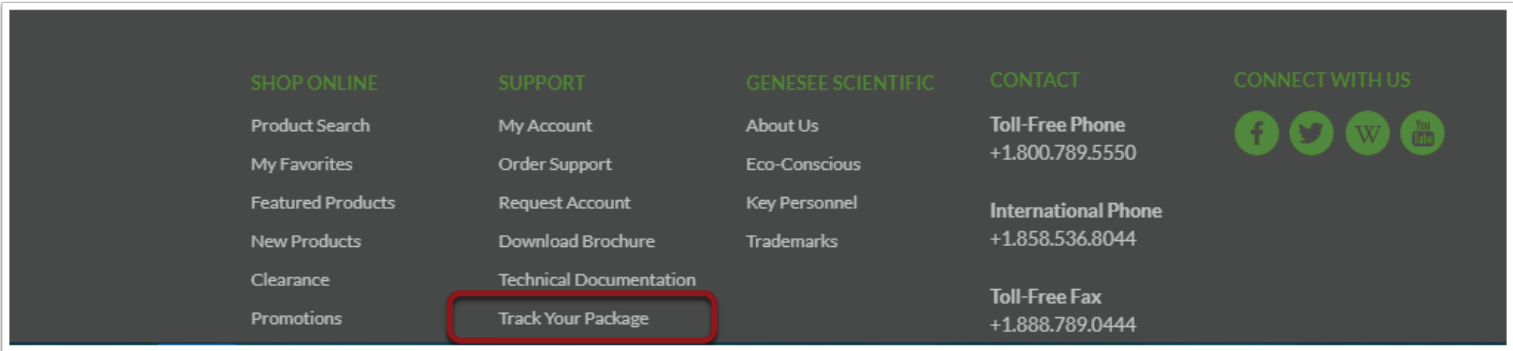


Each punch-out catalog in UShop offers features unique to that supplier's catalog. This guide describes features specific to the Genesee punch-out catalog.

1. Track Orders

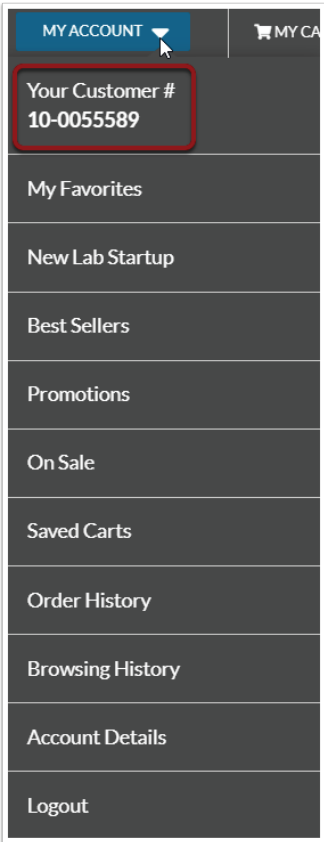
- a. The Track Your Package link is located on the bottom of the Genesee landing page.



