

Bio-Rad Punchout Training Guide

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Introduction

Overview

The purpose of this manual is to discuss the general use of the Bio-Rad punchout catalog. This document will provide an overview of the various functions of the catalog so that all end-users will have success in submitting an order using the punchout.

Intended Audience

This manual will be used by super-users and Requestors in the SDezBuy application.

Documentation and Disclaimer

None

General Information

Contract

The Bio-Rad punchout in SDezBuy is based on the discount pricing arrangement between Bio-Rad and SDBOR. The discounts are off current list price.

- 10% discount Bio-Plex (Product code BPLX)
- 10% discount on Protein Standards (product line 1205)_
- 8% discount on Thermal Cyclers (product line 1347_
- 20% discount Real Time PCR (Product lines 1348, 1349)
- 20% discount in Amplification Reagents (product lines 1442,1444,1445,1450 & 1346)
- 20% discount Imaging (product lines 1285,1295, &1283)
- 2% discount on all remaining product lines.

Shipping

Estimated Transportation/Handling fees (estimated) and any Ice/Special Packaging Charges may be added to the shopping cart during the order process. These fees are brought back to SDezBuy in a separate line that is in addition to the product line items and will be encumbered in Banner at the time of PO creation. Actual charges will be added to the invoice.

Adding Non-Catalog Items to a Bio-Rad Punchout Order

Non-Catalog items can be added to a Punchout order after the cart is returned to SDezBuy. Catalog and non-catalog items will NOT appear on the same PO.

Changes to a Bio-Rad Punchout Cart

Users can make changes once the shopping cart is returned to the SDezBuy application by clicking on the MODIFY ITEMS link.

External Notes

External notes are accepted at the header level and are passed through and sent to the account rep. for review.

Order Confirmation and Shipping Confirmations

Order confirmation and shipping confirmation via email from Bio-Rad will be received by the user listed on the PO.



Duplicate Order Prevention

The account manager is notified if the system attempts to enter a duplicate PO number.

