Express Supply Center
Quick Reference Guide

How to order via UCIBuy

1. Go to [https://portal.uci.edu](https://portal.uci.edu), log on, and navigate to Faculty & Staff

2. Select KFS

3. In the KFS Tools portlet, select Action List and keep the tab open while shopping in UCIBuy. This is a precautionary step as the system times out after 60 minutes of inactivity

4. In the KFS Purchasing Accounts Payable portlet, select the + button to expand Transactions and select UCIBuy then Shop Catalogs
How to order via UCIBuy

5. In UCIBuy, select **Supply Center by Thermo Fisher Scientific**

How to use

**Complete your order:**

- Add items to your cart, proceed to checkout and Return to Cart to your Procurement system
- Scan the barcode on your order confirmation or enter manually
- Take your products and close your Supply Center

Supply Center Customer Service

**Phone:** 888-585-8840  
**Hours:** 8:00am to 8:00pm EST  
**Email:** supplycenters@thermofisher.com

To return a product

Please contact your Supply Center Account Representative or Supply Center Customer Service

To find out more about your Supply Center, request product additions or to find out more about Thermo Fisher Scientific products and services, contact:

**Ashley Manderville**  
ashley.manderville@thermofisher.com