

PerkinElmer Punch-Out Manual

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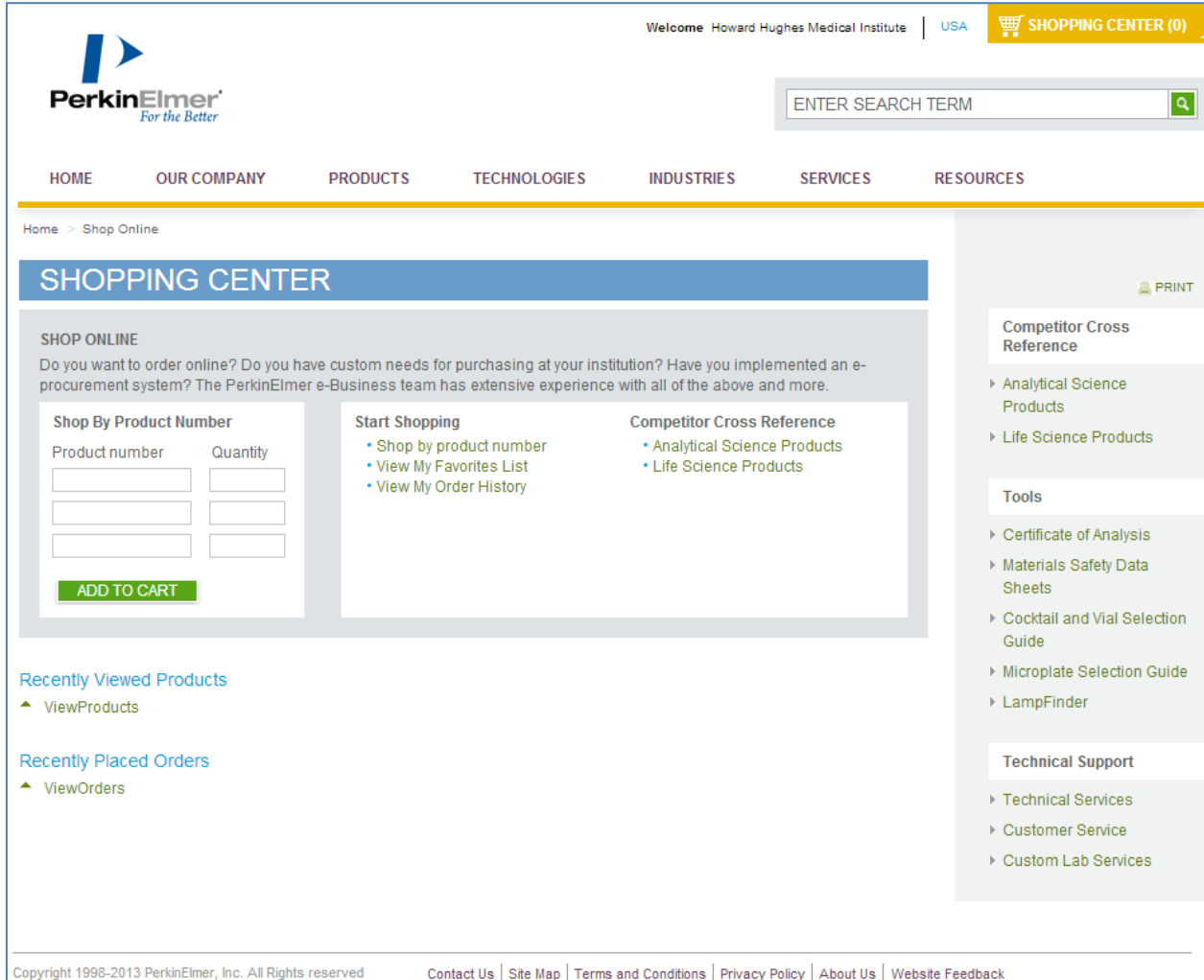
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1. Home Page

Upon clicking the link to the PerkinElmer punch-out site the user will land on the punch-out home page (Shopping Center).

Customers using PerkinElmer’s Level 2 Punch-Out capability at Product Level will land straight on the Product Page (see the section on Product Page for further details).



Wherever you are on the PerkinElmer Punch-Out site, it is always possible to return to the Punch-Out Home Page by clicking on the Shopping Center button on the top right



and then clicking the Start Shopping Link.



1.1 Shop by Product Number

In the Shop by Product Number area in the Shopping Center the user can enter up to 3 product numbers and quantities to be added to the shopping Cart for ordering. This is a very convenient and fast way for entering an order if the user knows the product number(s) to be ordered and does not need to search or browse to find the product number(s).

Upon typing at least 6 characters of the Product Number the autofill functionality will suggest possible matches for the product number in order to help the user typing the correct product number.

The image shows a form titled "Shop By Product Number". It has two columns: "Product number" and "Quantity". The first row has "NEL104" in the product number field and an empty quantity field. The second row has "NEL104001EA" in the product number field and an empty quantity field. The third row has empty fields for both product number and quantity. At the bottom of the form is a green "ADD TO CART" button.