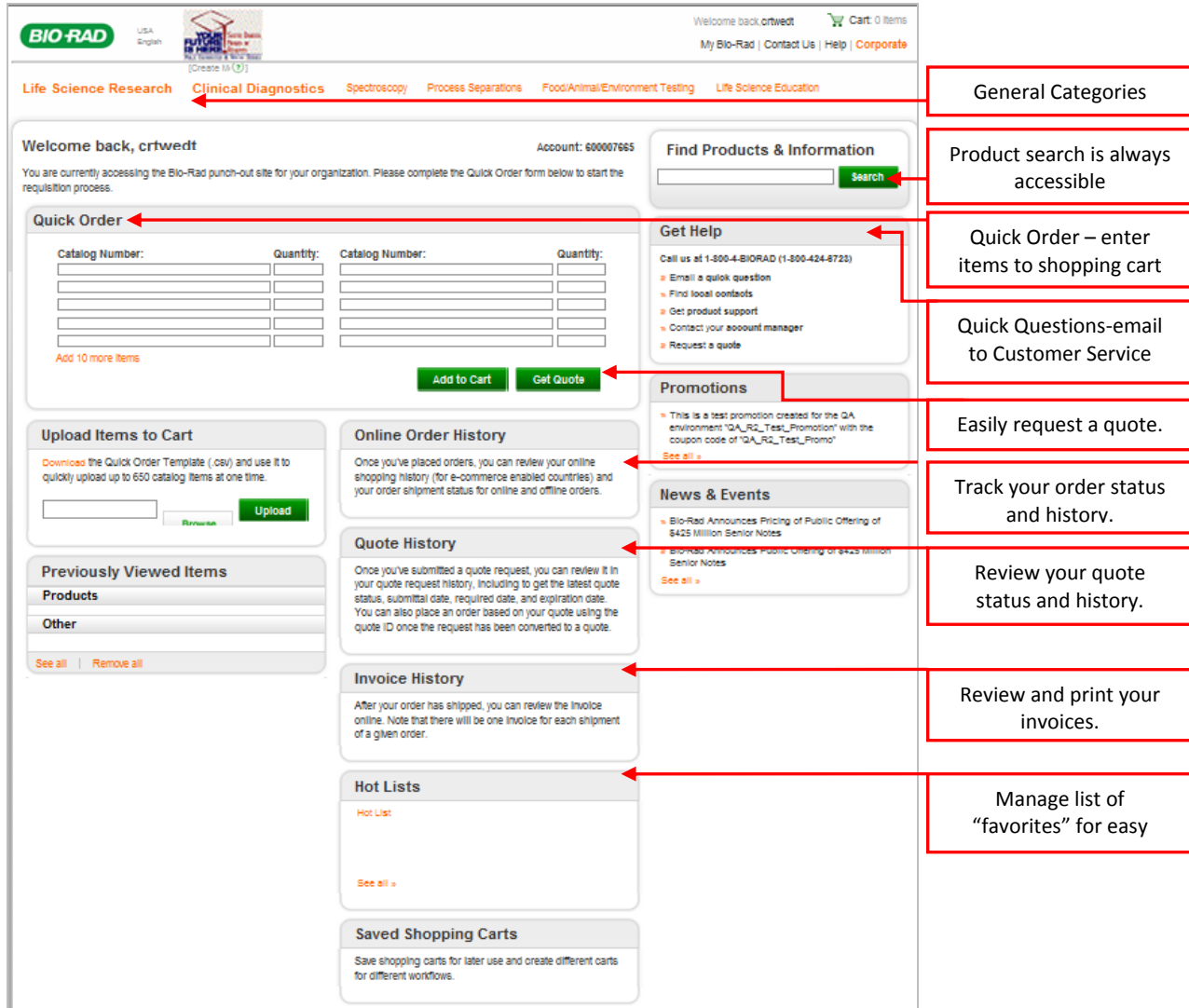
Timeout

Inactive punchout sessions will expire or timeout after sixty (60) minutes of inactivity. The cart will be saved so the user does not have to start over.

Instructions

Click on the Bio-Rad logo  at any time while in the punchout to return to the Home screen. Click on the Shopping Cart icon  Cart: 0 items at the top of the screen to go to your shopping cart from anywhere within the punchout.

Getting to Know the Home Screen



The screenshot shows the Bio-Rad PunchOut Home Screen with several key features highlighted by red callout boxes:

- General Categories:** A horizontal navigation bar at the top lists categories such as Life Science Research, Clinical Diagnostics, Spectroscopy, Process Separations, Food/Animal/Environment Testing, and Life Science Education.
- Product search is always accessible:** A search bar is located in the 'Find Products & Information' section.
- Quick Order – enter items to shopping cart:** A 'Quick Order' form with columns for 'Catalog Number' and 'Quantity' is prominently displayed.
- Quick Questions-email to Customer Service:** A 'Get Help' section provides contact information and options like 'Email a quick question'.
- Easily request a quote:** A 'Get Quots' button is located below the Quick Order form.
- Track your order status and history:** Sections for 'Online Order History' and 'Quote History' allow users to track their orders and quote requests.
- Review your quote status and history:** A 'Quote History' section provides details on submitted quote requests.
- Review and print your invoices:** An 'Invoice History' section allows users to review and print invoices for shipped orders.
- Manage list of "favorites" for easy:** A 'Hot Lists' section allows users to manage their frequently ordered products.

Bio-Rad PunchOut Features

- Real-time inventory and backorder status with estimated shipping costs prior to checkout
- User-definable Hot Lists to manage regularly ordered products ("favorites") and simplify immediate reordering
- Online access to invoices
- Quote to Order and Redeem Promotion codes instantly available
- Access to Bio-Plex Assay Builder
- Access to on-demand tutorials, specifications, MSDS, certificates of analysis, and other supporting information

Adding Items to the Shopping Cart

1. Use the **Product Search** to search for your needed item.
2. Click on **Add to Cart**.
3. Click on the **Check Out** button.

Shopping Cart (2 items)
Quote Request (0 items)
Hot List

Please review any items in your cart before checking out. Or if you're logged in you can select a different cart from **Saved Carts** to the right (displays if you have saved carts). Any current cart will be automatically saved if you select another cart. Use the Quick Add feature to Add items to your cart and the Checked Items feature to Remove items.

