Product Noun** – this field displays the English product noun that was entered in the General Information tab. This information cannot be amended in the Pricing Information sheet.

**Item Status** – this field displays the Item Status. This is for information only and cannot be amended.

**Main or Alternate Unit*** – is the pricing provided for the Main or Alternate Pack Unit, as entered in the General Information tab. Select the correct value from the dropdown.

**For each country, the following fields are available:**

**Recommended List Price Currency** – select the correct list price currency from the dropdown.

**Recommended List Price** – enter the supplier's recommended list price for the item (numeric only).

**Discount from list %** – enter the supplier's discount to the Fisher Scientific channel (numeric only).

**Fisher Net Purchase Price Currency** – select the correct currency for the Fisher Scientific channel net purchase price from the dropdown.

**Fisher Net Purchase Price** – enter the Fisher Scientific channel net purchase price (numeric only).

# Regulatory Information – Product Types

**Line No.** – this field shows the line number, which corresponds to the line in the General Information tab. This is for information only and cannot be amended.

**Line Errors** - this field displays the number of errors on this line. This is for information only and cannot be amended.

**Supplier Item No.** – this field displays the supplier's part number which was entered in the General Information tab. This information cannot be amended in the Regulatory Information – Product Types sheet.

**English Product Noun** – this field displays the English product noun that was entered in the General Information tab. This information cannot be amended in the Regulatory Information – Product Types sheet.

**Item Status** – this field displays the Item Status. This is for information only and cannot be amended.

**Is Item CE Marked?*** – please confirm if the item is CE marked. Select the correct value from the dropdown (Y/N).

If Yes, a copy of the CE Certificate must be uploaded in the next field.

**CE Certificate** – if the item is CE marked, click upload to add a copy of the CE certificate (PDF format only).

**In Vitro Diagnostic Y/N*** – please confirm if the item is an In Vitro Diagnostic product. Select the correct value from the dropdown (Y/N). If the item is an In Vitro Diagnostic product, the Instructions for Use (IFU) and Product Label must be uploaded as a Submission Attachment, to fulfil IVDR verification obligations. Please see further details on page 3 of this guide

**Medical Device Classification** – please select the correct medical device classification from the dropdown. If the item is a Medical Device product, the Instructions for Use (IFU) and Product Label must be uploaded as a Submission Attachment, to fulfil MDR verification obligations. Please see further details on page 3 of this guide.

**EU ECCN Number*** – begin typing the EU ECCN Number and select the correct value when it appears.

**US ECCN Number (If Applicable)** – add the US ECCN Number, if applicable/available.

# Regulatory Information – Chemical and Biological

**Line No.** – this field shows the line number, which corresponds to the line in the General Information tab. This is for information only and cannot be amended.

**Line Errors** – this field displays the number of errors on this line. This is for information only and cannot be amended.

**Supplier Item No.** – this field displays the supplier's part number which was entered in the General Information tab. This information cannot be amended in the Regulatory Information – Chemical and Biological sheet.

**English Product Noun** – this field displays the English product noun that was entered in the General Information tab. This information cannot be amended in the Regulatory Information – Chemical and Biological sheet.

**Item Status** – this field displays the Item Status. This is for information only and cannot be amended.

**Is it Hazardous according to CLP?*** – is the item hazardous, according the EU CLP Regulation? Select the correct value from the dropdown (Y/N).

**SDS File** - click upload to add a copy of the Safety Data Sheet (PDF format only). It is mandatory to provide an SDS if the product belongs to the 'Chemicals and Biochemical Reagents' category and is classified as hazardous according to the CLP regulations.

**C.A.S. Number 1** – add the C.A.S. number for the item (numeric only).

**C.A.S. Number 1 Percentage** – add the percentage for the C.A.S. Number (numeric only).

**C.A.S. Number 2** – add the C.A.S. number for the item (numeric only).

**C.A.S. Number 2 Percentage** – add the percentage for the C.A.S. Number (numeric only).

**C.A.S. Number 3** – add the C.A.S. number for the item (numeric only).

**C.A.S. Number 3 Percentage** – add the percentage for the C.A.S. Number (numeric only).

**Subject to authorisation under REACH, Annex XIV** – is the item subject to authorisation under the European REACH regulation, Annex XIV? Select the correct value from the dropdown (Y/N). This field is mandatory if the Product Category/Item Class is 'Biologicals' or 'Chemicals and Biochemical Reagents'.

**UN Number** – begin typing the UN Number for the item and select the correct value when it appears. This field is mandatory if the Product Category/Item Class is 'Biologicals' or 'Chemicals and Biochemical Reagents'.

**Packing Group** – select the Packing Group for the item from the dropdown. This field is mandatory the Product Category/Item Class is 'Biologicals' or 'Chemicals and Biochemical Reagents'.

**Chemical Class** – select the Chemical Class for the item from the dropdown. This field is mandatory is the Product Category/Item Class is 'Chemicals and Biochemical Reagents' and the item is classified as hazardous according to the CLP regulations.

**Sub Class 1** – select the Sub Class 1 for the item from the dropdown. This field is mandatory is the Product Category/Item Class is 'Chemicals and Biochemical Reagents' and the item is classified as hazardous according to the CLP regulations.

**Sub Class 2** – select the Sub Class 2 for the item from the dropdown. This field is mandatory is the Product Category/Item Class is 'Chemicals and Biochemical Reagents' and the item is classified as hazardous according to the CLP regulations.

**Proper Shipping Name 1** – enter the Proper Shipping Name for the item (free text). This field is mandatory is the Product Category/Item Class is 'Chemicals and Biochemical Reagents' and the item is classified as hazardous according to the CLP regulations.

**Proper Shipping Name 2** – enter the Proper Shipping Name for the item (free text). This field is mandatory is the Product Category/Item Class is 'Chemicals and Biochemical Reagents' and the item is classified as hazardous according to the CLP regulations.

