

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

## 1. Rep Contact Information

For free samples, equotes, or any questions, please contact our sales representative:

Matt Dempsey | mdempsey@usascientific.com | 1-800-872-3847, ext. 513

# 2. Shipping

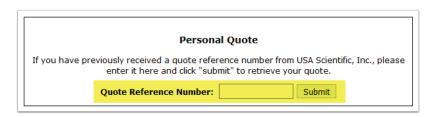
- Free shipping for all orders over \$300.00
- Excludes heavy equipment and metal freezer racks

## 3. Track Orders

- Order status/tracking is not currently available within the punchout.
- Shopper will receive a separate email notification with tracking information when an order is placed.

## 4. Quotes

- eQuotes can be integrated through the punch-out.
- · Contact the sales rep to obtain a quote.
- Once available, type the *Quote Reference Number* in the field provided on the *Personal Quote* section of the punch-out landing page.



#### 5. Promotional Items

- Create a non-catalog order for promotional items (use the Purchase Request Form in UShop).
- Enter promo code **PSSEP19** into the *External Notes* section of your UShop Requisition.
- List any free items with an estimated unit price of 0.01. Zero dollar lines cannot be processed in UShop.

#### 6. Save Favorites

Favorites can be saved by adding the product to the Wishlist, near the top of the punch-out landing page.