Cart

Create
Copy
Rename
Email

Update Cart
Check Out

Purchase Items:

<input type="checkbox"/>	Line #	Catalog #	Product Description	Availability *	Quantity	Your Price	Total**
<input type="checkbox"/>	1	170-3128	SYPRO Ruby Protein Gel Stain 200 ml, 1x solution, ready-to-use fluorescent gel stain	1 in stock Ships in 1 business day (s)	1	\$82.00	\$82.00
<input type="checkbox"/>	2	500-0008	Bio-Rad Protein Assay Dye Reagent Concentrate 450 ml, colorimetric assay dye, concentrate, for use with Bio-Rad protein assay kits I and II (#500-0001, 500-0002) Note: Extra shipping and handling charges apply for this product.	1 in stock Ships in 1 business day (s)	1	\$101.00	\$101.00
Subtotal:							\$183.00
Shipping Charges to 57089:							\$60.02
Packaging Charges:							\$35.00
Estimated Tax:							\$0.00
Total:							\$278.02

Checked Items

Add to:

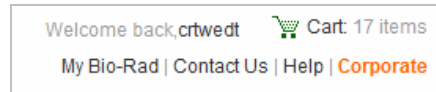
Move to:

Remove

To Add a Quote to the Cart and Checkout

This process begins with the user calling the Bio-Rad account manager with the quote details for approval. The account manager then creates the quote with the discounted pricing and approves it. There may be some communication between the account manager and the end user for additional details. The account manager will then upload the quote to the Bio-Rad punchout catalog. Following are steps to retrieve the quote to order the item(s).

1. Click on the **Cart** icon in the upper right corner of the screen.



2. Enter the **quote ID** received from Bio-Rad in the open field.
3. Click on the **Add to Cart** button next to the Quote ID field.

4. You may **click in the checkbox** at the beginning of a line if you wish to Add to another cart, Move to another cart or Remove the item(s) from the active cart. Click on the appropriate “Checked Items” drop down list.

<input checked="" type="checkbox"/>	17	161-0801	TEMED 50 ml, for catalyst for polyacrylamide gels; hazardous shipping charges may apply Note: Extra shipping and handling charges apply for this product.
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5. Change the quantity and click on **Update Cart** to save your change.
6. Click on the **Check Out** button as the first step toward going back to SDezBuy.
7. Click on **Transfer to Procurement System** to return your cart contents to SDezBuy.

To Search for a Configurable Item

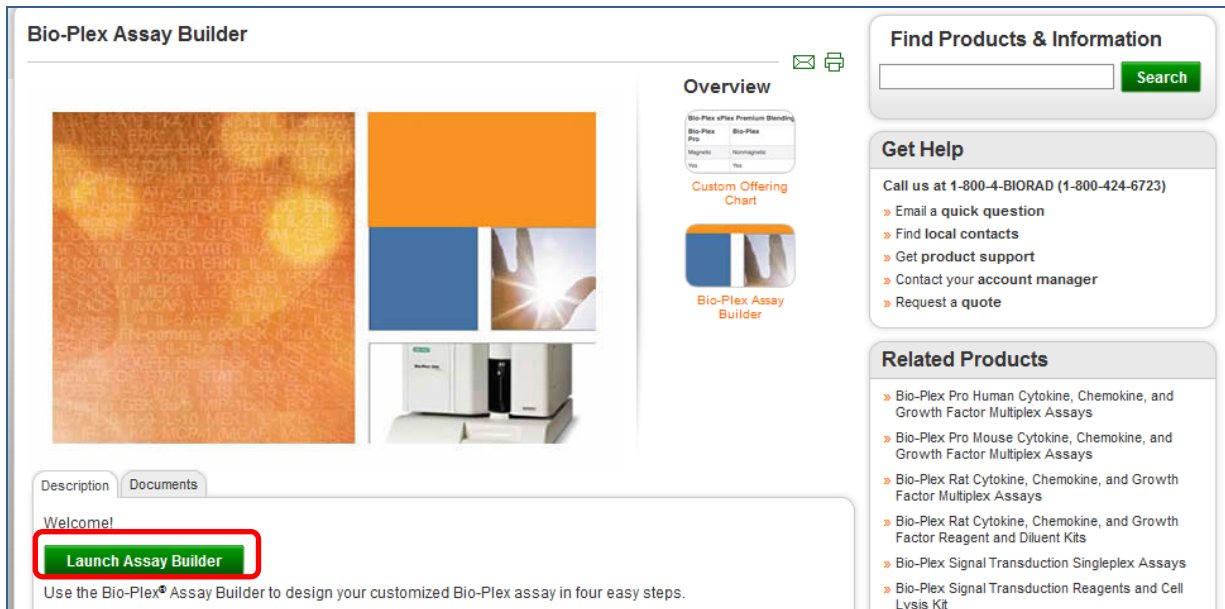
1. Enter “assay builder” in the Find Products & Information field.

