

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

## 1. Sales Rep Contact Information

The specific Account Manager for the University of Utah is:  
Maggie Tam | (510) 227-9829 | maggie\_tam@bio-rad.com

Other Account Managers are also available to help you. A menu is displayed on the left side of the landing page. In the Help section, click on *Contact Account Manager*. This displays a chart that includes the Contact Info, Product Group, Location(s) Covered, and a contact link for each Account Manager.

Account Manager		
Contact Info	Product Group	Location(s) Covered
<b>ALIANA LOPEZ</b> aliana_lopez@bio-rad.com <a href="#">Contact this account manager</a>	Life Science	Boyles St, Frederick, , 21702-9242
<b>BECKY NEIL</b> becky_neil@bio-rad.com 410-877-0292 <a href="#">Contact this account manager</a>	Clinical Diagnostics	Boyles St, Frederick, , 21702-9242
<b>CHELSEA MCCALLISTER</b> chelsea_mccallister@bio-rad.com 510-365-5790 <a href="#">Contact this account manager</a>	Life Science	Foothill Blvd, Salt Lake City, , 84148 S Presidents Cir, Salt Lake City, , 84112 Colorow Dr, Salt Lake City, , 84108 CIRCLE OF HOPE, SALT LAKE CITY, , 84112 Mario Capecchi Dr, Salt Lake City, , 84132 S Wasatch Dr, Salt Lake City, , 84112-5001

## 2. Quotes

- Quotes for products can be integrated in the punch-out. (NOTE: Services are not included in the punch-out catalog. Service orders should be placed using the Purchase Request form.)
- Add the quote number on the landing page under *Ordering* and *Add quote to cart*:

Ordering

\* Catalog Number:

\* Quantity:

Add quote to cart

Enter quote ID

Add to Cart

Upload items to cart

Download the Quick Order Template (.csv) and use it to quickly upload up to 650 catalog items at one time.

Browse

Upload to cart

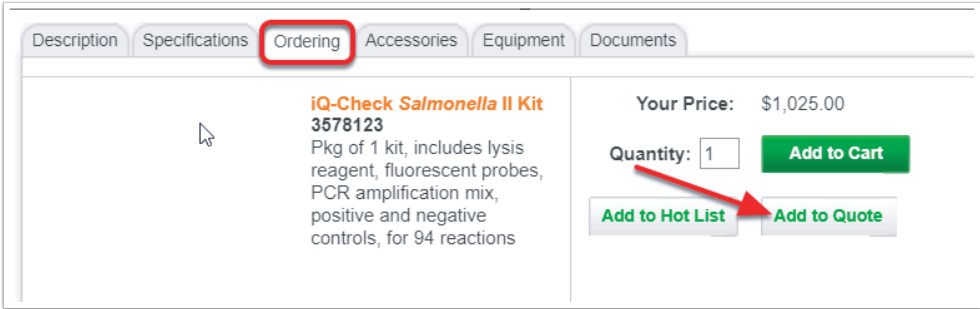
Add 10 more items

Add to Cart

Get Quote

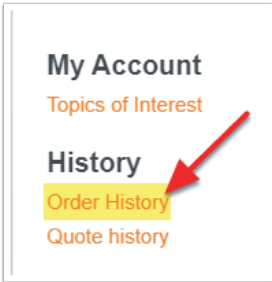
PunchOut\_EditableConfigurableGuide\_MCW.pdf - Adobe Acrobat Pro DC

- When you find an item you want, you may request a quote by clicking *Add to Quote* on the Ordering tab.
- The quote request will be routed to Maggie Tam, the Account Manager for the University of Utah. You may also reach out to Maggie to obtain a quote, see #1 for contact information.

