

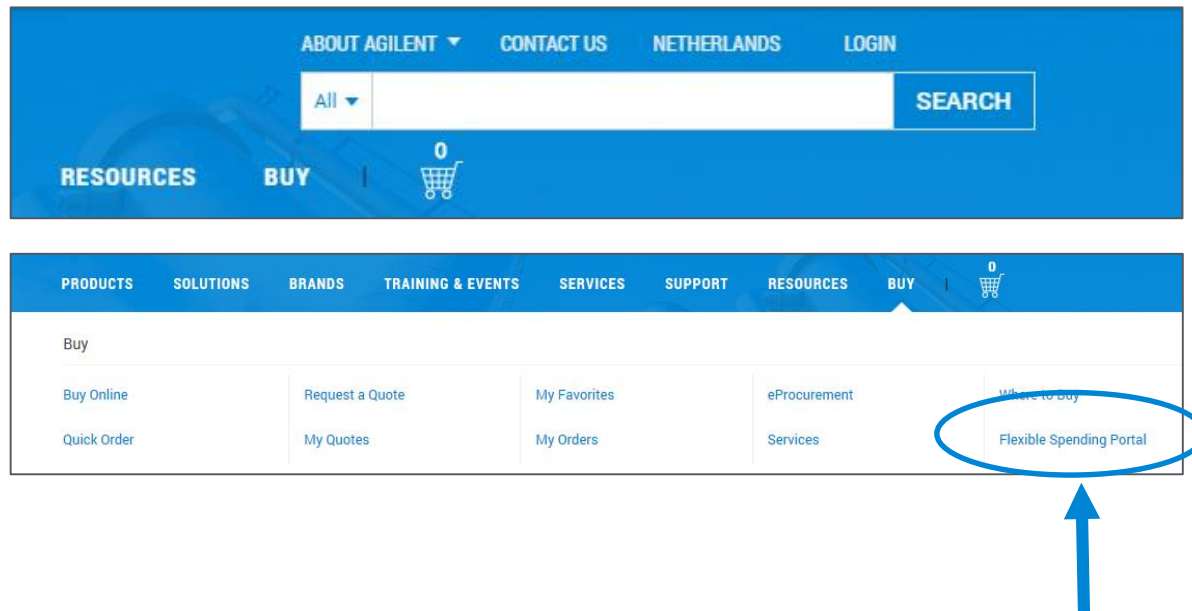
Agilent Flexible Spend Plan

Quick Guide

Agilent
CrossLab
From Insight to Outcome



Access your Flexible Spend plan (FSP) portal on Agilent.com



- Login to your account at www.agilent.com
- Navigate to “BUY” on the navigation panel
- Choose the “Flexible Spending Portal” from the choices listed

Easily track your balance using our real-time online portal

Protect your account plan number like you would a credit card number. You need to provide this number to place orders.

View "Authorized Sold To List"

The screenshot displays the 'Flex Spend Portal' interface. At the top, there is a breadcrumb trail: 'Home > Buy > My Account > Flex Spend Portal'. Below this, a link '< Back to All Plans' is visible. The main content area is divided into three columns: 'CONTACT INFO', 'CUSTOMER SOLD TO', and 'FUNDS'. The 'FUNDS' column shows 'COMMITTED FUNDS: 120,000.00' and 'CURR BALANCE: 98,876.50'. Below these columns are two buttons: 'VIEW AUTHORIZED SOLD TO LIST' and 'EXPORT TO EXCEL'. At the bottom, there is an 'ORDER INFO' section with a table of transactions.

TRANSACTION	TYPE	DATE	SOLD TO	SOLD TO ADDRESS	SHIP TO	SHIP TO ADDRESS	STATUS	TRANSACTION VALUE
0308035888	TRADE DOMESTIC ORDER	2018-11-20	ABC Corp	ABC Corp 123 Avenue A Anytown, CA 11122	ABC Corp	Research & Development 123 Avenue A, Building C Anytown, CA 11122	BOOKED	-778.95 USD
0308035890	TRADE DOMESTIC ORDER	2018-11-20	ABC Corp	ABC Corp 123 Avenue A Anytown, CA 11122	ABC Corp	Research & Development 123 Avenue A, Building C Anytown, CA 11122	BOOKED	-778.95 USD
0308035894	TRADE DOMESTIC ORDER	2018-11-20	ABC Corp	ABC Corp 123 Avenue A Anytown, CA 11122	ABC Corp	Research & Development 123 Avenue A, Building C Anytown, CA 11122	BOOKED	-778.95 USD

Funds balance

Export activity data to an Excel file

Account activity

Place an order using funds from your Flexible Spend plan



Contact Agilent by phone or email
www.agilent.com/chem/contactus



Provide your FSP account number to
order by phone, e-mail, or through the
Agilent online store



Receive chemistries, supplies,
and services for your chromatography
and spectroscopy needs

