



Each punch-out catalog, in UShop, is managed by the supplier and each one offers features unique to that supplier's catalog. This guide describes features specific to the **IDT** punch-out catalog.

1. IDT Sales Contact Information

• Carrie Burroughs cburroughs@idtdna.com 800-328-2661

• Customer Service custcare@idtdna.com 800-328-2661

2. Shipping - Shipping is free of charge for orders over \$50.00

The Shipto Address for the order will be added during Proceed to Checkout after the order has returned to UShop



- Click on the tile for the desired supplier to begin shopping. The system will "punch-out" from UShop to the suppliers catalog (which they manage). Shop for the desired items.
- 2. The cart will return from the supplier's site back to UShop when shopping is complete
- Shipping, Accounting Distribution, and other **information will be added when** the order has returned to the **UShop** system during *Proceed to Checkout*

3. E-Quotes

• The supplier does not support E-quotes at this time.

4. Order Tracking

- The Shopper will receive an email which contains tracking information upon shipment.
- Order Tracking is also available through the Punchout



5. Account

• The University of Utah is considered as a single account, so individual accounts will not be set up within the punch-out. IDT will identify each shopper by their UShop email address and UShop login credentials.