When clicking Add to Cart button a check is performed against the PerkinElmer online database to make sure that the product number(s) entered are valid. If a product number is not found, an error message will pop up:

SHOPPING CENTER

The product number(s) outlined below were not found. Please ensure that the part numbers are entered correctly including dashes, sizes (where applicable) or any other special characters. Also, not all PerkinElmer products are available for sales online; please contact Customer Care for further assistance.

SHOP ONLINE

Do you want to order online? Do you have custom needs for purchasing at your institution? Have you implemented an e-procurement system? The PerkinElmer e-Business team has extensive experience with all of the above and more.

Shop By Product Number

Product number

Quantity

ADD TO CART

Start Shopping

- Shop by product number
- View My Favorites List
- View My Order History

Competitor Cross Reference

- Analytical Science Products
- Life Science Products

If the product number(s) are validated the product(s) will be added to the Shopping Cart and the user will be transferred to the Shopping Cart on the PerkinElmer punch-out site (for details on the shopping cart, please see further).

There are 2 options if a user wants to order more than 3 products:

The user can either add products to the shopping cart in batches of 3 by typing 3 product numbers and quantities, clicking Add to Cart, and then going back from the Shopping Cart to the Shopping Center.

Alternatively, the user can click the Shop by Product Number link under the Start Shopping section which will open a new window where up to 20 product numbers can be typed and added to the Shopping Cart. The Shop by Product Number screen works exactly the same as the small Shop by Product Number area on the Home Page.

Start Shopping

- Shop by product number

Shop by product number

Product number	Quantity	Product number	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[ADD TO CART](#)

1.2 View my Favorites List

[View My Favorites List](#)

It is possible to build a list of Favorite products for easy ordering in the future. This will avoid losing time in the future searching and/or browsing for the correct product. This Favorites list is maintained on an institution basis as the login is not a user-specific login.

Clicking on the View My Favorites List link will open up the Favorites List, like below

Howard Hughes Medical Institute's Favorites List

Product Name	Quantity	Select
ATP, [α - 32 P]- 3000Ci/mmol 10mCi/ml , 250 μ Ci BLU003H250UC	<input type="text"/>	<input type="checkbox"/>
StorPlate-96V, PP, 96 well, V-bottom, (V), 450 μ L, 50/box 6008290	<input type="text"/>	<input type="checkbox"/>

[DELETE SELECTED ITEMS](#) [ADD TO CART](#)

By Selecting 1 or more items and filling in the corresponding quantities the Add to Cart button will become active and these products can be added to the Shopping Cart for ordering (see further on Shopping Cart).

By Selecting 1 or more products the Delete Selected Items button becomes available and these products can be deleted from the institutions list of Favorite products.

It is possible to add products to the list of Favorite Products from within the Shopping Cart (see details on the Shopping Cart section).

1.3 View My Order History

Upon clicking the View My Order History link

• [View My Order History](#)

the customer is transferred to PerkinElmer's order history screen where all orders placed on the Punch-Out site will be shown, along with the status of the order (Open, Partially Shipped or Shipped).

The screenshot displays the 'Order History' page. At the top left, the title 'Order History' is shown in blue. To the right of the title, the text '1-1 of 1 <Previous | Next>' indicates the current page and navigation options. Below this is a table with the following data:

Order Number	Purchase Order Number	Attention / Recipient	Order Status	Date Ordered	Order Total
35354449	HHPO305454	N/A	Partially-shipped	13-Feb-13	XXXXXXX USD

To the right of the table is a search sidebar titled 'Search for Web, phone, fax orders'. It contains two radio button options: 'Purchase order number:' and 'PerkinElmer order reference number:'. The 'PerkinElmer order reference number:' option is selected. Below these options are two input fields. At the bottom of the sidebar is a green 'SEARCH' button.

By clicking on a specific Order Number the customer can see the details of the status by order line, incl product number and description, line status, item quantity, item price, Carrier and Order Tracking Number (if this functionality is supported by the carrier used by PerkinElmer). Also, the Freight and Handling, Taxes, promotional discount (if any) are displayed.

Order Details

[My account](#)

PerkinElmer Order Reference Number: 2715462
Purchase Order Number: HHPO360972

[RETURN TO MY ORDER HISTORY](#)

Product number	Description	Order status	Qty	Shipment Date	Your unit price	Extended price	Carrier	Order tracking number	Select <input type="checkbox"/>
AL112C	AlphaLISA anti-FLAG Acceptor beads250ug	Shipped	0	05-Jul-13 When will I get this product?	██████ USD	██████ USD	FEDEX	N/A	<input type="checkbox"/>
AL112C	AlphaLISA anti-FLAG Acceptor beads250ug	Shipped	3	05-Jul-13 When will I get this product?	██████ USD	██████ USD	FEDEX	N/A	<input type="checkbox"/>
6765300	AlphaScreen GSH Donor beads (1mg)	Shipped	0	05-Jul-13 When will I get this product?	██████ USD	██████ USD	FEDEX	N/A	<input type="checkbox"/>
6765300	AlphaScreen GSH Donor beads (1mg)	Shipped	2	05-Jul-13 When will I get this product?	██████ USD	██████ USD	FEDEX	N/A	<input type="checkbox"/>
6007290	OPTIPLATE-384 /50W	Shipped	0	02-Jul-13 When will I get this product?	██████ USD	██████ USD	FEDEX	563740722255	<input type="checkbox"/>
6007290	OPTIPLATE-384 /50W	Shipped	1	03-Jul-13 When will I get this product?	██████ USD	██████ USD	FEDEX	563740722255	<input type="checkbox"/>

