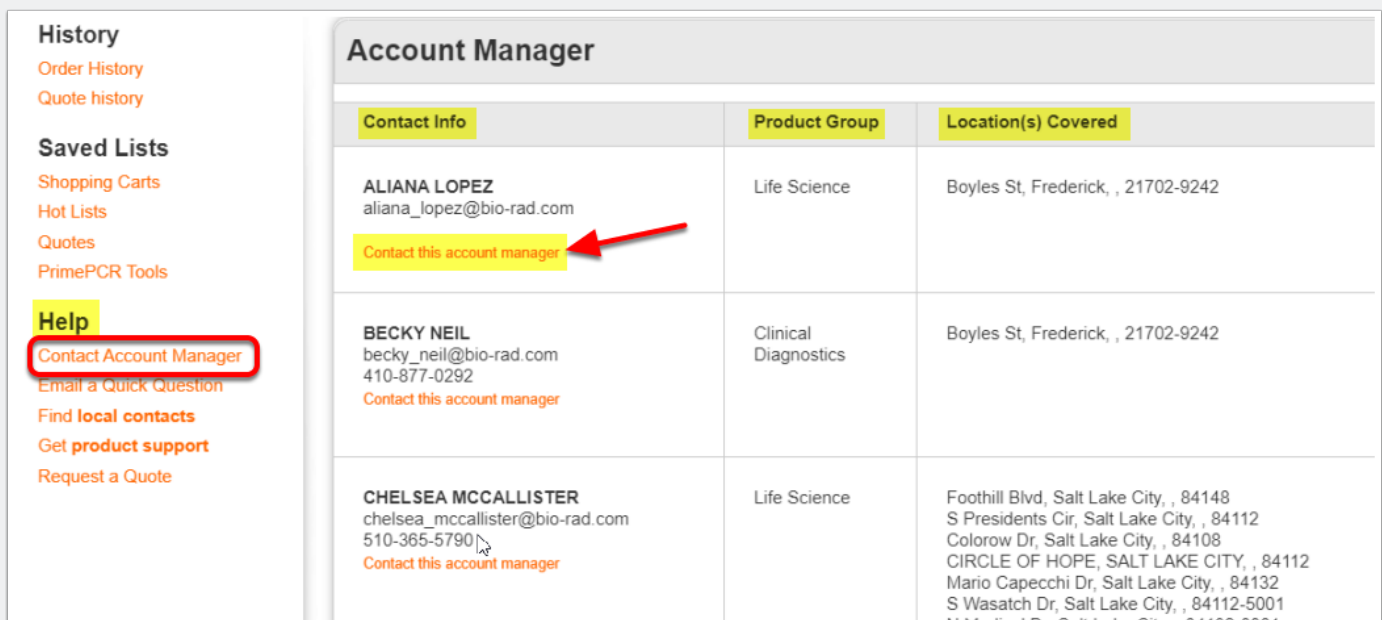# BioRad: Punch-out Features

Each punch-out catalog in UShop offers features unique to that supplier's catalog. This guide describes features specific to the **BioRad** punch-out catalog.

1. Sales Rep Contact Information

A menu is diplayed on the left side of the landing page. In the Help section, click on *Contact Account Manager*. This displays a chart that includes the Contact Info, Product Group, Location(s) Covered, and a contact link for each Account Manager.

2. Quotes

- Quotes for products can be integrated in the punch-out. (NOTE: Services are not included in the punch-out catalog. Service orders should be placed using the Purchase Request form.)
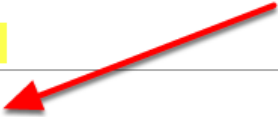
BioRad: Punch-out Features

- Add the quote number on the landing page under *Ordering* and *Add quote to cart:*

BioRad: Punch-out Features

- When you find an item you want, you may request a quote by clicking *Add to Quote* on the Ordering tab.
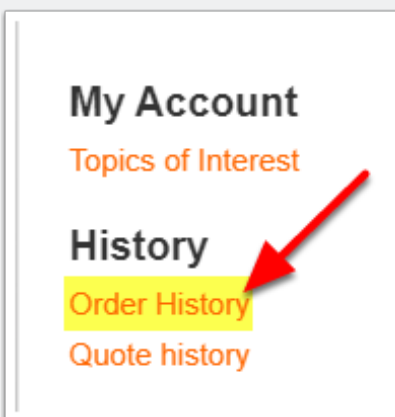- The quote request will be routed to Maggie, the Account Manager for the University of Utah.
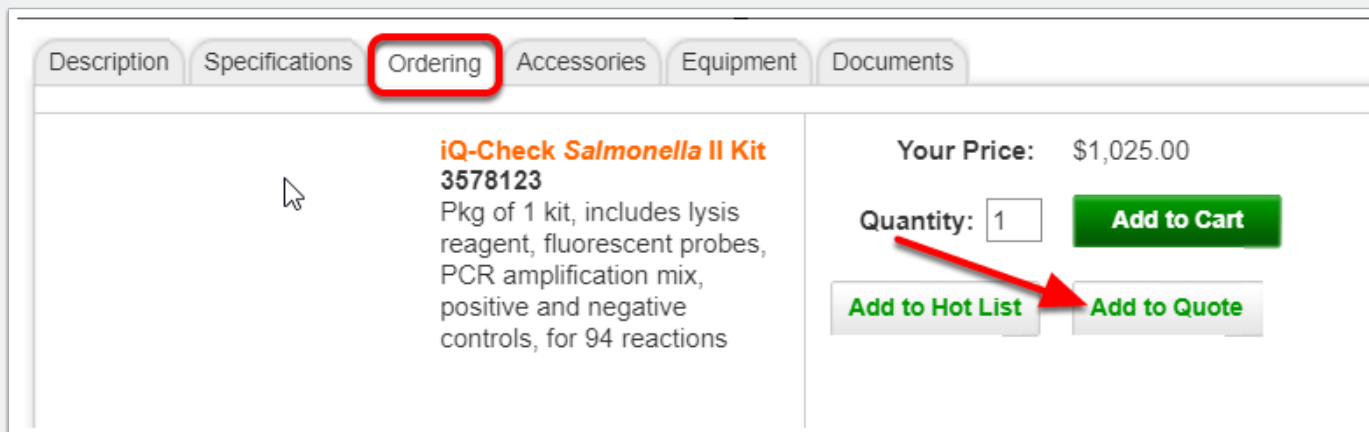
3. Order Status/Tracking

