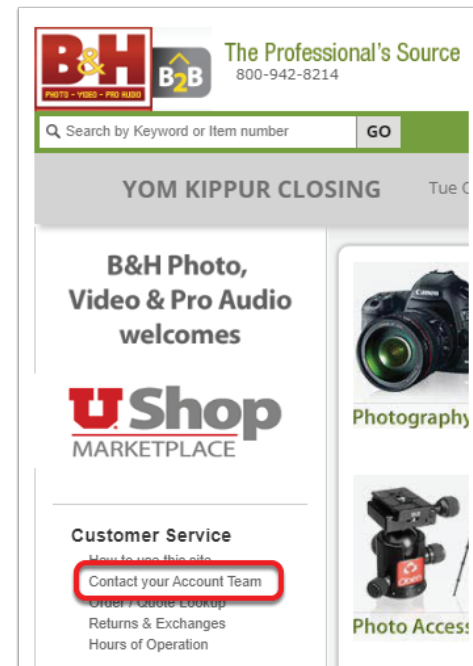


Each punch-out catalog in UShop offers features unique to that supplier's catalog. This guide describes features specific to the B & H punch-out catalog.



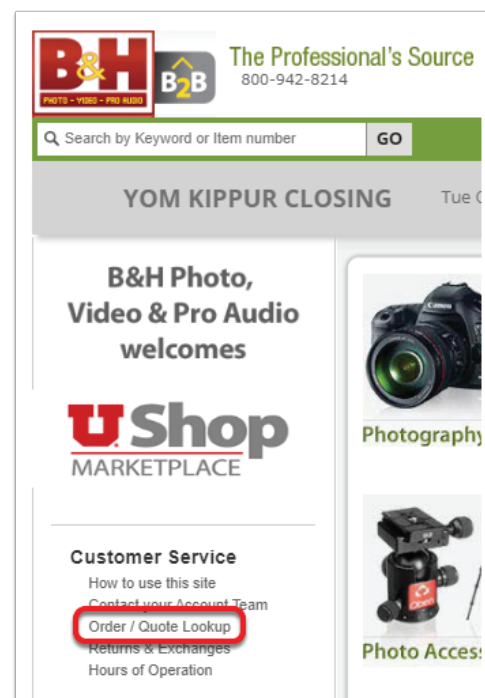
## 1. Rep Contact Information

Rep contact information is located on the left hand side of the punchout under **Customer Service**.



## 2. Quotes

eQuotes can be integrated by using the **Order/Quote Lookup** feature located in the **Customer Service** menu on the left hand side. Simply enter the phone number associated with the quote as well as the quote number, and you will be able to punchout a pre-existing quote seamlessly.



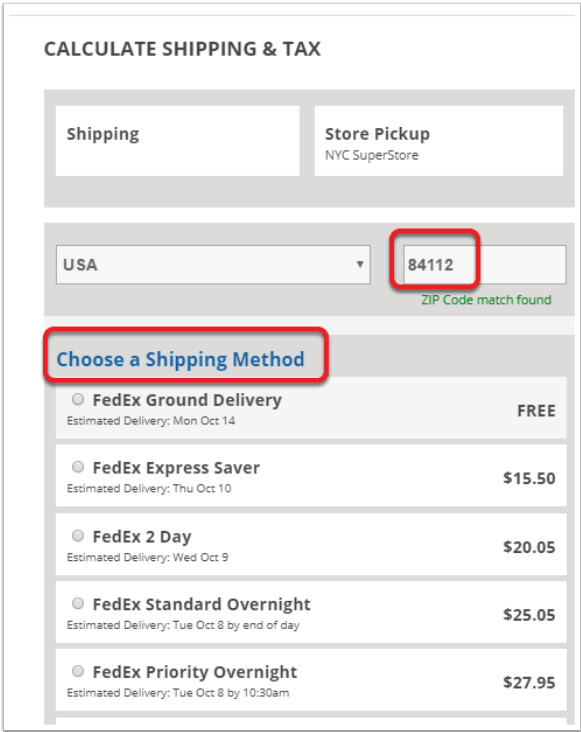
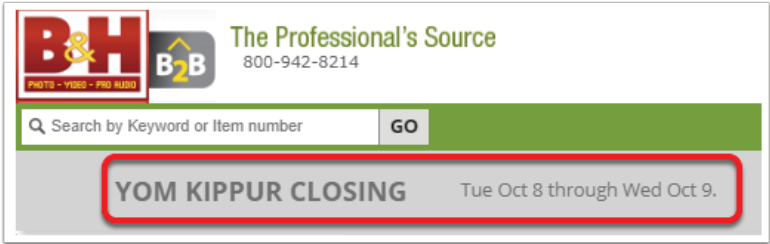
### 3. Order Status/Tracking

When an order is placed, the Shopper will receive an email confirmation which includes all relevant details.

### 4. Shipping

Shipping fees will be calculated when all items are in your cart and your zip code is provided. The Shopper may select from the Shipping Methods displayed.

NOTE: Special holidays and closure dates are posted at the top of the landing page.



### 5. Account

UShop is considered as one account and no individual account numbers are required for users.

### 6. Save Favorites

There is no ability to save favorites in the punch-out. However, a favorite requisition may be copied to a new cart in UShop.