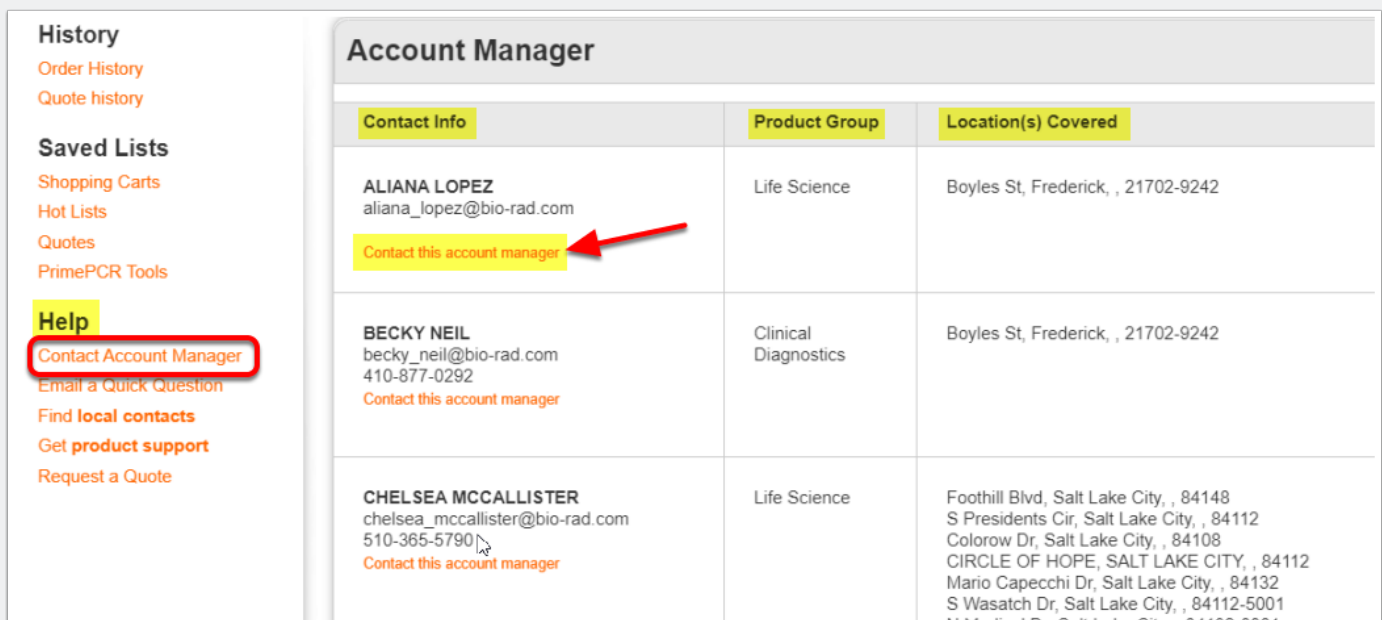


# BioRad: Punch-out Features

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 displayed 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.



Contact Info	Product Group	Location(s) Covered
<b>ALIANA LOPEZ</b> aliana_lopez@bio-rad.com <a href="#">Contact this account manager</a>	Life Science	Boyles St, Frederick, , 21702-9242
<b>BECKY NEIL</b> becky_neil@bio-rad.com 410-877-0292 <a href="#">Contact this account manager</a>	Clinical Diagnostics	Boyles St, Frederick, , 21702-9242
<b>CHELSEA MCCALLISTER</b> chelsea_mccallister@bio-rad.com 510-365-5790 <a href="#">Contact this account manager</a>	Life Science	Foothill Blvd, Salt Lake City, , 84148 S Presidents Cir, Salt Lake City, , 84112 Colorow Dr, Salt Lake City, , 84108 CIRCLE OF HOPE, SALT LAKE CITY, , 84112 Mario Capecchi Dr, Salt Lake City, , 84132 S Wasatch Dr, Salt Lake City, , 84112-5001

## 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

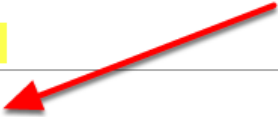
- Add the quote number on the landing page under *Ordering* and *Add quote to cart*:

## Ordering

* Catalog Number:	* Quantity:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

[Add 10 more items](#)