- Shopper will receive an order confirmation email that contains shipping information.
- To track and order, click on *Order History* on the landing page:

BioRad: Punch-out Features

- Provide the Order number and Purchase Order numbers to specify the order.
- Select an Order Status to filter your search.

Previous Orders

Search: ● Online Orders ○

Order Number

Date Range (90 Day Limit)

From   To

Select One
All Orders
Cancelled
In process
On account pricing hold
On account verification hold
Order submitted
Partially shipped
Pending approval
Pending Configuration
Pending ship-to code mapping
Rejected By Approver
Shipped

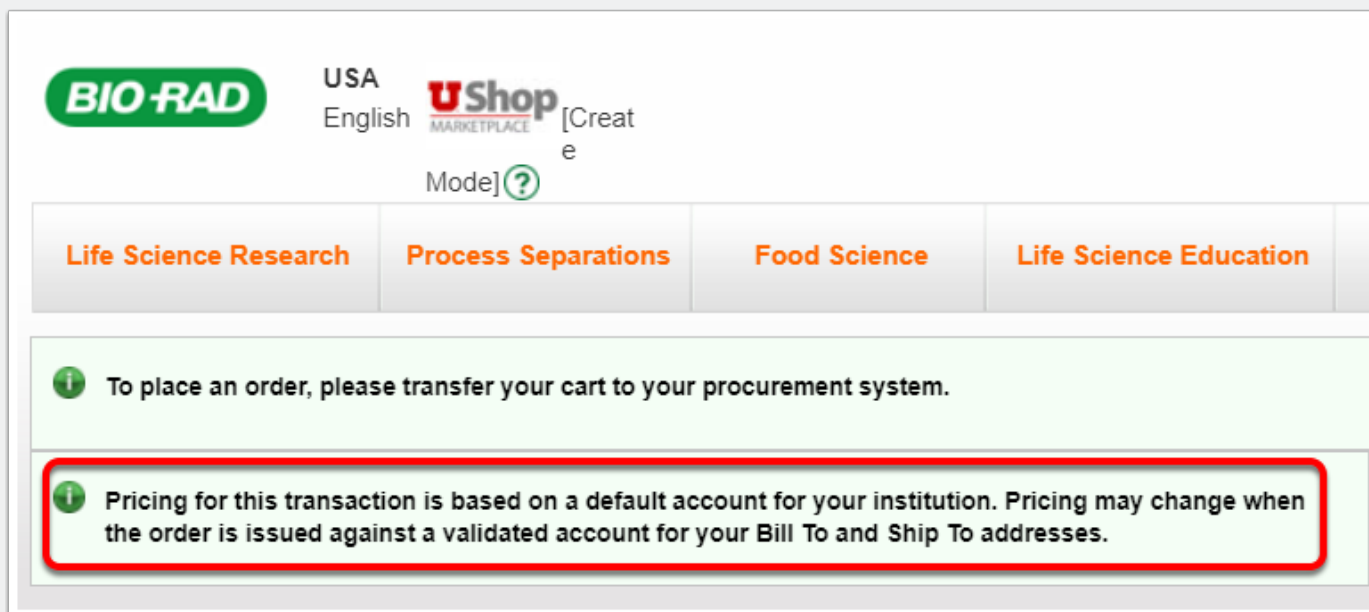Select One ▼

Purchase Order

Show

1016547

4. Shipping

- 50% off shipping for orders totaling $299.00 - $3,000.00
- Advance shipping notice email is sent to Shopper.
- Email customer service to request expedited shipping.
- Estimated shipping charges are indicated in the cart at checkout:

Item	Catalog #	Availability	Your Price	Quantity	Total
01 iQ-Check® *Salmonella* II Kit Pkg of 1 kit, includes ... More	3578123	Stock: 1 on order Ship: 1 expected to ship on 4/8/20 Please refer to your sales order confirmation email for the confirmed delivery date(s).	$1,025.00	1 ☐ Remove	$1,025.00