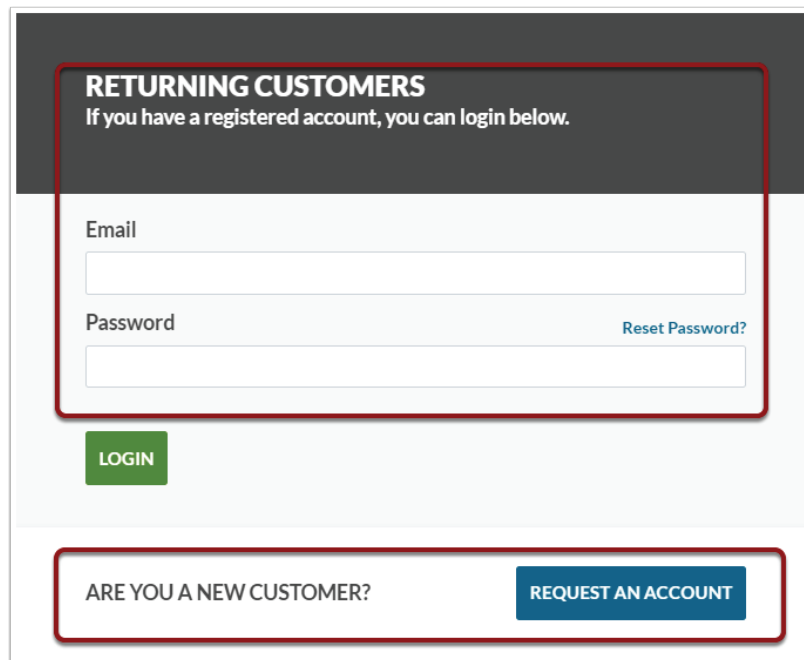
2. Set up Account

NOTE: **An account is not required to place orders** through the Genesee punch-out catalog. However, **an account is required to utilize the My Favorites and eQuote functions.**

- a. Open *MY ACCOUNT* in the upper right area of the landing page. Click on the customer number.



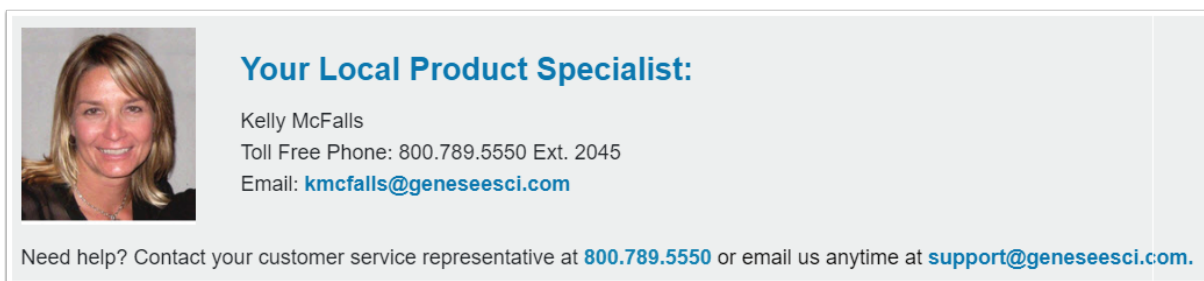
- b. To access an existing account, provide the email and password to login. If you are a new customer, click *REQUEST AN ACCOUNT* and follow the prompts.



The screenshot shows a login and account creation interface. At the top, a dark grey box contains the text "RETURNING CUSTOMERS" and "If you have a registered account, you can login below." Below this, there are input fields for "Email" and "Password". A "Reset Password?" link is next to the password field. A green "LOGIN" button is below the password field. At the bottom, a light grey box contains the text "ARE YOU A NEW CUSTOMER?" and a blue "REQUEST AN ACCOUNT" button. Red boxes highlight the "RETURNING CUSTOMERS" section and the "ARE YOU A NEW CUSTOMER?" section.

3. Rep Contact and eQuotes

- a. Rep contact information is located near the bottom of the landing page.
- b. Contact the Rep/Local Product Specialist if you have questions about your order or to request an eQuote.

