

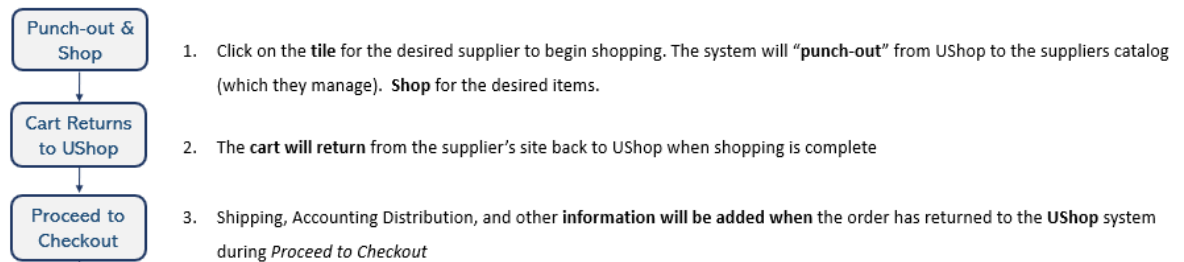
Each punch-out catalog, in UShop, is managed by the supplier and each one offers features unique to that supplier's catalog. This guide describes features specific to the **IDT** punch-out catalog.

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

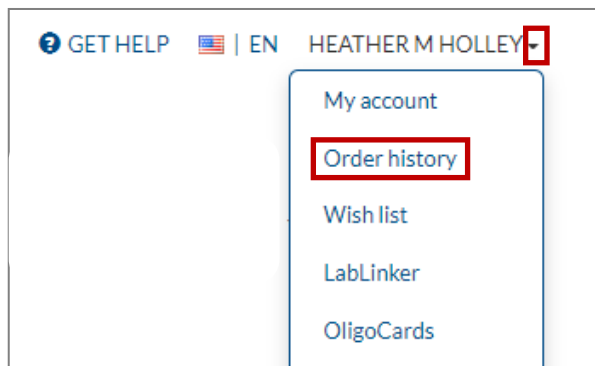


3. E-Quotes

- 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.