



How to Use Laboratory Product Sales' PunchOut System

From LPS Home Screen you can search for products through the **search tool** or by navigating the **menu bar** on the left column.

The screenshot shows the LPS website homepage. At the top right, there is a search bar with a magnifying glass icon and a "Search" button. Below the search bar are links for "Welcome Stefanie Falcone", "Log Out", "My LPS", "Create Account", and a shopping cart icon. The main navigation menu at the top includes "Home", "My LPS", "Pipettor Repair", "Govt/GSA", "About LPS", "What's New", "Promos / Special Offers", and "Contact Us". On the left, a vertical menu titled "LPS CATALOGS" lists categories: "Lab Equipment", "Pipette Tips", "Tubes, Vials, Plates & Storage", "Lab Essentials", "Tissue & Cell Culture", and "PCR and Protein". The central content area features a photograph of laboratory equipment and text: "A NY State Certified Woman-Owned Small Business" and "Laboratory Supplies, Reagents, & Equipment". To the right, there is a promotional box for "Chamber slide, 4 compartment Clear, 2.13cm2, 6/pk, 12/cs" with a "Sale Price: \$59.16" and a note "(You save: \$19.73)".

If you are using a quote generated by your sales representative, click "**“My LPS”**" and you will be brought to the following screen. Click on "**“My Quotes”**"

The screenshot shows the "Work More Efficiently with MyLPS Tools" section of the website. It features six icons: a shopping cart for "Saved Shopping Carts", a purple user profile for "Account Profile & Settings", a list icon for "My Favorite Items List", a clock for "Order Tracking", a calendar for "Order History", and a green folder with an orange border for "My Quotes". The "My Quotes" icon is highlighted with an orange border.

A list of your quotes will appear, **click the quote number** you'd like to use:

The screenshot shows the "VIEW CUSTOM QUOTES" section. It displays a table with four columns: "Quote Number", "Comments", "Quote Date", and "Quote Expires". The first row shows the quote details for quote number 99266: "Buy 43 get 1 free", "10/23/2018", and "12/31/2018".

Quote Number	Comments	Quote Date	Quote Expires
99266	Buy 43 get 1 free	10/23/2018	12/31/2018

The details of the quote will appear. If you wish to purchase the items, click on “**Add Quote Items to Cart**”

Quote For:	Stefanie Falcone Case Western Reserve University
Email:	sfalcone@lpsinc.com
Quote Date:	10/23/2018
Quote Expires:	12/31/2018
Comments:	Buy 43 get 1 free

LINE ITEM INFORMATION

Line	Cat #	Description	QTY	U/M	Quote Price
1	703001	6-well Cell Culture Plate Flat,TC,STRL,1/pk,50/CS	43		\$50.00
2	703001	6-well Cell Culture Plate Flat,TC,STRL,1/pk,50/CS	1		\$0.00

[Add Quote Items to Cart](#)

Click on “**Check Out**” and you will return to your institution’s eProcurement site to finalize the order.

Shopping Cart					
Catalog #	Description	Quantity	Unit Price	Item Total	
703001	LINE ITEM #1 FROM QUOTE #99266 6-well Cell Culture Plate Flat,TC,STRL,1/pk,50/CS	43	\$50.00	\$2,150.00	
					Total, Less Tax, and Handling: \$0.00

[RETURN TO:](#)
 [UPDATE](#)
 [CHECKOUT](#)

Enter a Quantity of 0, and press UPDATE to remove an item.

FREQUENTLY ASKED QUESTIONS

- **What if I do not have a username/login for LPSinc.com?**
One will be assigned to you automatically as you navigate from your institution’s eProcurement site. If this does not happen, contact your LPS Sales representative for help.
- **The quote I wish to use is not listed, who should I contact?**
Contact the LPS representative that generated the quote for you. They will be able to add the quote to your “My Quotes” page.
- **What benefits are there to using the PunchOut System?**
In addition to having your personalized quote and order history, you can also take advantage of **quarterly promotions** and **daily deals** that would otherwise be un-available to you. To see either of these, please click on the appropriate links from the homepage:

The screenshot shows the LPSinc.com homepage. At the top right, it says "Serving the Scientific Community Since 1977". On the left, there's a sidebar with "LPS CATALOGS" and a list of categories: Lab Equipment, Pipette Tips, Tubes, Vials, Plates & Storage, Lab Essentials, Tissue & Cell Culture, and PCR and Protein Characterization. The main content area features a photograph of laboratory glassware and text about being a NY State Certified Woman-Owned Small Business. A prominent orange box on the right contains the text "13:01:02 - 1 Day Only ONE DEAL. ONE DAY. Incredibly Low Price" and "Sale Price: \$59.16 (You save: \$19.73) 230104 Chamber slide, 4 compartment Clear, 2.13cm2, 6/pk,12/cs".



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Laboratory Products Sales is a certified woman owned small business