**Technical Shipping Name** – enter the Technical Shipping Name for the item (free text). This field is mandatory is if the Product Category/Item Class is 'Chemicals and Biochemical Reagents' and the item is classified as hazardous according to the CLP regulations.

**Inner Package Type** – select the Inner Package Type for the item from the dropdown. This field is mandatory is the Product Category/Item Class is 'Chemicals and Biochemical Reagents' and the item is classified as hazardous according to the CLP regulations.

**Density (g/cm3)** – enter the Density for the item (numeric only). This field is mandatory is if the Product Category/Item Class is 'Chemicals and Biochemical Reagents' and the item is classified as hazardous according to the CLP regulations.

**Flash Point °C** – enter the Flash Point for the item (numeric only). This field is mandatory if the Product Category/Item Class is ‘Biologicals’ or ‘Chemicals and Biochemical Reagents’.

**pH** – enter the pH for the item (numeric only). This field is mandatory is the Product Category/ Item Class is ‘Chemicals and Biochemical Reagents’ and the item is classified as hazardous according to the CLP regulations.

**Animal Byproduct Item?** – is the item an Animal byproduct? Select the correct value from the dropdown (Y/N).

**Biocide Item?*** – is the item a Biocide item? Select the correct value from the dropdown (Y/N).

**% of Ethanol** – enter the percentage of Ethanol for the item (numeric only). This field is mandatory if the Product Category/Item Class is ‘Biologicals’ or ‘Chemicals and Biochemical Reagents’.

**EU Drug Precursor?** – is the item an EU Drug Precursor? Select the correct value from the dropdown. This field is mandatory if the Product Category/Item Class is ‘Biologicals’ or ‘Chemicals and Biochemical Reagents’.

**Subject to restriction under REACH, Annex XVII** - is the subject to authorisation under the European REACH regulation, Annex XVII? Select the correct value from the dropdown (Y/N). This field is mandatory if the Product Category/Item Class is ‘Biologicals’ or ‘Chemicals and Biochemical Reagents’

# Regulatory Information – Equipment and Instrument

**Line No**. – this field shows the line number, which corresponds to the line in the General Information tab. This is for information only and cannot be amended.

**Line Errors** – this field displays the number of errors on this line. This is for information only and cannot be amended.

**Supplier Item No**. – this field displays the supplier’s part number which was entered in the General Information tab. This information cannot be amended in the Regulatory Information – Equipment and Instrument sheet.

**English Product Noun** – this field displays the English product noun that was entered in the General Information tab. This information cannot be amended in the Regulatory Information – Equipment and Instrument sheet.

**Item Status** – this field displays the Item Status. This is for information only and cannot be amended.

**Type of Power Supply** – select the correct type of power supply for the item from the dropdown.

**EU WEEE Category** – select the EU WEEE Category for the item from the dropdown. This field is mandatory if the Product Category/Item Class is 'Equipment and Instruments' or 'Furniture'.

**UK WEEE Category** – select the UK WEEE Category for the item from the dropdown. This field is mandatory if the Product Category/Item Class is 'Equipment and Instruments' or 'Furniture'.

**WEEE Sub Category FR** – select the WEEE sub category for France from the dropdown. This field is mandatory if the Product Category/Item Class is 'Equipment and Instruments' or 'Furniture'.

**WEEE Sub Category BE** – select the WEEE sub category for Belgium from the dropdown. This field is mandatory if the Product Category/Item Class is 'Equipment and Instruments' or 'Furniture'.

**WEEE – Are batteries included in the unit?** – please confirm if batteries are included in the unit. Select the correct value from the dropdown.

**WEEE – Weight of Battery –** enter the weight of the battery in grams

**WEEE – Battery Type** – select the battery type from the dropdown.

**WEEE – Number of Batteries** – enter the number of batteries (numeric only).

**WEEE – Lithium Battery Specification** – select the lithium battery specification from the dropdown.

**Number of Bulbs** – enter the number of bulbs (numeric only). This field is mandatory if the Product Category/Item Class is 'Equipment and Instruments' or 'Furniture'.

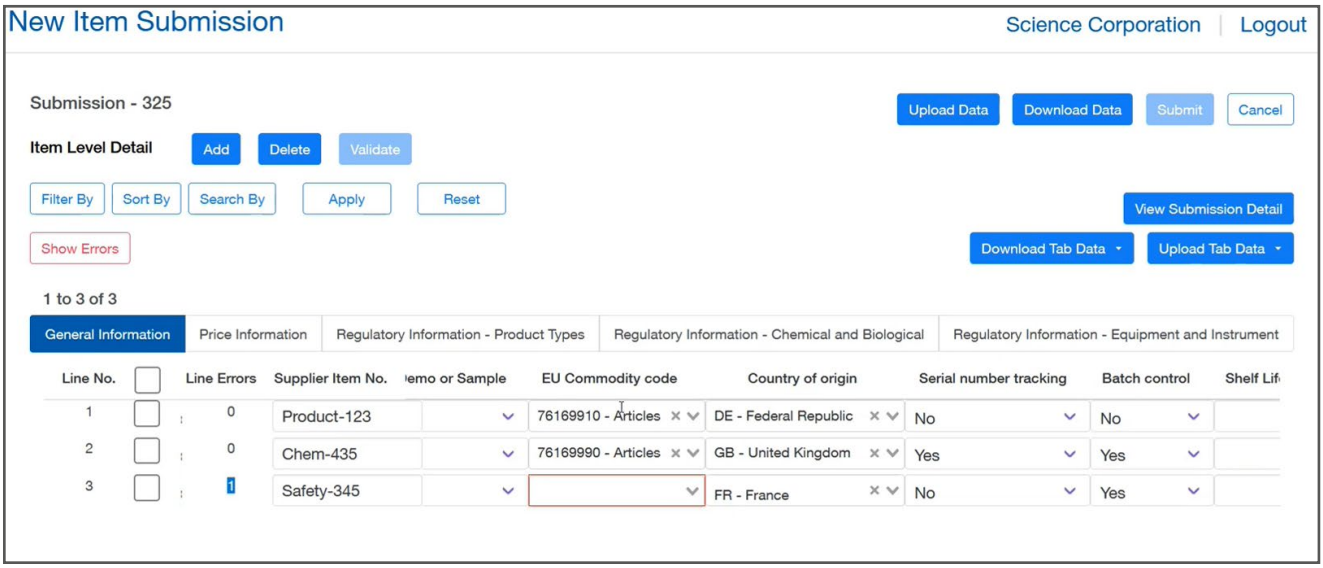
**Bulb Type** – select the bulb type from the dropdown. This field is mandatory if the Product Category/Item Class is 'Equipment and Instruments' or 'Furniture'.