**Add quote to cart**



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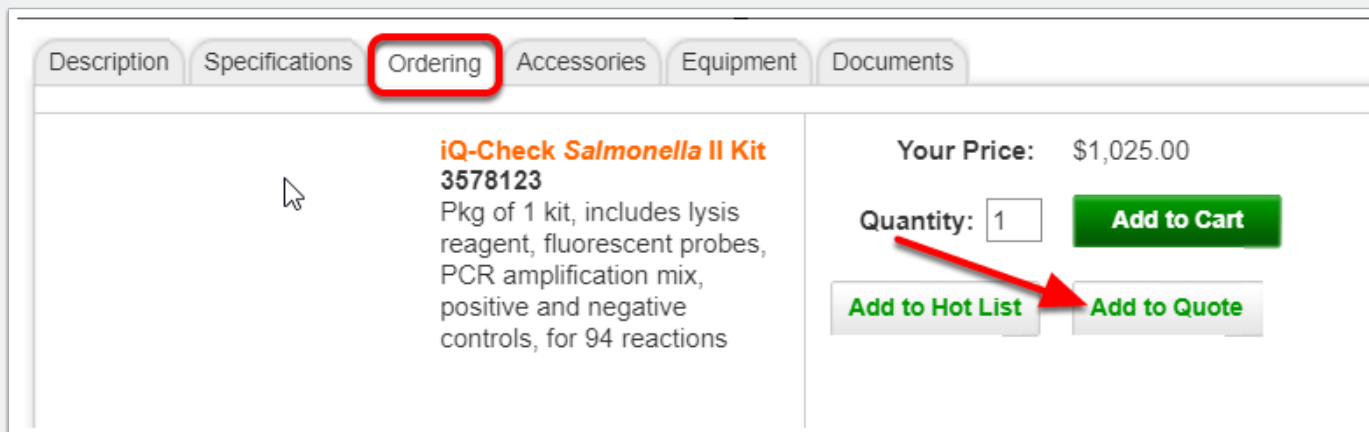
**Upload items to cart**

