

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

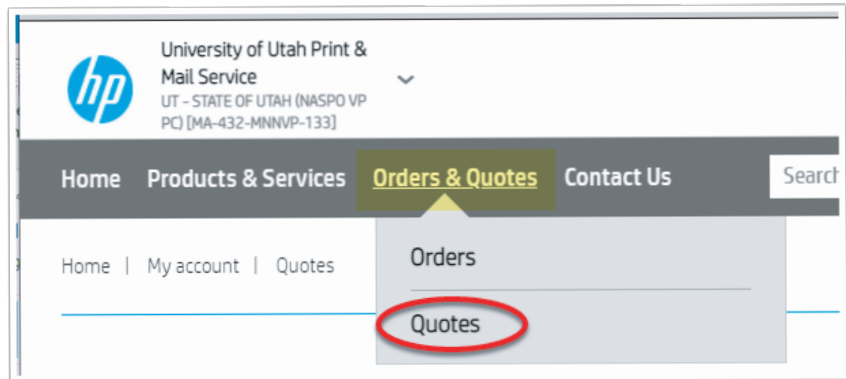
## 1. Rep Contact Information

Account Manager	<b>Cleve Burr</b> Phone: 801.791.2877 <a href="mailto:cleve.burr@hp.com">cleve.burr@hp.com</a>
Inside Account Manager	<b>Dylan Dinkel</b> Phone: 505.349.9800 <a href="mailto:dylan.dinkel@hp.com">dylan.dinkel@hp.com</a>
Customer Support	<a href="mailto:UTSLED@HP.COM">UTSLED@HP.COM</a>
Digital Consultant	<a href="mailto:dcpswest@hp.com">dcpswest@hp.com</a>

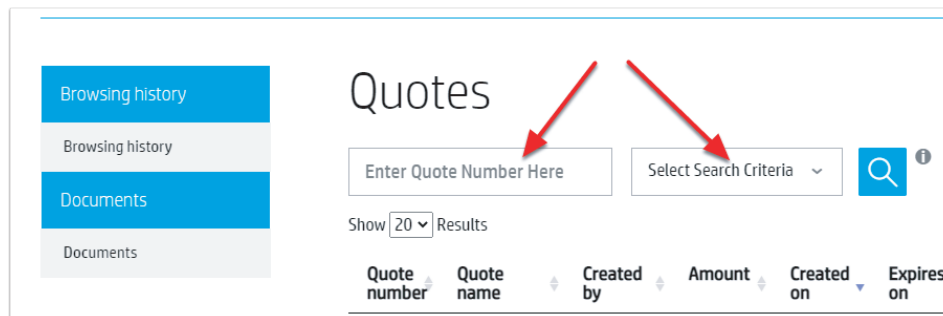
## 2. Quotes

Find *Quotes & Orders* on the top banner.

Select *Quotes*.



Filter your search using the fields provided. Follow the prompts to view your quote.



## 3. Tracking Orders

To access order information, find *Quotes & Orders* on the top banner. Select *Orders* and follow prompts.