# Validate Item Details

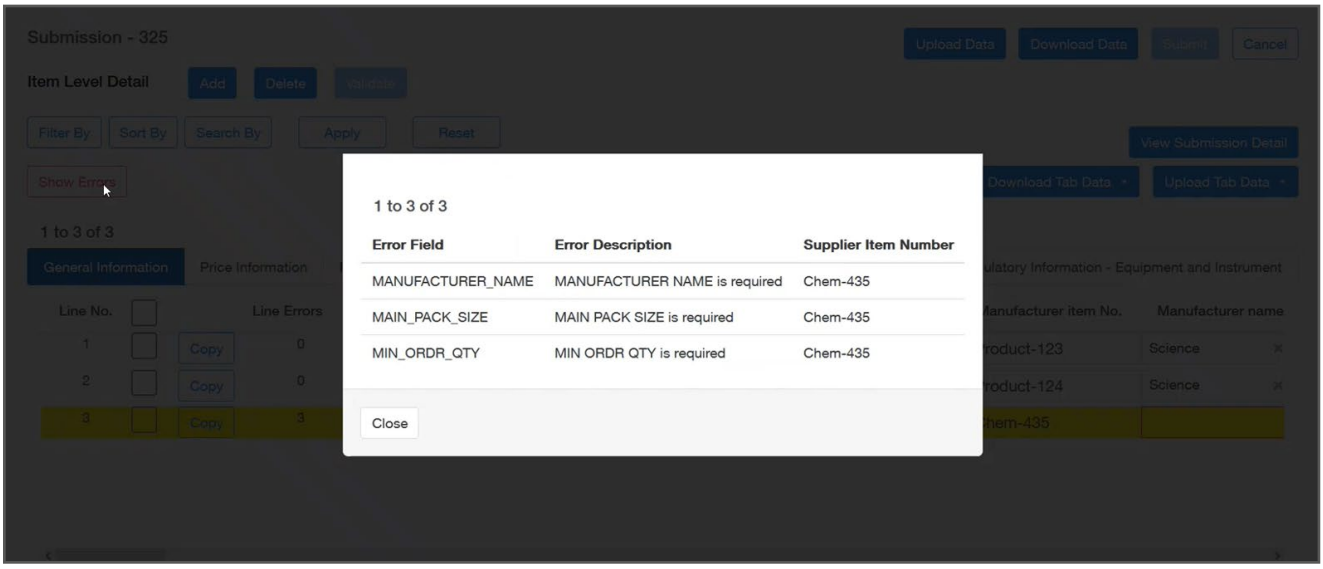
Once all of the item details have been entered, click 'Validate'. Each item will be checked for data errors.

Once the validation is complete the number of errors on a line will be displayed in the 'Line Errors' field.

Fields that are in error are highlighted with a red border:




To see an overview of all errors, click the 'Show Errors' button on the top left of the screen.
A window appears, listing the Error Field, the Error Description, and the Supplier Item Number for the item with the error:

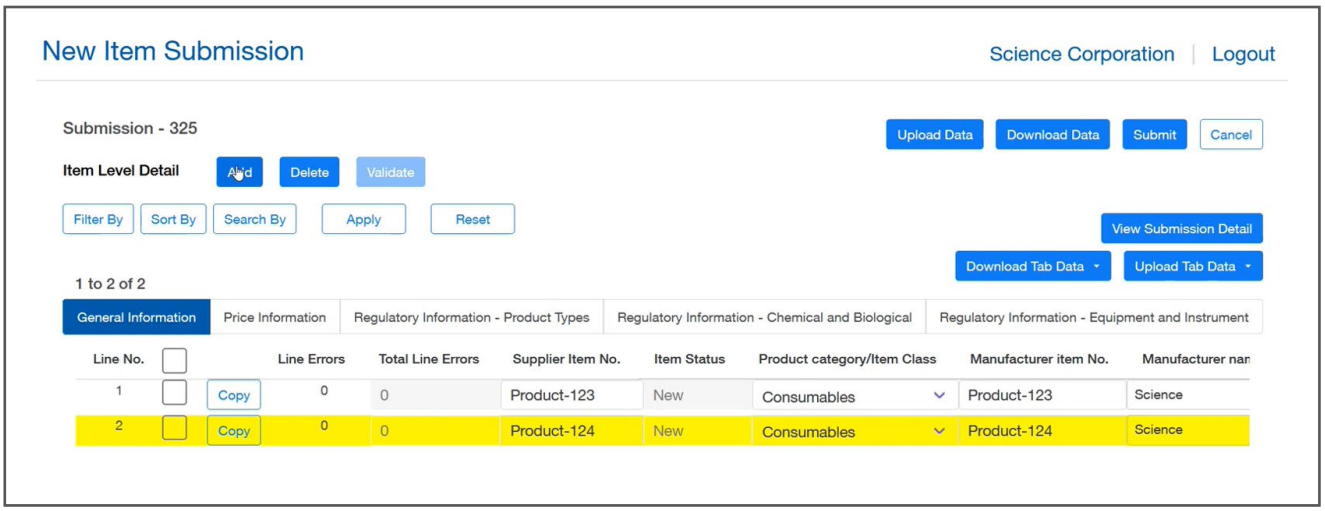



**Please note –** all errors must be corrected before items can be submitted for creation.
Once there are no errors, the items can be submitted for creation by clicking the 'Submit' button on the top right of the screen.