**Download** the Quick Order Template (.csv) and use it to quickly upload up to 650 catalog items at one time.

PunchOut\_EditableConfigurableGuide\_MCW.pdf - Adobe Acrobat Pro DC

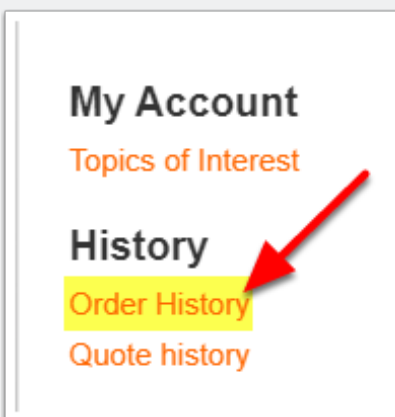
# BioRad: Punch-out Features

- 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

**Purchase Order**

**Show**  
1016547

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

# BioRad: Punch-out Features

## 4. Shipping

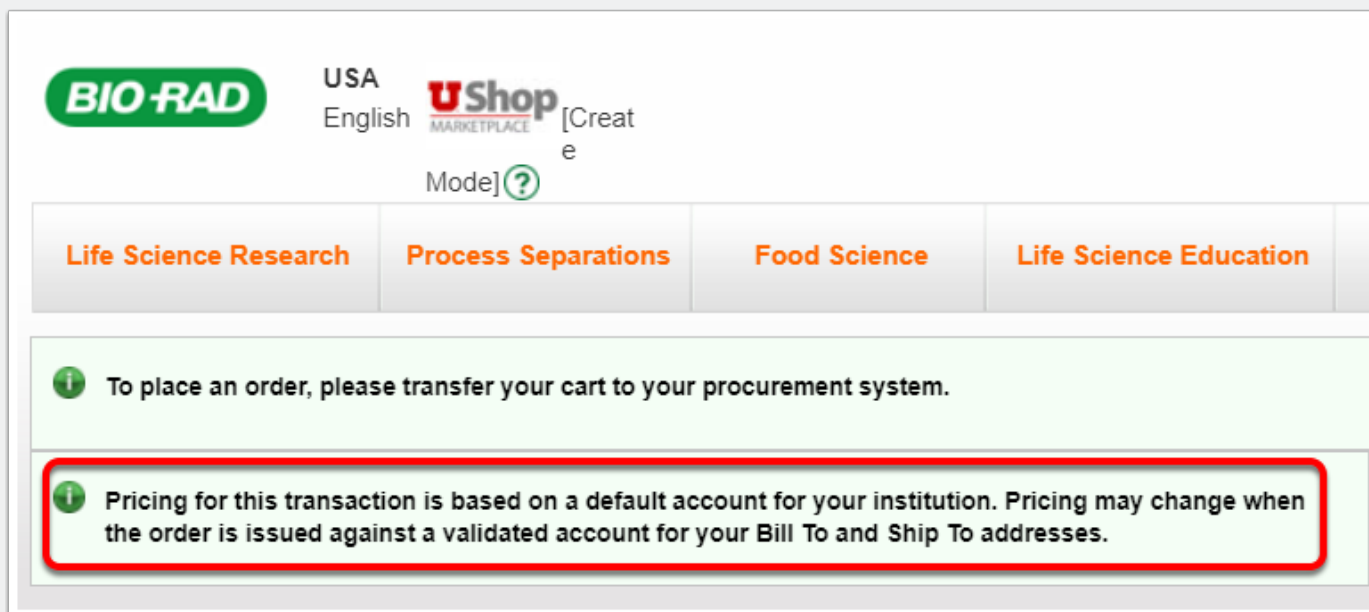
- 50% off shipping for orders totaling \$299.00 - \$3,000.00
- Advance shipping notice email is sent to Shopper.
- Email customer service to request expedited shipping.
- Estimated shipping charges are indicated in the cart at checkout:

Item	Catalog #	Availability	Your Price	Quantity	Total
01 <b>iQ-Check<sup>®</sup> Salmonella II Kit</b> Pkg of 1 kit, includes ... <a href="#">More</a>	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	<input type="text" value="1"/> <input type="checkbox"/> Remove	\$1,025.00
Subtotal					\$1,025.00
Estimated <b>Shipping Charges</b> to UT					\$42.03
Estimated <b>Packaging Charges</b>					\$0.00
Estimated Tax:					\$0.00
<b>(Not applicable for tax exempt accounts)</b>					

Promotion Code:

# BioRad: Punch-out Features

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



**BIO-RAD** USA English **UShop** MARKETPLACE [Create Mode]?

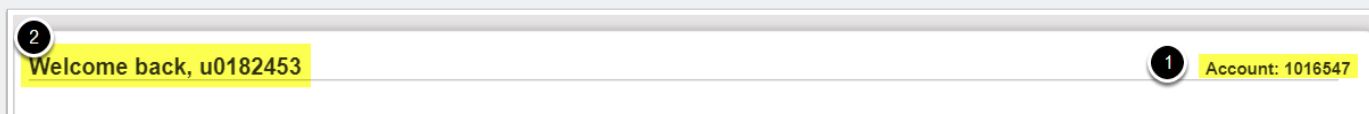
**Life Science Research** **Process Separations** **Food Science** **Life Science Education**

To place an order, please transfer your cart to your procurement system.

Pricing for this transaction is based on a default account for your institution. Pricing may change when the order is issued against a validated account for your Bill To and Ship To addresses.

