

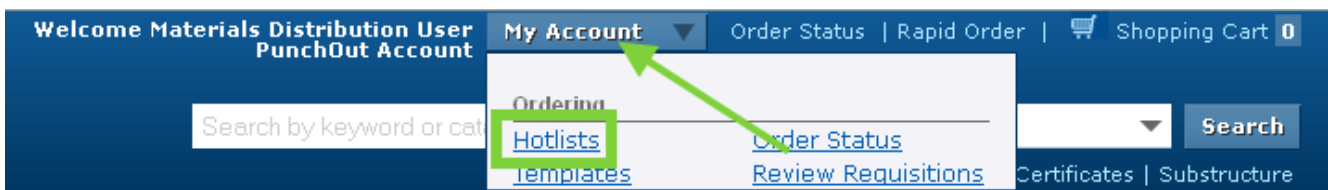
Saving a Favorites List/Hotlist in Fisher Punch-out

Please Note: Favorites lists are referred to as “Hotlists” within the Fisher punch-out site.

- Creating a New Hotlist..... 1
- Saving an Item to an Existing Hotlist..... 1
- Adding Fisher Favorites/Hotlist Items to a Shop@UW Cart 2

Creating a New Hotlist on the Fisher Punch-out Site

1. Hover over the My Account tab at the top of the screen. Select the Hotlists link.



2. Select the Create New Hotlist button.

Hotlists

Use Hotlists to store and order your most frequently used items. Use this section to manage your Hotlists.