# New Item Submission Functionality

## Add a line

To add a new line click the ‘Add’ button:



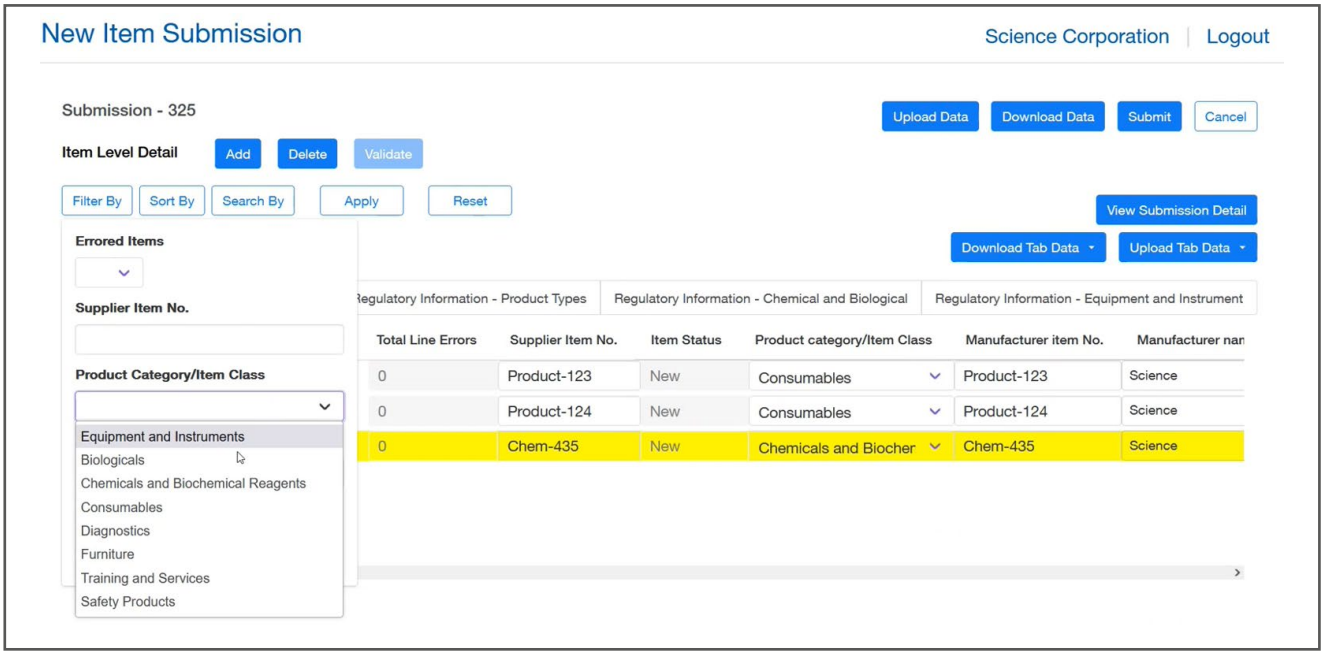

A new line is created, and the Item Details can now be entered.

## Delete a line

To delete a line, select the line using the check box, and click the ‘Delete’ button.

## Filter by

To filter the lines in the submission, click on the ‘Filter by’ button:



To filter to view items with errors, select 'YES' from the 'Errored Items' dropdown.

To filter by the supplier part number, enter the details into the 'Supplier Item No.' field.

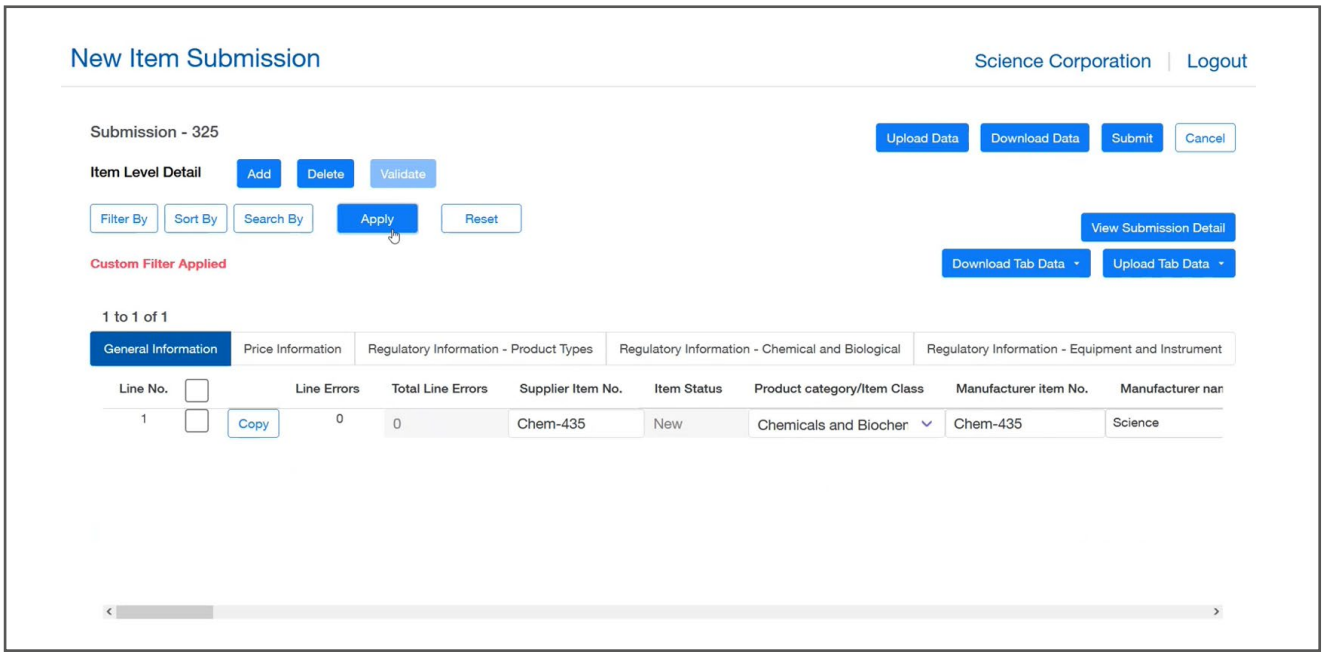
To filter by the Product Type, select the relevant category from the 'Product Type/Item Class' dropdown.