*Similar to providing a credit card number

How to order online

PAYMENT INFO

Select your Payment Method

Purchase Order / Invoice Me

Credit Card

Flexible Spend Plan

REVIEW ORDER

- Sign in to your Agilent.com account and begin ordering columns and supplies as usual
- Select “Flexible Spend Plan” as your payment method

YOUR CART → 1 BILLING & SHIPPING → 2 REVIEW & PLACE ORDER → 3 ORDER CONFIRMATION

Billing Address Merck Sharp & Dohme Corp 126 E Lincoln Ave, RAHWAY, NJ, United States, 07065-4607	Shipping Address Merck Sharp & Dohme 650 Gateway Blvd, SOUTH SAN FRANCISCO, CA, United States, 94080-7014 Merck Sharp & Dohme	Shipping Method Delivery Type Standard Shipping Shipping Type Consolidated Delivery(Single delivery)	Payment Information Payment Type Flexible Spend Plan Plan Number: 8000000044 1234567890 Reference Purchase Order # (optional) <input type="text"/> <input checked="" type="checkbox"/> Please email me a copy of my Invoice Please enter your email customer@agilent.com
Building and Room Number: 12345678	Building/Room: <input type="text"/>	Special Shipping Instructions: <input type="text"/>	
Attention: <input type="text"/>	Attention: <input type="text"/>		

- If multiple FSPs exist on the account, choose the correct plan number to use
- Submit your order and confirm your plan balance

Eligible products to order with your FSP funds

Columns and supplies for chromatography and spectroscopy

LC and GC columns:

High-performance columns for diverse applications

Frequently replaced supplies:

Purchase inlet liners, seals, lamps, tubing, and more

LC, GC, MS, AA and ICP supplies:

Work seamlessly to improve performance, efficiency, and safety

Sample preparation products:

Ensure great results right from the start

Vials and standards:

Provide sample integrity and data accuracy

Services

On-site training:

Increase proficiency and productivity (novice to experienced)

Service parts:

Same-day shipping for overnight delivery*

On-site repair:

85% of service calls resolved successfully on first visit

Instrument exchange/ service center repair:

Cost-effective alternatives to on-site repair

*Where available

Preventive maintenance:

Reduce unexpected repairs by 35%

Qualification services:

Operational/repair/functional verification by industry's #1 compliance partner

Relocation services:

Bench to bench, lab to lab, or anywhere in the world

It's easy to add more money to your Flexible Spend plan

- Contact your local customer service representative and provide your FSP account number.
- Issue a PO for the amount you would like to add.

Note: If you add more than \$1,000 (or equivalent), your account expiration date will be extended for another 3 years.

Add and remove sites or contacts to your Flexible Spend plan



The primary account holder has the authority to add or remove authorized sites and contacts to your FSP account.

- All authorized sites can make purchases of consumables or services using the FSP account number at any time.
- You can also add or remove individuals who have access to the online portal. From the portal they can see the account balance and all account activities. They also have the option to download the account data into an Excel file.

The above changes can be made by contacting your local customer service representative.

Frequently asked questions about FSP

Do I get the same level of discount on the products and services when using FSP?

Yes, once you open a FSP account, the funds available become an alternate payment form. Pricing, discounts, promotions remain the same when you decide to pay for your purchases using the funds available in your FSP account.

What happens when my FSP account expires or approaches expiration?

The primary contact listed under the FSP will receive an automatic email 90, 28, 14, 7 days prior to the account expiration. It is your responsibility to use those funds prior to the expiration date to avoid forfeit of any remaining funds. You have the option to extend the funds for another 3 years by adding > \$1k to the account prior to the expiration date.

How often is the online portal updated?

The FSP online portal is refreshed every 24 hrs. with the latest order activity and the account balance information.

When will I be invoiced for the FSP?

In most cases, the full amount for what was committed will be invoiced immediately and you will pay according to your payment terms. If you qualify and choose the installment billing option, you will receive the first invoice immediately and then the rest of the amount at the agreed upon interval not exceeding one year from the date of the order.

Contact Agilent for support

North/South America

Agilent_inquiries@agilent.com

Canada	800 227 9770
US	800 227 9770
Puerto Rico	787 765 7012
Brazil	800 728 1405

Europe/Asia

info_agilent@agilent.com

Austria	0800 401 072
Belgium	02 404 92 22
Denmark	070 130 030
Finland	010 855 2465
France	0810 446 446
Germany	0800 603 1000
India	1800 180 1517
Ireland	01 605 8324
Italy	0800 012 575
Netherlands	020 547 2600
Spain	901 11 68 90
Sweden	08 506 489 50
Switzerland	0848 80 35 60
UK	0345 7212 5292

Asia Pacific

inquiries_lsca@agilent.com

Singapore	1800 276 2622
Malaysia	1800 88 0805
Thailand	662 6376363
Korea	82 80 004 5090
Japan	0120 477 111
China	86 800 820 3278
Hong Kong	852 3197 7188
Taiwan	886 2 8171 5681
Australia	1800 802 402
New Zealand	0508 555 344

Learn more:
www.agilent.com/chem/flexspend