The screenshot shows the Bio-Rad website home page. At the top, there is a navigation bar with the Bio-Rad logo, language options (USA English), and a shopping cart icon showing 0 items. Below the navigation bar, there are several menu items: Life Science Research, Clinical Diagnostics, Spectroscopy, Process Separations, Food/Animal/Environment Testing, and Life Science Education. The main content area is divided into several sections. On the right side, there is a 'Find Products & Information' section with a search bar containing the text 'assay builder' and a green 'Search' button. This search bar and button are highlighted with a red rectangular box. Other sections include 'Welcome back, mahart' with an account number, 'Quick Order' with a table for adding items, 'Get Help' with contact information, 'Promotions', and 'News & Events'.

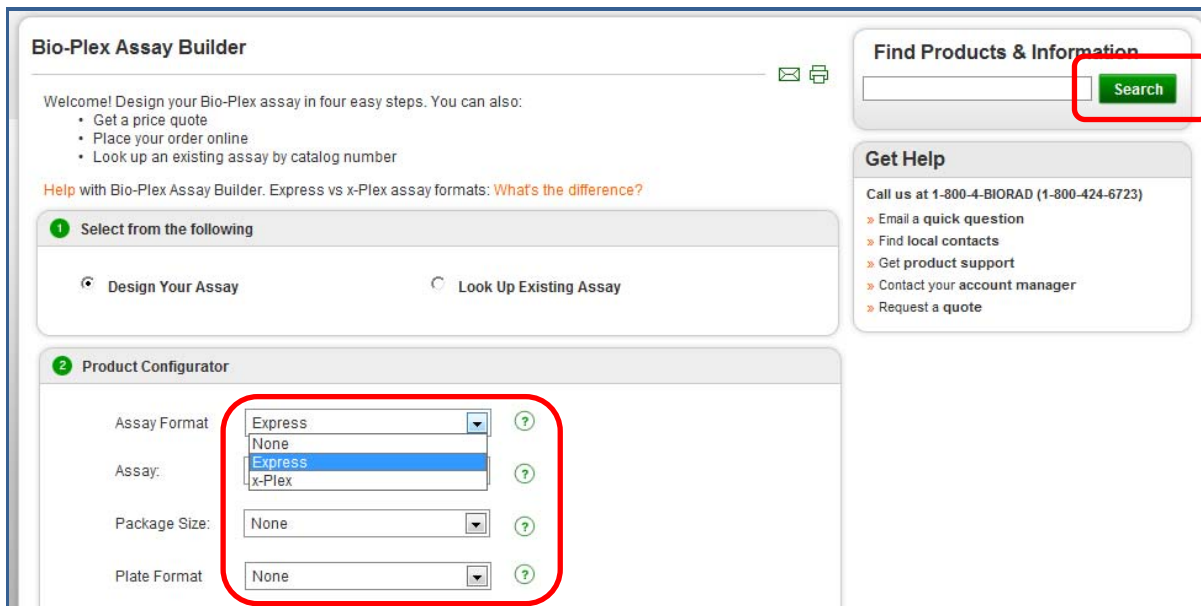
2. Click on **Bio-Plex Assay Builder**.

The screenshot shows the search results page for 'assay builder'. At the top, there is a search bar with the text 'assay builder' and a green 'Search' button. Below the search bar, there are several filters and options. On the left side, there is a 'Filter Your Results by:' section with 'Division:' and 'Categories:' filters. The 'Bio-Plex Assay Builder' result is highlighted with a red rectangular box. The result text reads: 'Use the Bio-Plex® Assay Builder to design your customized Bio-Plex assay in four easy steps.' Below this, there are two sub-sections: 'Bio-Plex Pro Mouse Cytokine, Chemokine, and Growth Factor Multiplex Assays' and 'Bio-Plex Pro Human Cytokine, Chemokine, and Growth Factor Multiplex Assays'. Each sub-section provides instructions on how to create a custom assay using the Bio-Plex Assay Builder tool.

