

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

1. Rep Contact Information

Sales Rep Contact information is found on the landing page:

Trevor L Robinson

801-472-5070

TRobinson@medline.com



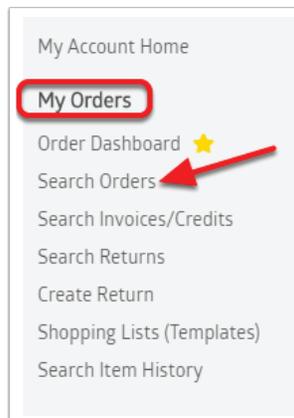
Click *Contact My Rep* for quick email access.

2. Quotes

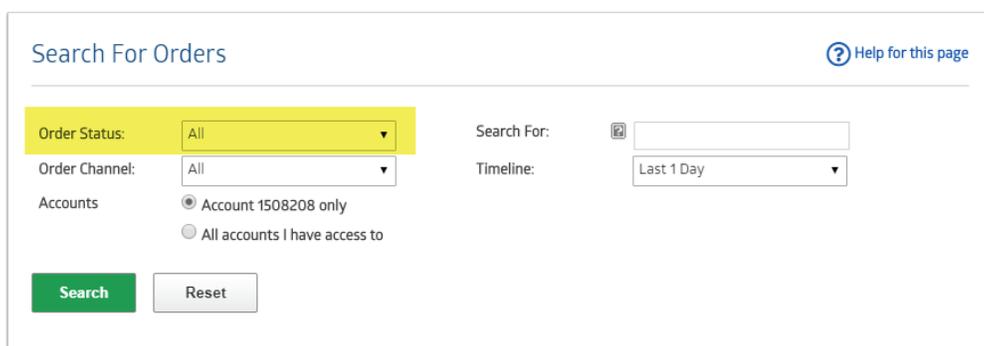
- Quotes are not accessible from the punch-out.
- Contact the sales rep, see above, for a quote. To place the order, attach the quote to a *Purchase Request* form in UShop.

3. Order Status/Tracking

- Shopper will receive an order confirmation email.
- Under *My Orders*, click on *Search Orders*.



- The search can be filtered on the *Search For Orders* window. A delivery may be tracked through *Order Status*.



4. Shipping

- FREE shipping for orders over \$150.00.
- "Freight Calculator" will indicate whether free shipping minimum has been met.
- To request expedited shipping, call the Sales Rep and reference the PO #.

New Order Save as PDF Print Help for this page

Submit Cancel

Created By: UNIVERSITY OF UTAH PUNCHOUT DEFAULT
Date: 10/24/2019 02:05:44 PM CDT
Sold To Account: 1508208-UNIVERSITY OF UTAH-U BUY

Item Subtotal: \$176.22

You qualify for **FREE** Medline Standard Shipping!

\$0 \$150

5. Account

UShop is considered as one account, #1508208. No individual account numbers are required per user.

6. Save Lists and Favorites

- Under *My Orders*, click on *Shopping Lists (Templates)*.
- Here you may:

1. Create New Shopping Lists, or
2. Search for Lists

UShop MARKETPLACE

Search Products by Part # or Keyword in products MY ACCOUNT Free Freight! \$95.40

PRODUCTS

My Account Home

My Orders

Order Dashboard ★
Search Orders
Search Invoices/Credits
Search Returns
Create Return
Shopping Lists (Templates)
Search Item History

Other Tools

View Formulary Items
Cross Reference Search
View GL/Category Code

Shopping Lists Help for this page

Search: Search for in Shopping List Name

Search Reset

Shopping List Name
Creator
Item SKU
Item Description
Category
All

Advanced Tool

You can create new shopping lists by uploading a formatted file. View format specifications in the [Upload Shopping List Format Guide](#).
[Download Sample Shopping List File](#)
[Upload New Shopping List](#)

Shopping List Name	Creation Date	Last Accessed	Last Updated	Creator	Locked for Edit	# Lines
No shopping lists found						

Create New Shopping List

- Under *My Orders*, click on *Search Item History*.
- Search by item number, CMIR, Manufacturer number, PO number, GTIN, or Item description.

UShop MARKETPLACE

Search Products by Part # or Keyword in products MY ACCOUNT Free Freight! \$95.40

PRODUCTS

My Account Home

My Orders

Order Dashboard ★
Search Orders
Search Invoices/Credits
Search Returns
Create Return
Shopping Lists (Templates)
Search Item History

Other Tools

View Formulary Items
Cross Reference Search

Search Item History Help for this page

Search For:

Timeline: Last 90 Days

Accounts: Account 1508208 only All accounts I have access to

Exclude items purchased only once:

Search Reset

Search for a match on: item number, CMIR, manufacturer number, PO number, GTIN, item description

Print

✓ No item history found. Please change your search criteria and try again.