To filter by the English Product Noun, enter the details into the 'English Product Noun' field.

To only view items that have been returned by the Fisher Scientific EU Supplier Data Intake team, click the 'Item Status – Rework – Additional Data Required' checkbox.

Click 'Apply' to apply the filter.

A message will appear on the top right of the screen: 'Custom filter applied':




To remove the filter, click 'Reset'.

## Sort by

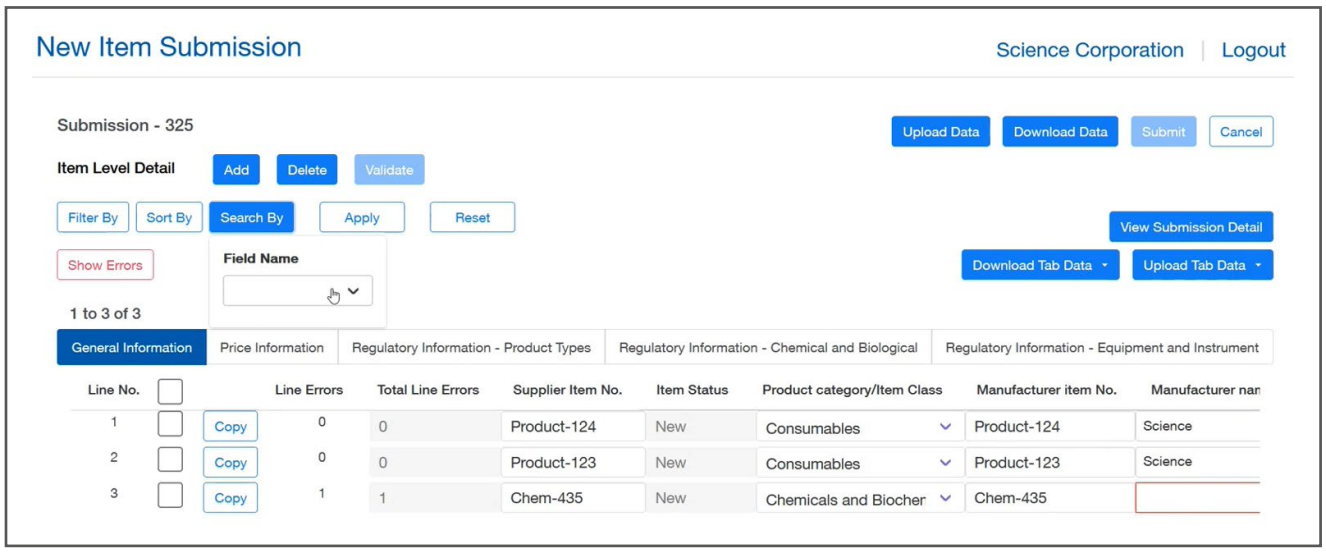
To sort the items by the supplier's part number, click the 'Sort by' button:

Select 'Ascending' or 'Descending' from the dropdown and click 'Apply'.

To remove the Sort, click 'Reset'.

## Search by

To search by items with errors, or supplier part number, click the 'Search by' button:




Select 'Errored Items' or 'Supplier Item No.' from the dropdown.

To search by supplier part number, enter the complete code into the 'Search' field, and click 'Apply'.

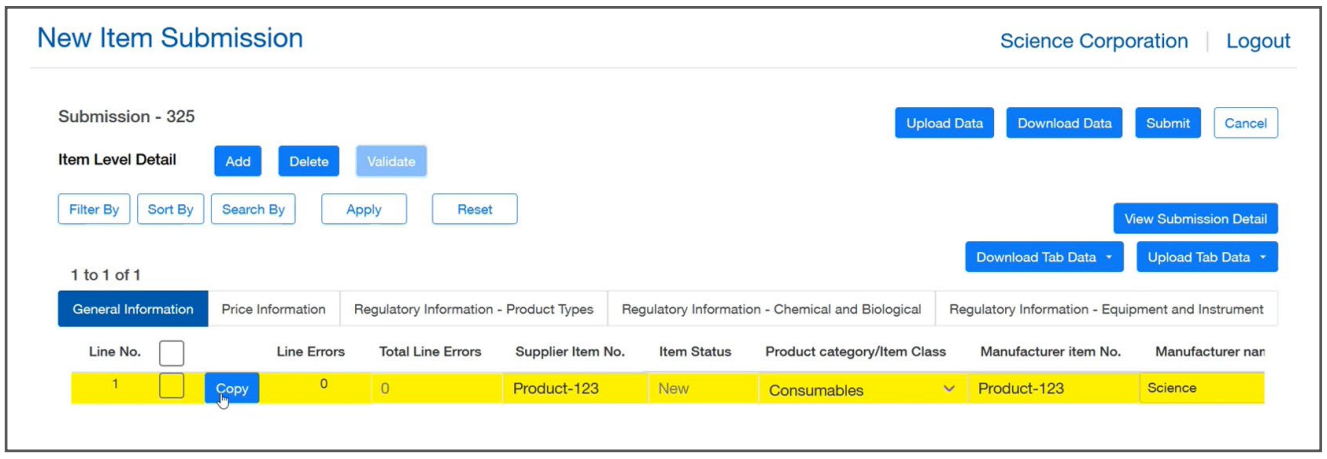
To remove the Search, click 'Reset'.

