

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

1. Rep Contact Information

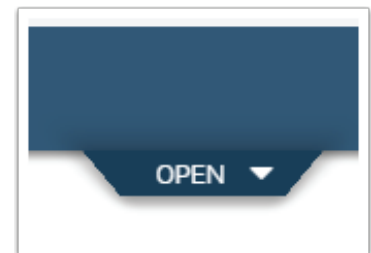
Located at top and bottom of the page throughout website.

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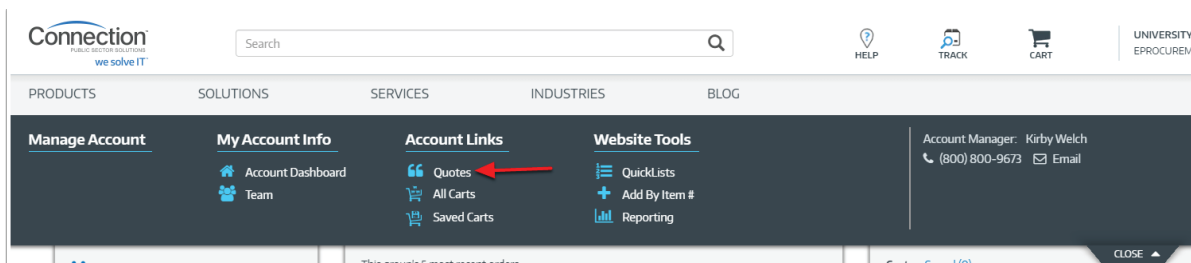


2. Quotes

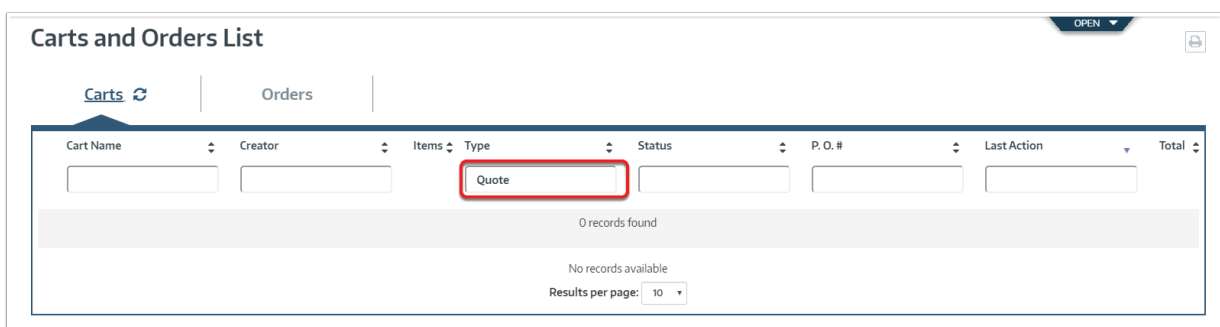
Click *Open* on the right end of the top blue banner on the landing page:



The *Manage Account* menu will display. Click on *Quotes*.

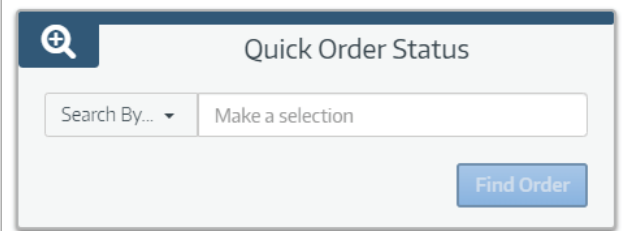


This brings you to a *Carts and Orders* window where you can type your quote number.



3. Order Status/Tracking

Quick Order Status link is found on the landing page.

A screenshot of a web form titled "Quick Order Status". On the left, there is a magnifying glass icon inside a dark blue square. To the right of the icon is a search bar with a dropdown menu labeled "Search By..." and a text input field labeled "Make a selection". Below the search bar is a blue button labeled "Find Order".

Quick Order Status

Search By... ▾ Make a selection

Find Order

4. Shipping

- FREE Ground Shipping.
- Fees will be applied to Expedited and Heavy Weight orders.

5. Account

UShop is considered as one account. No individual account numbers per user.

6. Save Favorites

- Favorites can be saved in the *Quicklists* on the landing page.
- Click the link for How-To instructions

