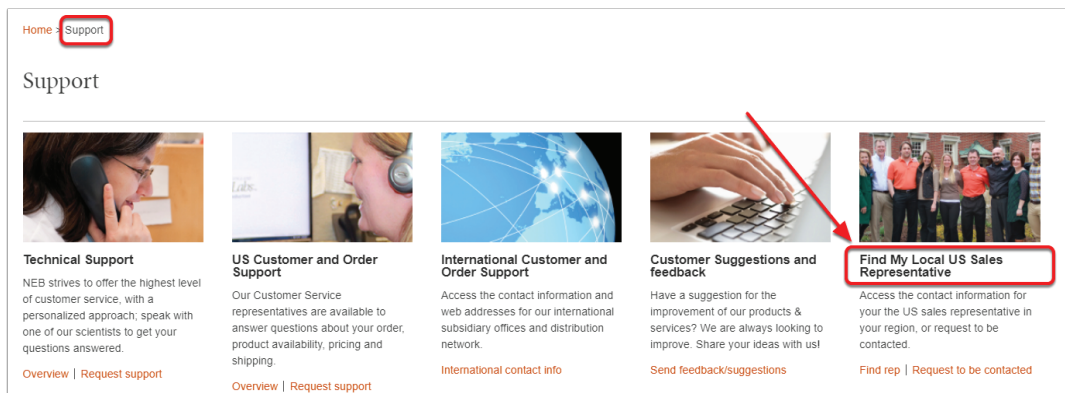


Each punch-out catalog in UShop offers features unique to that supplier's catalog. This guide describes features specific to the **New England Biolab (NEB)** punch-out catalog.

1. Rep Contact Information

Shanna Sawatzki | Mobile: (206) 889 0401 | shanna@neb.com

- Sales Rep contact information can be found by clicking on *Support*, then *Find My Local US Sales Representative*:



2. Shipping

- FREE Shipping on orders over \$350.00
- Shipping rates can be viewed as the shopper creates a cart in the NEB punch-out.
- Next Business Day delivery if ordered by 5:30 pm Mountain Time.

3. Track Orders

- No order tracking available in punch-out.
- Shopper will receive an order confirmation email which contains tracking information.

4. Quotes

- Obtain quotes from Customer Service or Account Manager, Shanna Sawatzki, shanna@neb.com.
- Quotes are not integrated in punch-out. Place order through Purchase Request form and attach quote.

5. Account

- UShop is considered as a single account. No separate account number is required for each shopper.

6. Save Favorites

- No favorites are saved in punch-out. However, requisitions submitted in UShop may be copied to a new cart for easy re-order.