3. Click on the **Launch Assay Builder** button.



4. Select either Design your Assay or Look up Existing Assay by clicking on the appropriate radio button. (In this example, Design your Assay has been selected.)
5. Select the Assay Format from the drop-down list.
6. Select the Assay from the drop-down list.
7. Select the Package Size from the drop-down list.
8. Select the Plate Format from the drop-down list.
9. Click on the **Search** button.




11. Click on one or more of the targets checkboxes.
12. Click on the **View Configured Product** button. Your configured assay will appear.

The screenshot shows a web interface titled "Select from the targets below to configure your assays" with a "[Clear Targets]" link in the top right. A list of target checkboxes is displayed: Ghrelin, GIP, GLP-1, Glucagon, Insulin, Leptin (checked), PAI-1, and Resistin. A red box highlights this list. To the right, the "Adiponectin" checkbox is unchecked. Below the list is a "Note:" section with text: "Adiponectin requires different sample dilutions from the other targets. Therefore, it is only available separately. If you wish to mix diabetes and cytokine targets, refer to bulletin 5975 for compatibility information." At the bottom right, there are two buttons: "Clear All" and "View Configured Product", with the latter highlighted by a red box.

13. Enter the **quantity** in the quantity field.
14. Click on the **Add to Cart** button.

The screenshot shows the "Bio-Plex Assay Builder" product page. The breadcrumb trail at the top reads: "Home > Life Science Research > Products > Bio-Plex Suspension Array System > Bio-Plex Assay Builder > Bio-Plex Assay Builder". The main heading is "Bio-Plex Assay Builder". On the right, there is a "Find Products & Information" search bar and a "Get Help" section with contact information and links. The main content area is titled "Your Customized Product" and contains a description of the assay. Below the description, the product name "Bio-Plex Mouse DiabetesLeptin, -plex Assay ZC0000000W" is shown, along with a price of "\$627.00". A "Quantity" field with the value "1" and an "Add to Cart" button are highlighted with a red box. Other buttons include "Previous", "Start Over", "Add to Hot List", and "Add to Quote".

15. Access the shopping cart by clicking on the cart icon at the top-right of the screen.  **Cart: 1 item** The cart contents will appear and if there are Shipping and Packaging charges, those lines will be present.

16. Click on the **Check Out** button to begin the checkout process.

The screenshot shows a shopping cart interface with the following elements:

- Account:** 600007665
- Shopping Cart (1 item)**, **Quote Request (0 items)**, **Hot List**
- Get Help** section: Call us at 1-800-4-BIORAD (1-800-424-6723), Email a quick question, Find local contacts, Get product support, Contact your account manager, Request a quote.
- Cart** section: Create, Copy, Rename, Email, Update Cart, **Check Out** (highlighted in red).
- Purchase Items:**

Line #	Catalog #	Product Description	Availability *	Quantity	Your Price	Total**
1	ZC0000000W	Bio-Plex Mouse DiabetesLeptin, -plex Assay 1 X 96-well Filter Plate, Express assay format that includes individual tubes of coupled magnetic beads, detection antibodies, standards, reagents, and diluents for detecting human angiogenesis Leptin, all in one kit. Analytes are mixed by user. Note: Extra shipping and handling charges apply for this product.	Allow 12 days for x-Plex, 2 days for Express	1	\$627.00	\$627.00
- Checked Items** section: Add to: Select one, Move to: Select one, Remove.
- Summary:** Subtotal: \$627.00, Shipping Charges to 57069: \$54.94, Packaging Charges: \$15.00, Estimated Tax: \$0.00, **Total: \$696.94**
- Saved Carts** section: Cart, Cart, Cart, See all.
- Saved Quote Requests** section.
- Hot Lists** section: Hot List, See all.
- Previously Viewed Items** section: Products (Size Exclusion Chromatography Kit, Bio-Plex Assay Builder, Life Science Research), Other (Life Science Research Webinars, Life Science Research Tutorials, Life Science Research Solutions), See all, Remove all.

How to Get Support

Bio-Rad Customer Service

Hours of operation: Monday–Friday, 8 AM–5 PM PST, except major holidays
Phone: 1-800-4-BIORAD (1-800-424-6723)
Email: lsg.orders.us@bio-rad.com

Contacts

Bio-Rad Agreement Coordinator:

Carey Miller
Phone: 1-800-876-3425, press x6763
Email: carey_miller@bio-rad.com
Website: www.bio-rad.com