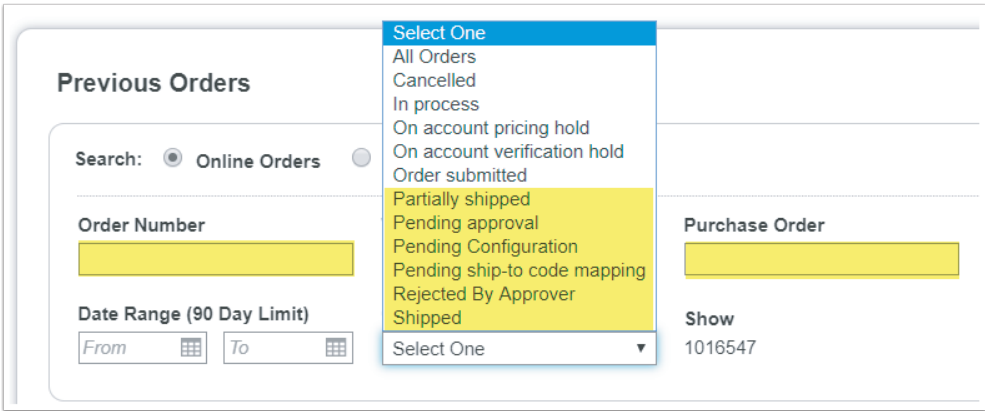


### 3. Order Status/Tracking

- Shopper will receive an order confirmation email that contains shipping information.
- To track and order, click on *Order History* on the landing page:



- Provide the Order number and Purchase Order numbers to specify the order.
- Select an Order Status to filter your search.




4. Shipping


- 50% off shipping for orders totaling \$299.00 - \$3,000.00
- Advance shipping notice email is sent to Shopper.
- Email customer service to request expedited shipping.
- Estimated shipping charges are indicated in the cart at checkout:

Item	Catalog #	Availability	Your Price	Quantity	Total
01 IQ-Check® Salmonella II Kit Pkg of 1 kit, includes ... More	3578123	Stock: 1 on order Ship: 1 expected to ship on 4/8/20 Please refer to your sales order confirmation email for the confirmed delivery date(s).	\$1,025.00	1 Remove	\$1,025.00
Promotion Code: <input type="text"/> <span>Apply</span>					Subtotal \$1,025.00
					Estimated Shipping Charges to UT \$42.03
					Estimated Packaging Charges \$0.00
					Estimated Tax: \$0.00 (Not applicable for tax exempt accounts)

- But the actual charges may vary once the specific ship-to address is selected in UShop.



USA  
English


[Create  
Mode]?


Life Science Research

Process Separations

Food Science

Life Science Education

 To place an order, please transfer your cart to your procurement system.

 Pricing for this transaction is based on a default account for your institution. Pricing may change when the order is issued against a validated account for your Bill To and Ship To addresses.

