

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

1. Rep Contact Information

UShop's Thomas Scientific reps are:

Beau Bradford - *Beau.Bradford@thomassci.com* and **Dan Butler** - *Dan.Butler@thomassci.com*

2. Shipping fees

Shipping is **FREE** for all standard orders.

For special handling such as HAZMAT, Dry Ice, or Expedited shipping:

- a. Contact a Thomas Science rep to ensure the item is in stock, either:
 - Dan Butler, Dan.Butler@thomassci.com
 - Bueau Bradford, Beau.Bradford@thomassci.com
 - Customer Service, 844.359.1182
- b. Create the PO in UShop.
- c. Contact the rep again to provide the PO# for the order.

3. Quotes

1. Request a quote from Beau Bradford at Beau.Bradford@thomassci.com or Dan Butler at Dan.Butler@thomassci.com
2. Quotes cannot be utilized within the punch-out, so place the order on the **Purchase Request form** and attach the quote.

4. Track Order

The Shopper will receive a confirmation email for each order which will contain **tracking information**.

5. Account

The University of Utah is considered as a single account, so individual accounts will not be set up within the punch-out. Thomas Scientific will identify each shopper by their UShop email address and UShop login credentials.

6. Save Favorites

There is no way currently to save favorites or save a cart in the Thomas Scientific punch-out. However, favorite orders may be duplicated in UShop by copying the requisition to a new cart.