## 5. Account

1. UShop is considered as one account, 1016547.
2. The punch-out identifies you by your employee ID number.



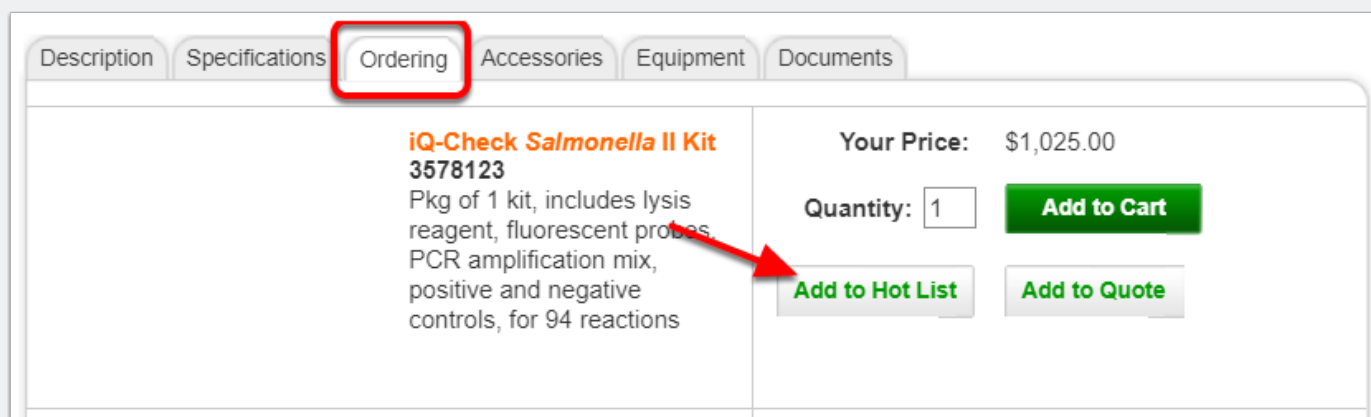
Welcome back, u0182453

Account: 1016547

# BioRad: Punch-out Features

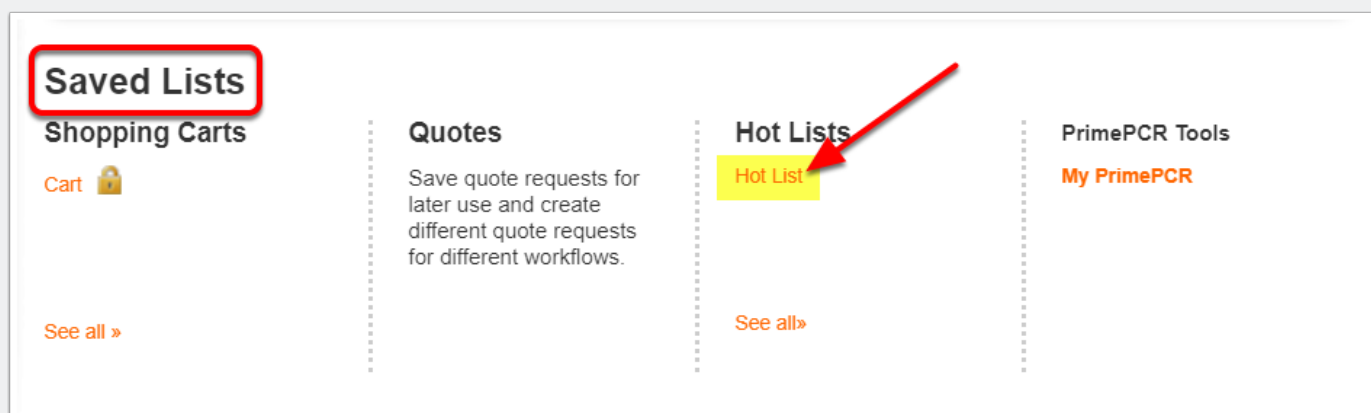
## 6. Save Favorites

- 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*.



The screenshot shows a product page with several tabs: Description, Specifications, Ordering (highlighted with a red box), Accessories, Equipment, and Documents. The product is the **iQ-Check Salmonella II Kit 3578123**. The description states: "Pkg of 1 kit, includes lysis reagent, fluorescent probes, PCR amplification mix, positive and negative controls, for 94 reactions". The price is listed as **Your Price: \$1,025.00**. There is a quantity selector set to 1. Three buttons are visible: **Add to Cart** (green), **Add to Hot List** (grey), and **Add to Quote** (grey). A red arrow points to the **Add to Hot List** button.

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



The screenshot shows a navigation bar with four sections: **Saved Lists** (highlighted with a red box), **Quotes**, **Hot Lists**, and **PrimePCR Tools**. Under **Saved Lists**, there is a link for **Shopping Carts** with a cart icon and a lock icon, and a **See all »** link. Under **Quotes**, there is a description: "Save quote requests for later use and create different quote requests for different workflows." and a **See all»** link. Under **Hot Lists**, there is a **Hot List** link (highlighted with a yellow background) and a **See all»** link. A red arrow points to the **Hot List** link. Under **PrimePCR Tools**, there is a link for **My PrimePCR**.