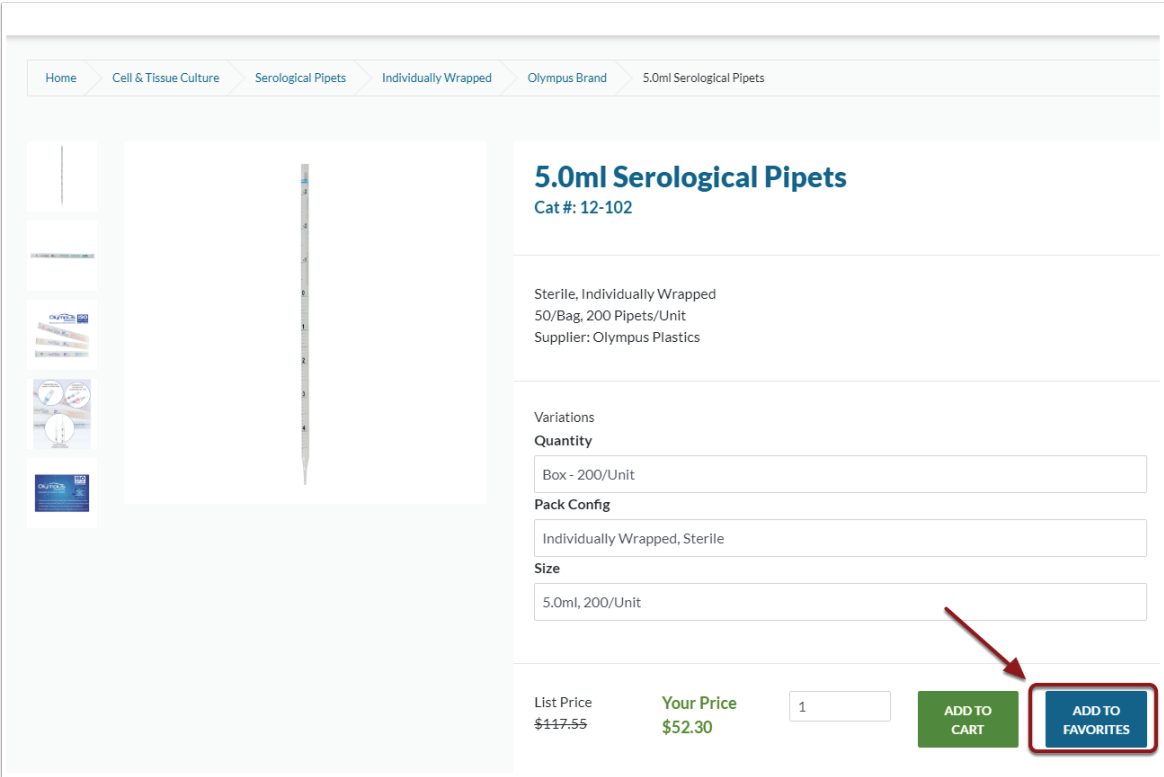


The screenshot shows a section titled "Your Local Product Specialist:". It features a photo of Kelly McFalls, a woman with blonde hair. To the right of the photo, the text reads: "Kelly McFalls", "Toll Free Phone: 800.789.5550 Ext. 2045", and "Email: kmcfalls@geneseesci.com". At the bottom of the section, it says: "Need help? Contact your customer service representative at [800.789.5550](tel:800.789.5550) or email us anytime at support@geneseesci.com."