## Copy an Item

When working in the browser, a copy can be created of a validated item on a new line. The user can then amend the required fields on the copied item, to differentiate the product from the original.

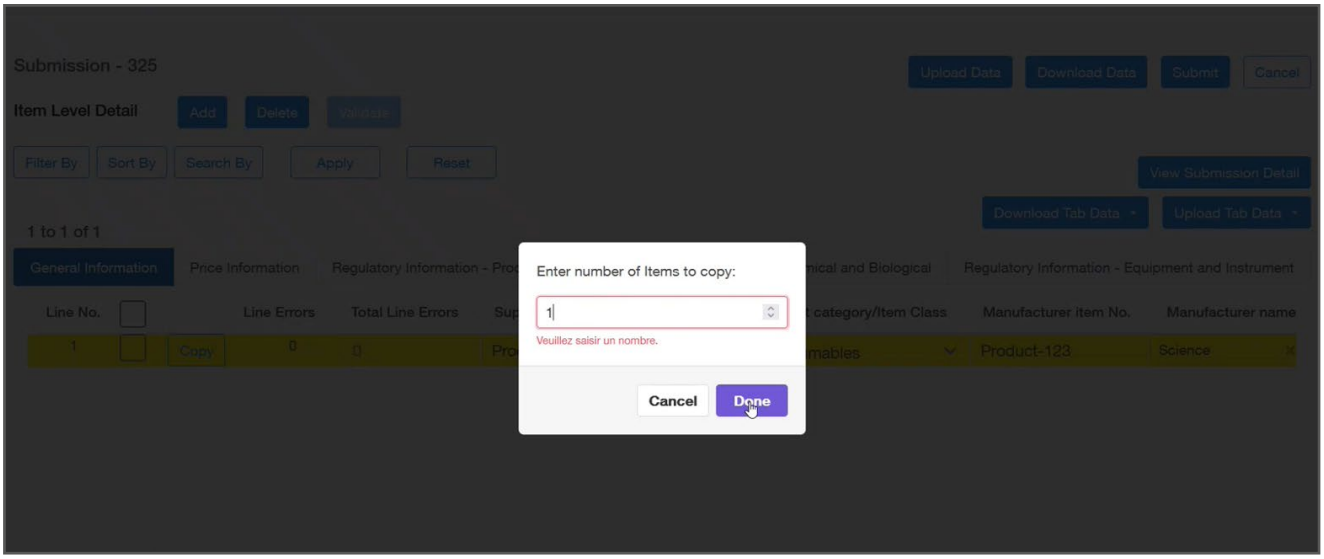
This functionality is particularly useful when creating a range of similar products.

Once the validation is complete on the original item, the copy button becomes available on the line:



Click copy.

Enter the number of copies of the original item that you wish to create:




The copies are created. Amend the required data and ensure that there are no errors.

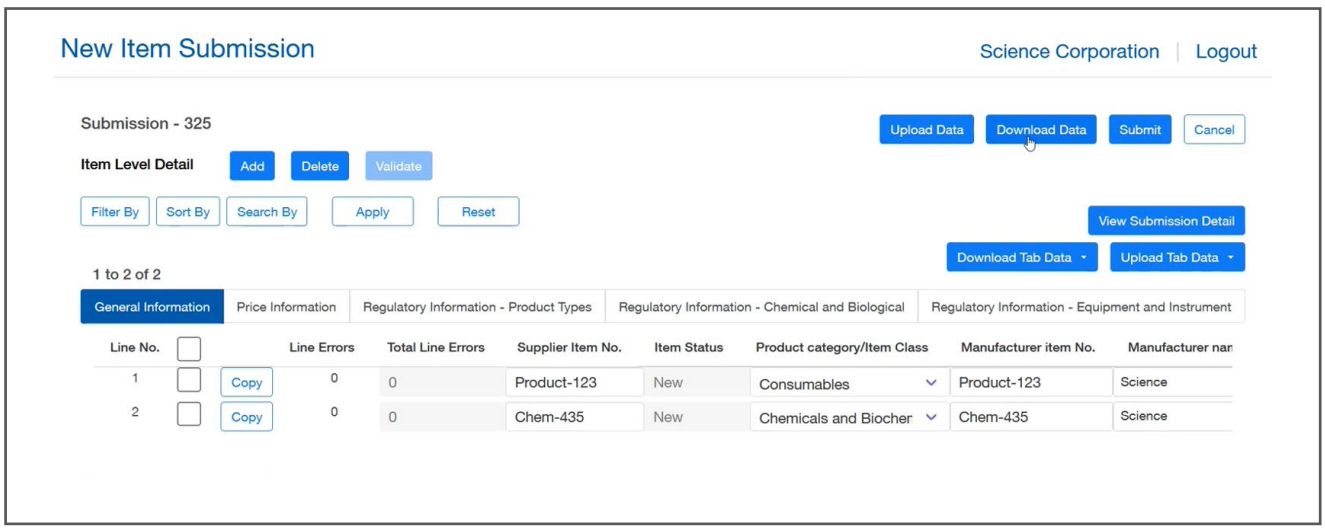
# Enter Item Details using Excel template

As well as entering item details using the New Item Application via your browser, item data can be uploaded using an Excel template.

This is particularly useful when you have a large number of items to submit for creation.

**Please note –** the maximum number of lines that can be submitted is **1000**. If you need to create more than 1000 items as part of your submission, please contact rsdeusuppliermgmt@thermofisher.com via email.