Promotion Code:

[   ] Apply

Subtotal	$1,025.00
Estimated Shipping Charges to UT	$42.03
Estimated Packaging Charges	$0.00
Estimated Tax: (Not applicable for tax exempt accounts)	$0.00

- But the actual charges may vary once the specific ship-to address is selcted in UShop.
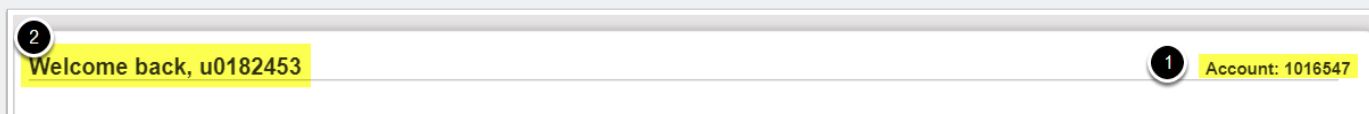
5. Account

1. UShop is considered as one account, 1016547.

2. The punch-out identifies you by your employee ID number.

6. Save Favorites
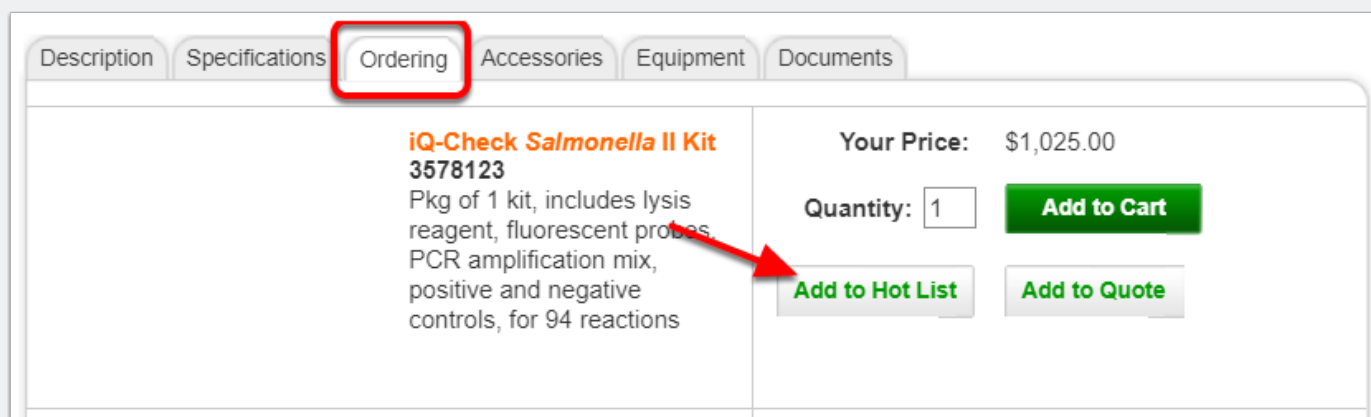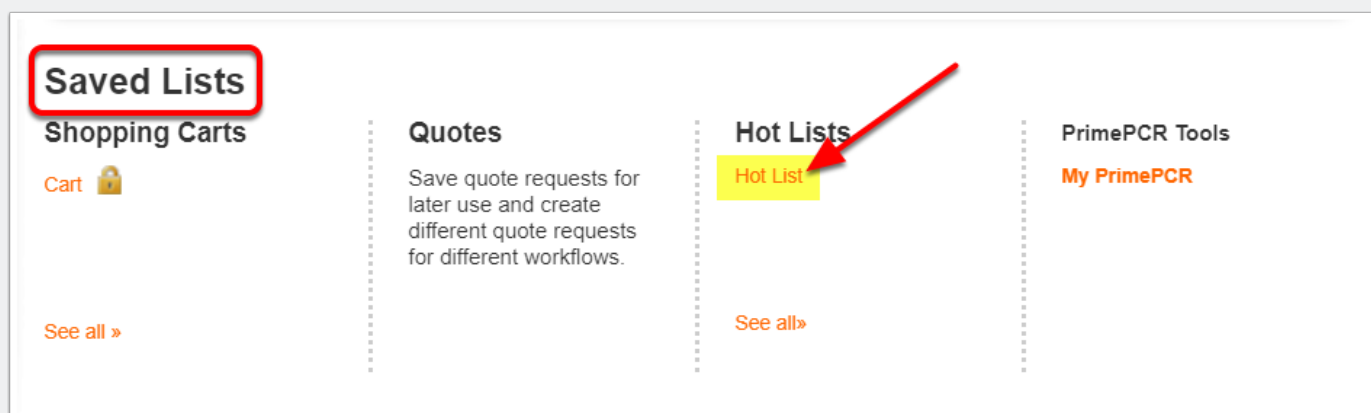
- Open the Ordering tab for the product you want to save. Before you add the item to the cart, click on *Add to Hot List.*

- On the bottom of the landing page is a section for *Saved Lists.* Click on *Hot List* to re-order your favorites.