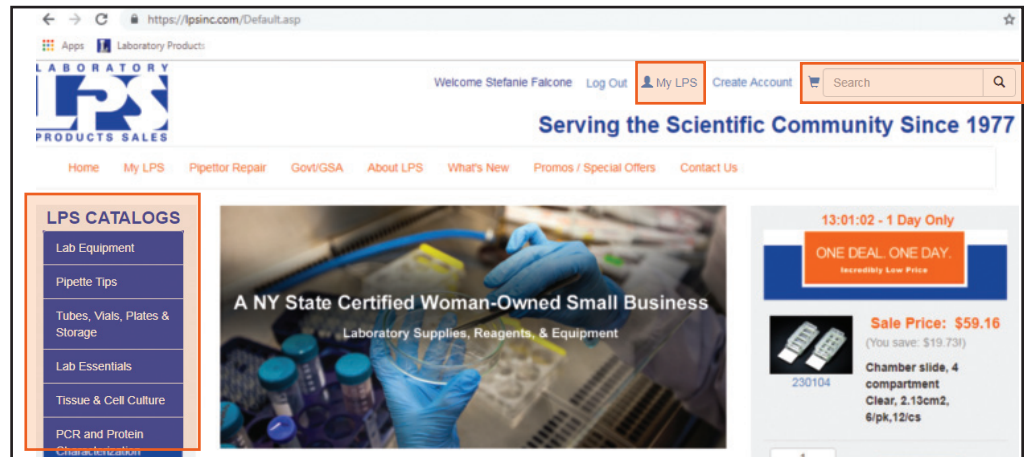
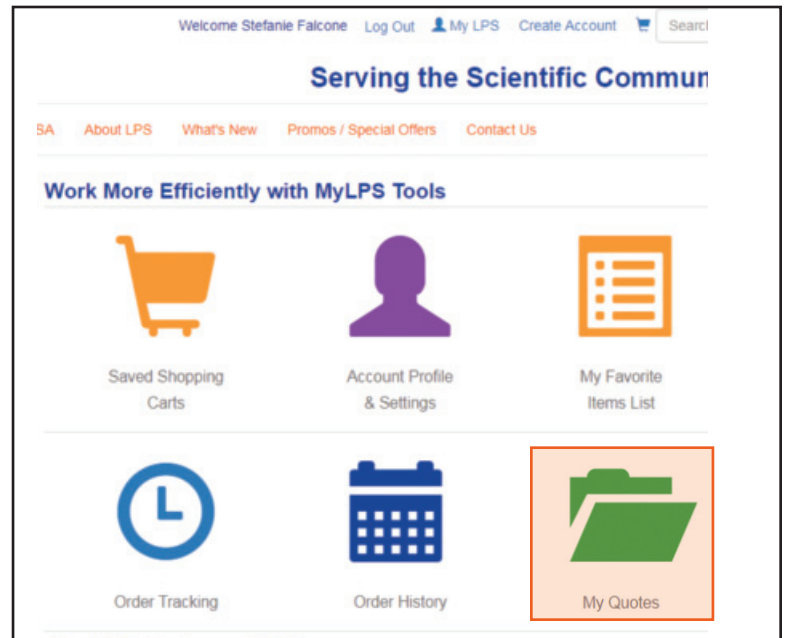


# How to Use Laboratory Product Sales' PunchOut System

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



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"**



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

VIEW CUSTOM QUOTES			
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”**

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

## 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:



## Laboratory Products Sales Inc.

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*Laboratory Products Sales is a certified woman owned small business*