5. Account

1. UShop is considered as one account, 1016547.
2. The punch-out identifies you by your employee ID number.

2

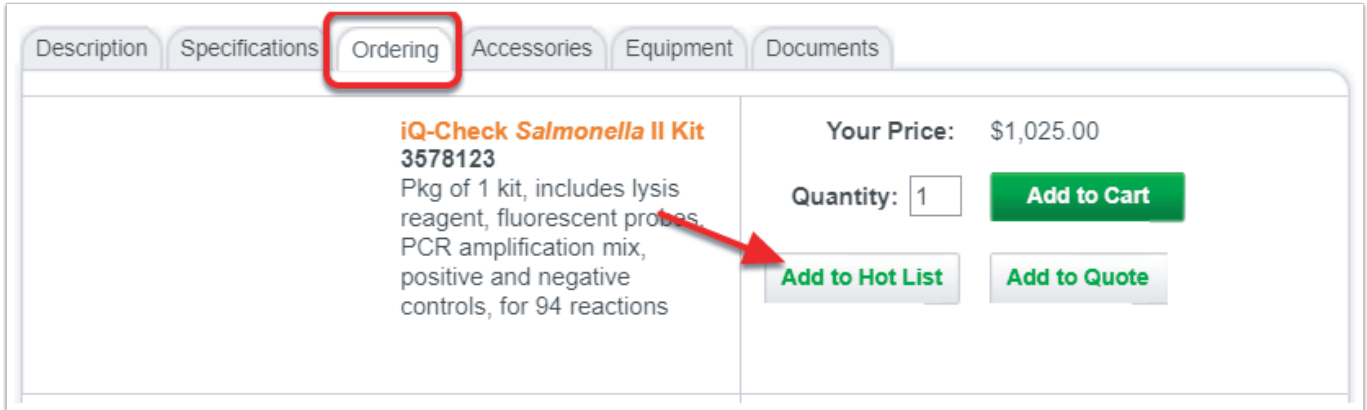
Welcome back, u0182453

1

Account: 1016547

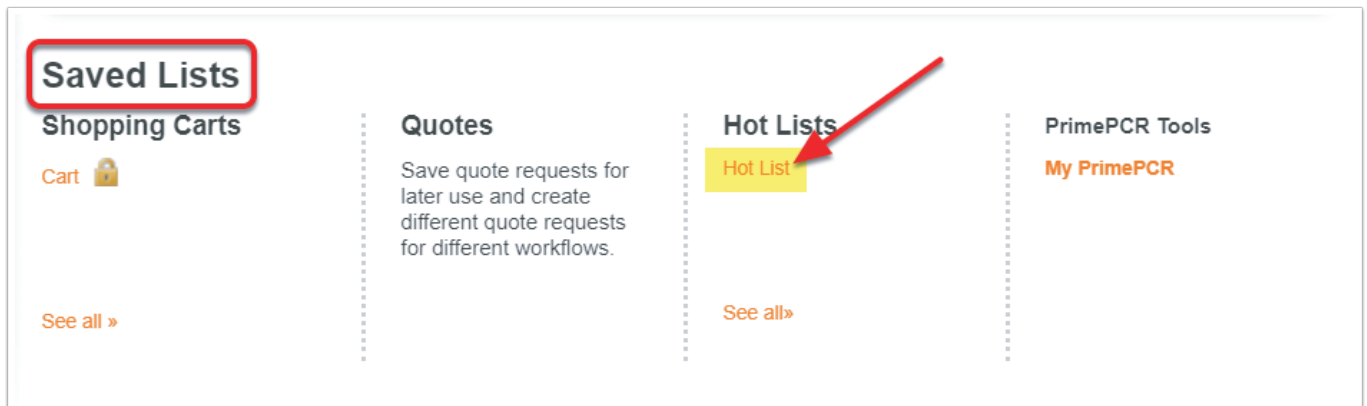
## 6. Save Favorites

- Open the Ordering tab for the product you want to save. Before you add the item to the cart, click *Add to Hot List*.



The screenshot shows a product page with tabs: Description, Specifications, **Ordering**, Accessories, Equipment, and Documents. The product is the **iQ-Check Salmonella II Kit 3578123**, described as a package of 1 kit including lysis reagent, fluorescent probes, PCR amplification mix, and positive/negative controls for 94 reactions. The price is \$1,025.00. The quantity is set to 1. There are three buttons: **Add to Cart** (green), **Add to Hot List** (light green), and **Add to Quote** (light green). A red arrow points from the product description to the **Add to Hot List** button.

- On the bottom of the landing page is a section for *Saved Lists*. Click *Hot List* to reorder your favorites.



The screenshot shows a 'Saved Lists' section with four columns: Shopping Carts, Quotes, Hot Lists, and PrimePCR Tools. The 'Saved Lists' header is highlighted with a red box. Under 'Shopping Carts', there is a 'Cart' icon and a 'See all »' link. Under 'Quotes', there is a description: 'Save quote requests for later use and create different quote requests for different workflows.' and a 'See all »' link. Under 'Hot Lists', there is a yellow 'Hot List' button and a 'See all »' link. A red arrow points to the 'Hot List' button. Under 'PrimePCR Tools', there is a 'My PrimePCR' link.