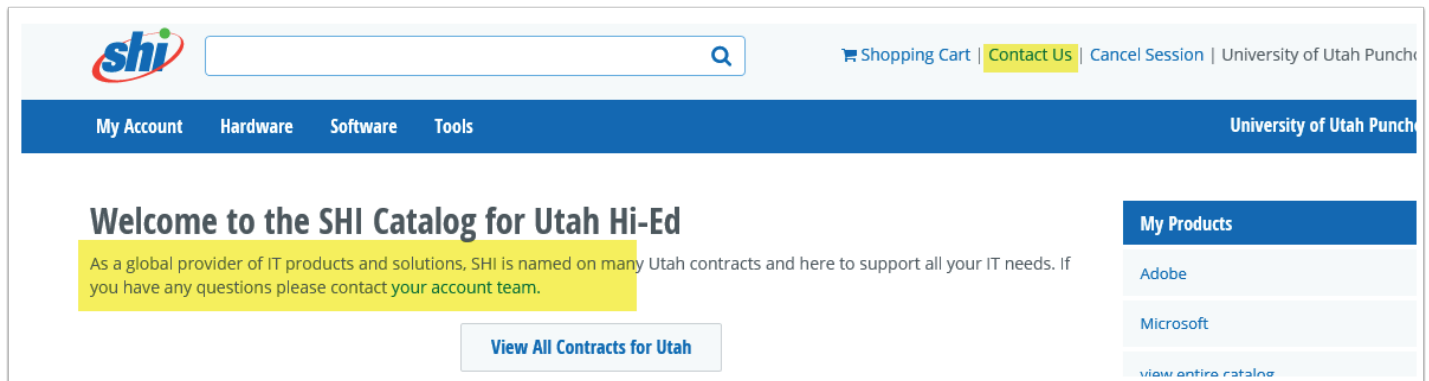


Each punch-out catalog in UShop offers features unique to that supplier's catalog. This guide describes features specific to the **SHI** punch-out catalog.

1. Rep Contact Information

Dan Pressley, Account Executive | 801-230-9584 | Dan_Pressley@shi.com

Aslo - links to account team contact information are available on the punch-out landing page, see yellow highlights:

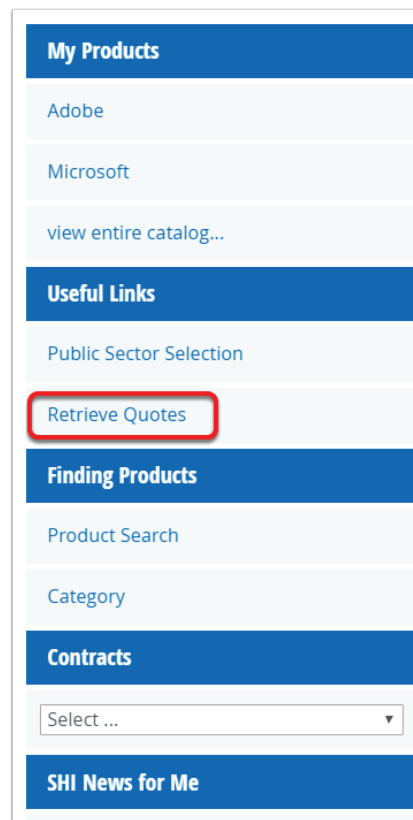


2. Shipping fees

No minimum order - shipping is FREE for all items included on the state contract.

3. Quotes

The *Retrieve Quotes* link is found on the landing page:



4. Track Order

Contact the account team (See #1) to inquire about package delivery.

5. Account

The University of Utah is considered as a single account, so individual accounts will not be set up within the punch-out.

6. Save Favorites

There is no way currently to save favorites in the SHI punch-out.

However, favorite orders may be duplicated in UShop by copying the requisition to a new cart.