

Each punch-out catalog in UShop offers features unique to that supplier's catalog.

This guide describes features specific to the **Insight** punch-out catalog.

1. Rep Contact information

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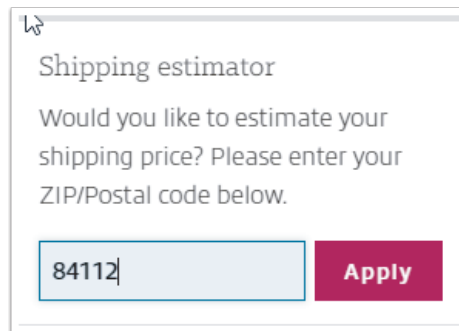
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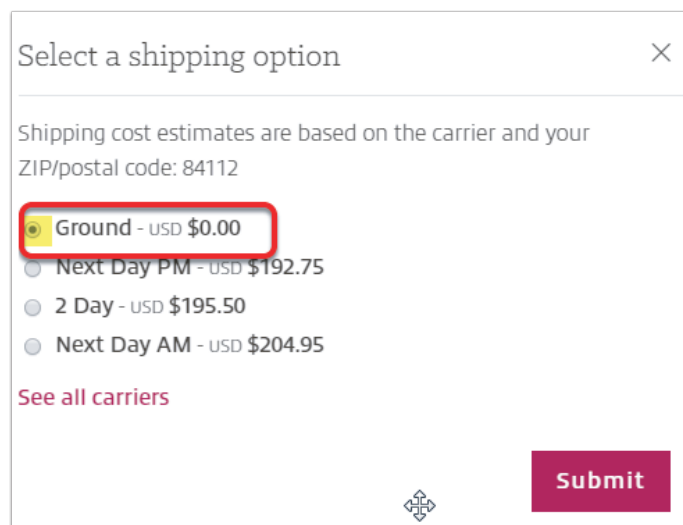
2. Shipping

Shipping fees are based on State contracts MA258-Hardware and MA2801- software. Note that most of the software is electronic, so no shipping is required. In the cart, you may estimate your shipping fees by providing your zip code.



A dialog box titled "Shipping estimator" with a close button in the top-left corner. The text inside asks, "Would you like to estimate your shipping price? Please enter your ZIP/Postal code below." Below the text is a text input field containing "84112" and a red "Apply" button.

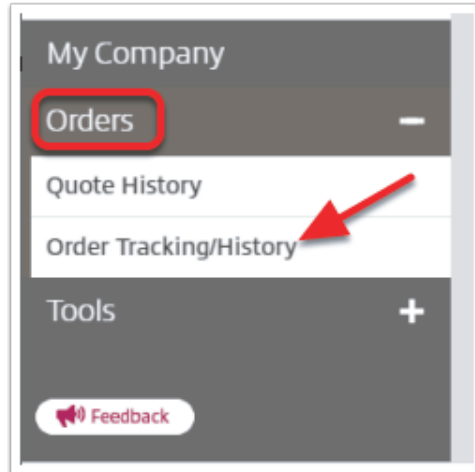
The shipping option you select will be applied to your order.



A dialog box titled "Select a shipping option" with a close button in the top-right corner. The text inside says, "Shipping cost estimates are based on the carrier and your ZIP/postal code: 84112". Below this is a list of shipping options, each with a radio button: "Ground - USD \$0.00" (highlighted with a red box), "Next Day PM - USD \$192.75", "2 Day - USD \$195.50", and "Next Day AM - USD \$204.95". At the bottom left is a link "See all carriers" and at the bottom right is a red "Submit" button.

3. Track Orders

Track orders in *Order Tracking/History* under *Orders* on the landing page:

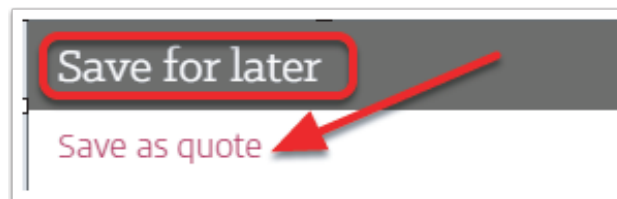


4. Quotes

Quotes are not accessed through the punch-out. When you obtain a quote from the sales rep, please attach it to the Purchase Request form to submit the order.

5. Save Favorites

When an item is in your cart, you have the option to *Save as quote* under *Save for later*.



You can search for it later on the landing page in *Quote History* under *Orders*.

