

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

1. Rep Contact Information

Scott Hess | Operations Assistant Manager | WAXIE Sanitary Supply

5107 W 1730 S | Salt Lake City, UT 84104

P:(801) 886-3700 x611 | F:(801) 886-3799

shess@waxie.com | www.waxie.com

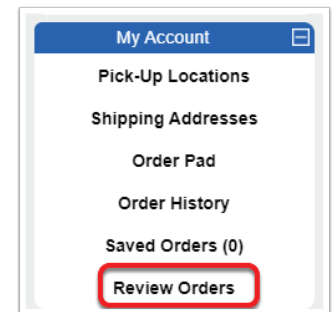
2. Shipping

Depending on the items ordered, shipping fees may be charged. Any shipping fees will be displayed in the Waxie shopping cart before leaving the site.

3. Track Orders

Order status may be viewed by clicking on the *Review Orders* link.

While the requested ship date can be viewed, tracking of delivery is not available.

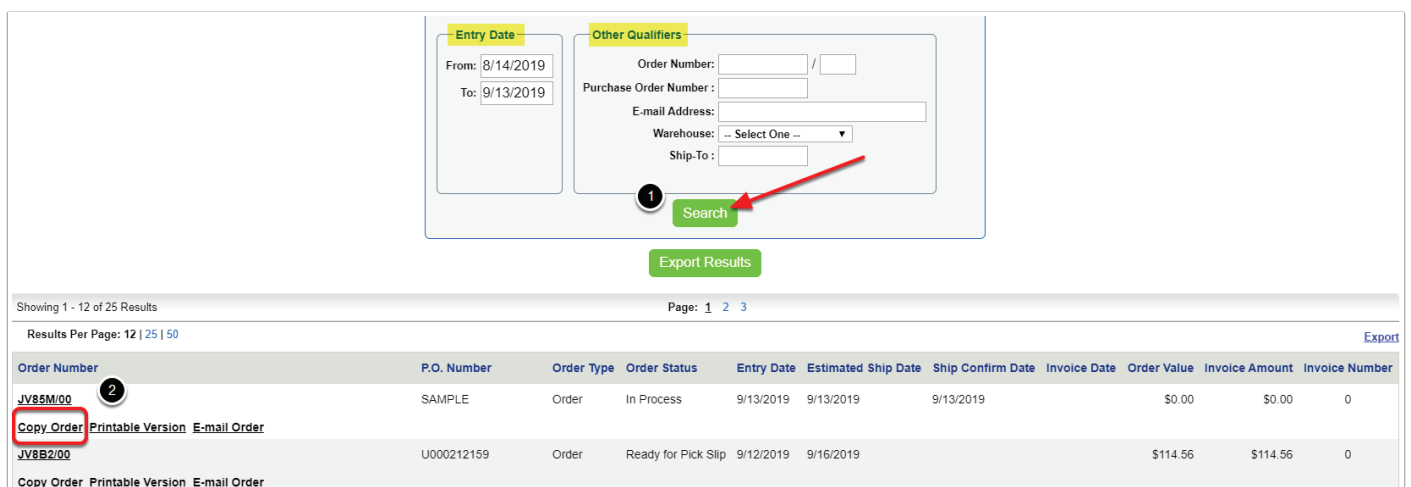


4. Quotes

By contacting the rep, a quote can be obtained and then accessed via punchout through the *Review Orders* link, see above.

1. After filtering your search with *Entry Date* and *Other Qualifiers*, click *Search* to generate a list of orders.
2. Use the *Copy Order* button to copy the items off the quote into the users cart.

Once an item is in the cart the quantity may be modified.



A screenshot of the search and results interface. The top section contains search filters: 'Entry Date' (From: 8/14/2019, To: 9/13/2019) and 'Other Qualifiers' (Order Number, Purchase Order Number, E-mail Address, Warehouse: -- Select One --, Ship-To). A red arrow points to the 'Search' button. Below the search filters is an 'Export Results' button. The results section shows a table with columns: Order Number, P.O. Number, Order Type, Order Status, Entry Date, Estimated Ship Date, Ship Confirm Date, Invoice Date, Order Value, Invoice Amount, and Invoice Number. The first row is highlighted with a red box and a circled '2'. Below the first row, there are links: 'Copy Order', 'Printable Version', and 'E-mail Order'.

Order Number	P.O. Number	Order Type	Order Status	Entry Date	Estimated Ship Date	Ship Confirm Date	Invoice Date	Order Value	Invoice Amount	Invoice Number
JVB5M/00	SAMPLE	Order	In Process	9/13/2019	9/13/2019	9/13/2019		\$0.00	\$0.00	0
JVB2/00	U000212159	Order	Ready for Pick Slip	9/12/2019	9/16/2019			\$114.56	\$114.56	0

5. Account

No separate account is required for departments.

All UShop orders utilize the same account.

User Session

User Name
UnivUtahLive

Customer
617466000 - UNIVERSITY OF UTAH

Warehouse
06 - WAXIE Salt Lake City

Pick-Up Location
none

Shipping Address
823 - PURCHASING
201 PRESIDENTS CIR
RM 170
UNIVERSITY OF UTAH
SALT LAKE CITY UT 84112-9049
USA

Phone Number
(801) 585-1031

6. Save Favorites

Shopping Lists and *Wish Lists* can be used to save favorites.

Shopping Lists

Negotiated Price List

Liners

Wish List

View Wish List


A *Shopping List* is generated as items are added to a cart. Select *Copy List* to order the same items again.

[Continue shopping](#)

Showing 1 - 1 of 1 Results Page: 1

Results Per Page: 12 | 25 | 50


Ship-To: -- Select One -- Copy To: [Copy List](#) [Delete All Items](#) [Export Results](#)

Item Number	Manufacturer Item	Availability	Sell Price	Quantity	Unit of Measure	Add to...
 NPL 702132	Z6640WKIR01	Out of Stock	\$34.60		CS	Add to Cart
Description 33X40 22 MIC BLACK CORELESS ROLL LINER 250/CS						

[Add to Cart](#) [Remove Item](#)

Specific items may be added to a *Wish List*.

For example, if an item you need is out of stock, you may select *Add to Wish List* instead of *Add to Cart*, then order it later when the item is available.



NPL 702132
33X40 22 MIC BLACK CORELESS ROLL LINER 250/CS
Manufacturer Item: Z6640WKIR01

Quantity Available: Out of Stock

Sell Price: \$34.60
per : CS

Extended Price: \$34.60
Next PO Date: 9/18/0019
Next PO Quantity: 3

1 CS

-- Add to Existing/New Shopping List --

[Add to Cart](#) [Recalculate](#) [Add to Wish List](#)