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

1. Rep Contact Information

CSD: Justin McNeill Email: justin.mcneill@agilent.com

GE: Jonathan Doose Email: jonathan.doose@agilent.com

Instrument: Zac Williams Email: zacwilliams@innoventscientific.com

Find Sales Assistant contact information on the landing page by clicking on *Contact My Sales Assistant*:

2. Quotes

- Quotes can be integrated in the punch-out.
- Request a quote through punch-out or by contacting sales rep.
- Quote are locked, "All- or-nothing", and cannot be edited for quantity, etc.
- Access existing quotes or request a quote through the *Order Center* tab:
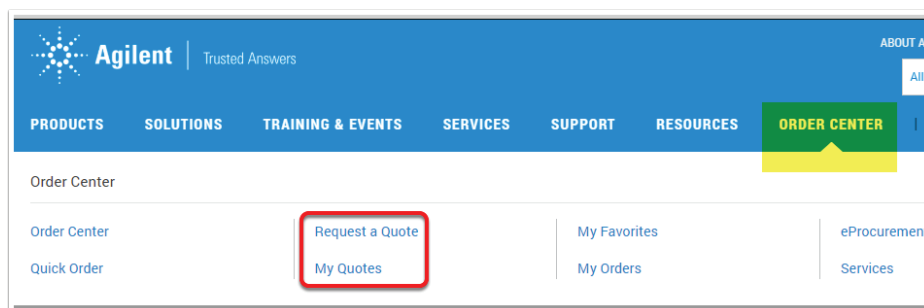
3. Order Status / Tracking

- Order tracking is not available in the punch-out.
- Shopper will receive an order confirmation email that contains tracking information.
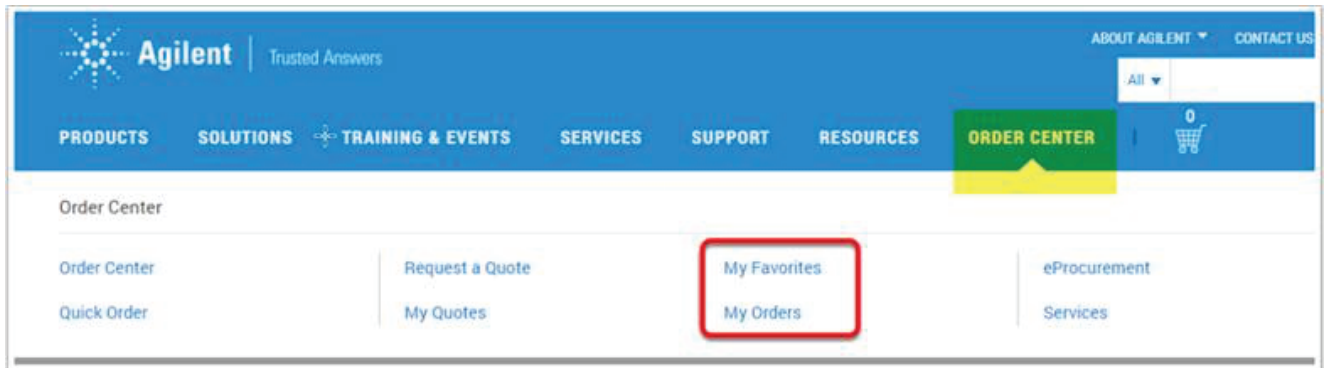
4. Shipping

- FREE shipping for orders over $4000.00.
- Advance shipping notice email sent to Shopper.

5. Account

- UShop is considered as one account. No individual account number per user.

6. Save Favorites

- Shoppers may save favorites and re-order.
- Access *My Favorites* and *My Orders* through the *Order Center* tab:

7. External Notes

- Unlike most punch-out suppliers, Aligent will read External Notes added to the PO.
- External Notes are added on the *Proceed to Checkout* page of the requisition, when you have returned to UShop:

Use this **specific language** to communicate requested Shipping options in an External Note:

For **Genomics** products:
- Express
- 2nd Day

For **Consumables** products:
- Express
- 2nd Day
- Next AM Delivery US