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.

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.

<table>
<thead>
<tr>
<th>Your Local Product Specialist:</th>
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<tbody>
<tr>
<td>Kelly McFalls</td>
</tr>
<tr>
<td>Toll Free Phone: 800.789.5550 Ext. 2045</td>
</tr>
<tr>
<td>Email: <a href="mailto:kmcfalls@genesesci.com">kmcfalls@genesesci.com</a></td>
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</tbody>
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Need help? Contact your customer service representative at 800.789.5550 or email us anytime at support@genesesci.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*.

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.