To generate the Excel template for the submission, click the 'Download Data' button on the top right of the screen:



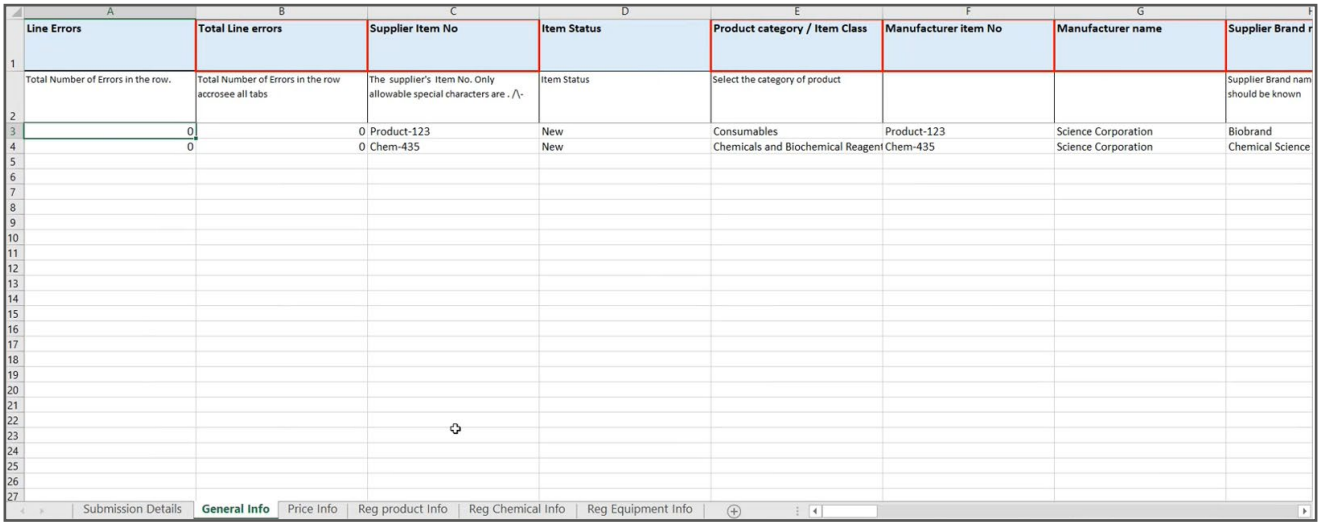
Save the file to your local PC.

Open the template.

The Excel template contains the same tabs and fields as the New Item Application when viewed via your browser.

Mandatory fields are highlighted with a red border around the header (row A).

If item details have already been entered for submission via the browser, this data will be populated in the Excel template:



| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | **Line Errors** | **Total Line errors** | **Supplier Item No** | **Item Status** | **Product category / Item Class** | **Manufacturer item No** | **Manufacturer name** | **Supplier Brand r** |
| 2 | Total Number of Errors in the row. | Total Number of Errors in the row accrosee all tabs | The supplier's Item No. Only allowable special characters are . /\- | Item Status | Select the category of product | | | Supplier Brand nam should be known |
| 3 | 0 | 0 | Product-123 | New | Consumables | Product-123 | Science Corporation | Biobrand |
| 4 | 0 | 0 | Chem-435 | New | Chemicals and Biochemical Reagent | Chem-435 | Science Corporation | Chemical Science |

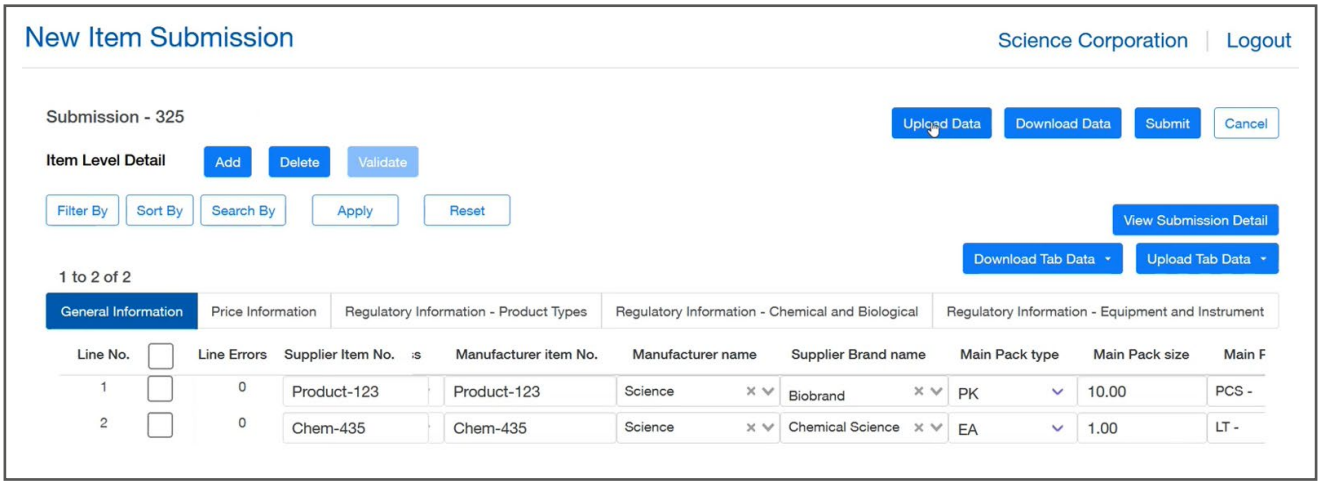
Submission Details | General Info | Price Info | Reg product Info | Reg Chemical Info | Reg Equipment Info

This data can be amended within the Excel template.

New lines can also be added. **Reminder** – the maximum number of lines that can be submitted is 1000. If you need to create more than 1000 items as part of your submission, please contact rsdeusuppliermgmt@thermofisher.com via email.