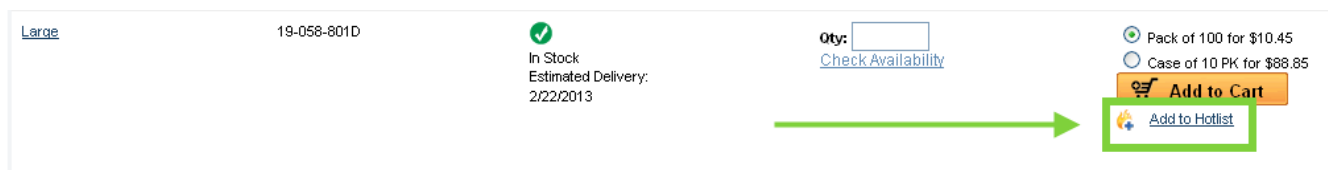


3. Type in the desired name and click Save.

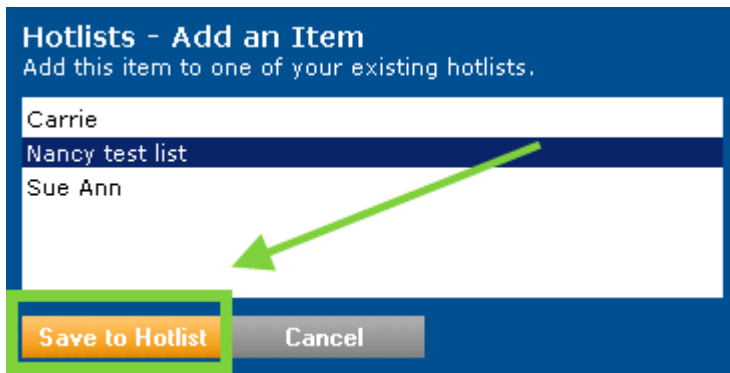


Saving an Item to an Existing Hotlist

1. Locate the item(s) to be saved. Click the Add to Hotlist link next to the item.

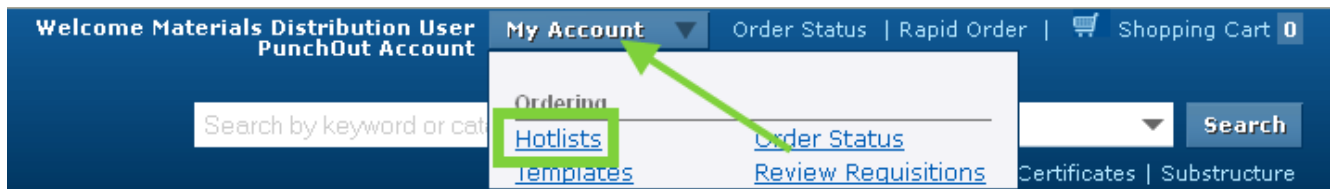


2. Select the desired Hotlist and select Save to Hotlist.

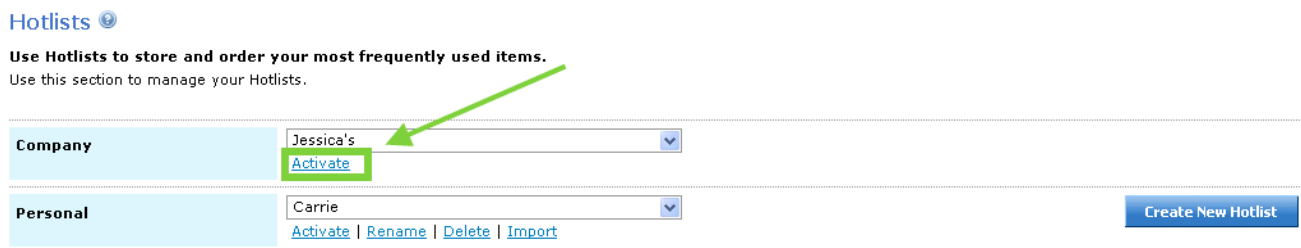


Adding Fisher Favorites/Hotlist Items to a Shop@UW Cart

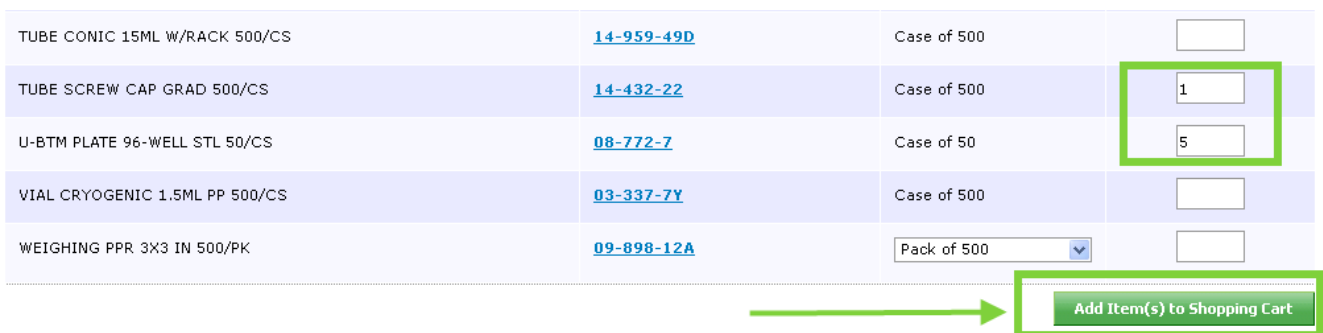
1. From the Fisher homepage, hover over the My Account tab at the top of the screen. Select the Hotlists link.



2. An index of saved Hotlists should appear. Make sure the desired Hotlist is activated by clicking the Activate button.



3. Enter a unit of measure or quantity next to each desired item and select Add Item(s) to Shopping Cart.



4. When all desired items have been added to the cart, select the Return Cart to Purchasing Application button.

Shopping Cart

[Cancel This Session](#)

Account Number: 888283-086

[Continue Shopping](#)

Shipment Setting: Multi Ship:

Did you make changes to the items in your cart? [Update](#)

	Catalog No.: 14-432-22 TUBE SCREW CAP GRAD 500/CS	Case of 500 for \$91.00	<input type="text" value="1"/> Qty	Estimated Delivery: 2/22/2013 From: CHICAGO, IL (MWD)
Add to Another Hotlist	Remove Item			Item Subtotal: \$91.00
Save these items as a Template				Did you make changes to the items in your cart? Update
				Group Total: \$91.00
				Shopping Cart Total: \$91.00

Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

[Delete Shopping Cart](#)

[Return Cart to Purchasing Application](#)