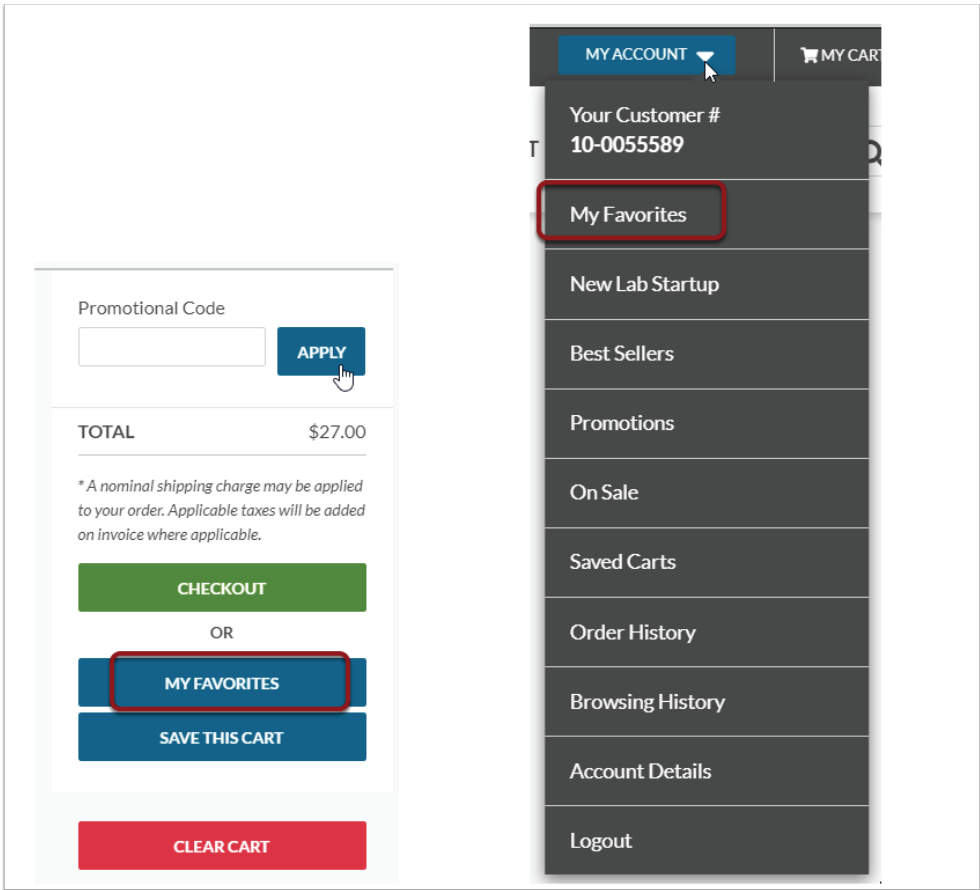
- c. The items included in your eQuote will be listed in *My Favorites*. To view these items, follow instructions in "4. My Favorites", below.

4. My Favorites. This feature allows quick reordering of commonly ordered items and items included on an eQuote.

- a. When viewing an item that will be ordered frequently, click on *Add to Favorites* before it is added to the cart.



- b. *My Favorites* may be accessed either from the cart before Checkout, or from the *My Account* dropdown menu.



c. From the *My Favorites* list, indicate a quantity for each desired item and click *Add to Cart*.







My Favorites

VIEW BY CATEGORY

OFF

ADD SELECTED

ADD ALL TO CART

ITEM	LIST PRICE	YOUR PRICE	QTY	ADD TO CART
<div><div><div></div><div></div></div><div>Zymo Collection Swab Cat #: 11-595</div><div> QUICK VIEW</div></div> <td>\$56.20</td> <td>\$56.20</td> <td><div><div></div><div>+</div></div></td> <td><div><div></div><div>+</div></div></td>	\$56.20	\$56.20	<div><div></div><div>+</div></div>	<div><div></div><div>+</div></div>
<div><div><div></div><div></div></div><div>Suspension Flasks, 50ml, Vent Cat #: 25-213</div><div> QUICK VIEW</div></div> <td>\$352.90</td> <td>\$169.25</td> <td><div><div></div><div>+</div></div></td> <td><div><div></div><div>+</div></div></td>	\$352.90	\$169.25	<div><div></div><div>+</div></div>	<div><div></div><div>+</div></div>
<div><div><div></div><div></div></div><div>JLA-9.1000 Fixed-Angle Rotor Cat #: 95-167</div><div> QUICK VIEW</div></div> <td>\$18,367.80</td> <td>\$14,974.00</td> <td><div><div></div><div>+</div></div></td> <td><div><div></div><div>+</div></div></td>	\$18,367.80	\$14,974.00	<div><div></div><div>+</div></div>	<div><div></div><div>+</div></div>

ADD SELECTED

ADD ALL TO CART

5. Shipping fees

Shipping is free for all orders totaling over \$150.00. Shipping fees will be added to orders totaling less than \$150.00.