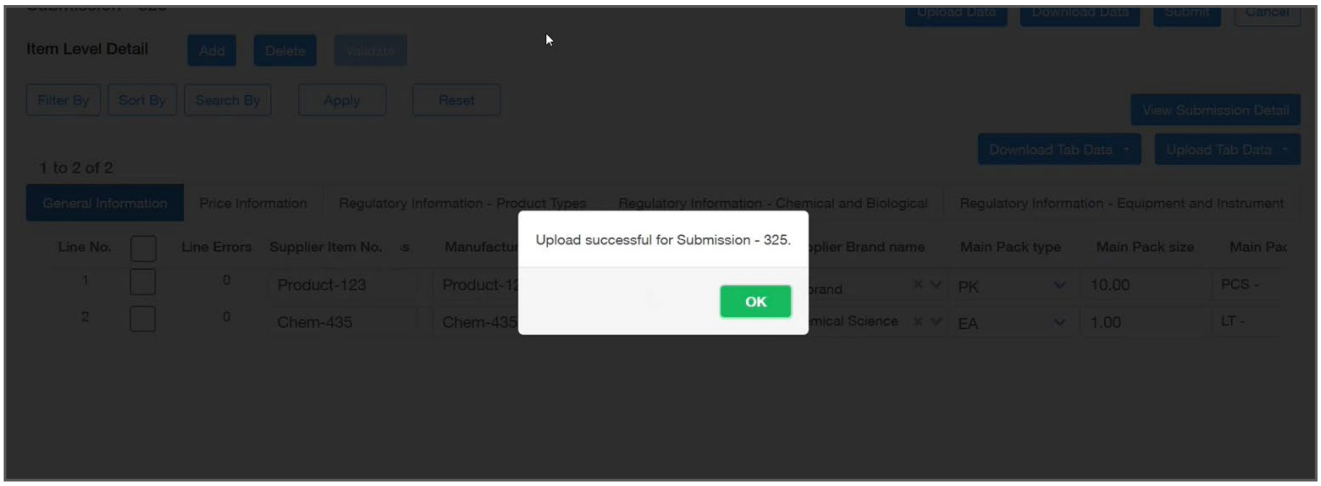
Once item details for all of your new products have been entered into the template, save and close.

Return to the browser and click the 'Upload Data' button on the top right of the screen:



Select your template and click ‘Open’.

The data is imported to the New Item Application. You will receive a confirmation message once complete:




Review any errors and correct. To correct in bulk via the Excel template, click ‘Download Data’ to download a new version of the template. Correct errors in Excel, save, and upload.

If attachments are required for the items (for example, Safety Data Sheets or CE Certificates) these must be uploaded via the browser (see above).

**Please note** – attachments must be uploaded in PDF format.

# Upload Tab Data using Excel Template

Rather than generating an Excel Template with all tabs, you can also generate an Excel template for a single tab (for example, for Pricing Information or Regulatory Information).

To generate the Excel Template for a single tab navigate to the tab in the browser and click ‘Download Tab Data’.

Save the template to your local PC.

Once the item details have been entered into the template, return to the relevant tab on the browser and upload by clicking ‘Upload Tab Data’ on the top right of the screen.

The data is imported to the New Item Application. You will receive a confirmation message once complete.

Review any errors and correct.

# Submit Items for Creation

Once Item Details have been entered for all of your new products, and there are no lines in error, you are able to submit your items for creation.

The 'Submit' button becomes available – please note, the 'Submit' button will remain unavailable while errors exist.

Click 'Submit'. Please wait for a few seconds.

Important – please only click 'Submit' once.

Once submitted, a confirmation message will appear.

# Tracking the Progress of your Submission

All new item submissions against the Supplier Exchange account are available to view on the New Item Application home screen.

The status of the submission is visible in the Status field.

Submissions with the status of Draft are still being worked on and/or awaiting submission by the Supplier.

Submissions with the status of 'Submitted' have been submitted by the Supplier and are awaiting action by the Fisher Scientific EU Data Content and Operations team.

Submissions with the status of 'In Progress' have been submitted by the Supplier and are being worked on by the Fisher Scientific EU Data Content and Operations team.

Submissions with the status of 'Rework – Additional Data Required' have been reviewed by the Fisher Scientific Data Content and Operations team, and require further information from the Supplier to proceed.

Submissions with the status of 'Completed' are approved, with the items available to Fisher Scientific customers.

Submissions with the status of 'Completed with Rejections' have been reviewed by the Fisher Scientific Data Content and Operations team, but one or more items have been rejected as not eligible for sale. Please see item level details.

Submissions with the status of 'Canceled' have been canceled by the Supplier.

Submissions with the status of 'Error' are in error. Please email rsdeusuppliermgmt@thermofisher.com, listing the Submission ID.

Click on the dropdown to filter to view 'All Submissions', 'My Draft Submissions' or 'My Rework Submissions'.

# Items for Rework – Additional Data Required

If the status of the submission shows as 'Rework – Additional Data Required' then action is needed by the supplier.

To view submissions which require rework, click on the filter dropdown and select 'My Rework Submissions'.

Please note: in order to amend a rework submission, the 'My Rework Submissions' filter must first be applied.

Click on the submission you wish to rework to open.

Add or amend the required data. Once complete, resubmit.

For further information, contact rsdeusuppliermgmt@thermofisher.com, including the Submission ID.

## Completed Items

To view the status of Completed Items, click on any Submission with the status 'Completed' or 'Completed with Rejections'.

Click 'Item Level Details'.

The status of each item is shown in the Item Status field.

Items which show as 'Completed' have been approved and created on the Fisher Scientific system, and are now available to customers.

Items which show as 'Rejected' have been reviewed and are not eligible for sale via the Fisher Scientific channel. Rejected items are not available to customers, and cannot be resubmitted. For further information, contact rsdeusuppliermgmt@thermofisher.com, including the Submission ID.

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