[ADD TO FAVORITES](#)

[ADD TO CART](#)

Shipping Address Attention/Recipient: GARBUTT, KENNETH HOWARD HUGHES MEDICAL INST UNIVERSITY OF WASHINGTON 1959 NE PACIFIC ST SEATTLE, WA 98195 USA 206-543-7520	Billing Address Attention/Recipient: HOWARD HUGHES MEDICAL INST ACCOUNTS PAYABLE 4000 JONES BRIDGE RD CHEVY CHASE, MD 20815 USA	Payment Information Payment Method: Purchase Order Purchase Order Number: HHPO360972 Customer account number: 0100004387 Subtotal: ██████ USD Shipping & Handling: ██████ USD Tax: ██████ USD Total: ██████ USD
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Clicking on the Order Tracking Number (if provided) brings the user to the Carrier's website where the details of the delivery can be consulted (incl who signed for the delivery).



563740722255

Save tracking results

Print Help

Ship (P/U) date :
Wed 7/03/2013 11:55 am
GRONINGEN NL



Delivered

Signed for by: W.XING

Actual delivery :
Fri 7/05/2013 9:58 am
SEATTLE, WA US

Hold at FedEx Location

Request Notifications

Obtain Proof of Delivery

More actions ▾

Let us tell you when your shipment arrives. Sign up for delivery notifications ▶

Travel History

Help Hide

▲ Date/Time	Activity	Location
- 7/05/2013 - Friday		
9:58 am	Delivered	SEATTLE, WA
8:05 am	On FedEx vehicle for delivery	SEATTLE, WA
7:17 am	At local FedEx facility	SEATTLE, WA
5:11 am	At destination sort facility	SEATTLE, WA
3:04 am	Departed FedEx location	MEMPHIS, TN
- 7/04/2013 - Thursday		
1:02 am	International shipment release - Import	MEMPHIS, TN
- 7/03/2013 - Wednesday		
10:37 pm	In transit	STANSTED GB
6:27 pm	In transit	OUDE MEER NL
1:44 pm	Left FedEx origin facility	RODEN NL
11:55 am	Picked up	RODEN NL
3:57 am	Shipment information sent to FedEx	

Select time zone

Shipment Facts

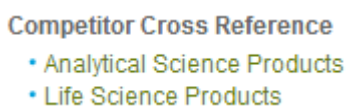
Hide

Tracking number	563740722255	Service	FedEx International Priority
Weight	9.2 lbs	Dimensions	14x6x8 in.
Clearance detail link	Clearance detail link	Signature services	Indirect signature required
Delivered To	Receptionist/Front Desk	Total pieces	1
Total shipment weight	9.2 lbs / 4.2 kgs	Purchase order number	1001407423
Department number	HHPO360972	Shipper reference	85430609
Packaging	Your Packaging	Special handling section	Deliver Weekday, Indirect Signature Required

In addition, in this screen it is possible to check the status of any order, not just the orders placed online through the punch-out site. In order to check the status of orders not placed via the PerkinElmer punch-out site, the user needs to search for the Purchase Order Number or the PerkinElmer Order Reference Number on the right hand side of the screen. If the system finds the corresponding order, the order will be displayed on the left hand side with the corresponding status. If the user then clicks the Order Number he can see the details of the order as described above.

1.4 Competitor Cross Reference Tools

There are 2 tools available that give users a quick and easy way to look up a PerkinElmer product based on a competitor product number.

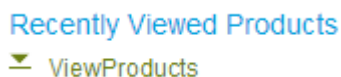


There is a tool dedicated to looking up Analytical Science products and a tool dedicated to Life Science products. Both tools work in exactly the same way as on the regular PerkinElmer website and a detailed description of how these 2 tools work is outside the scope of this PunchOut manual.

Note that the same 2 Cross Reference tools can be accessed via the first 2 links in the right hand rail of the PunchOut Home Page.

1.5 Recently Viewed Products

After visiting some product pages or having added some products to your shopping cart, users can quickly review the list of products they visited by clicking on the Recently Viewed Products list on the PunchOut Home Page.



1.6 Recently Placed Orders

Clicking this link will show a list of recently placed orders. Clicking on an order number will bring the customer to the details of this particular order. The layout and functionality is exactly the same as for the Order History (see point 1.3)

1.7 Tools

In this section on the right hand rail customers can find links to tools that make it easy to find

- Certificates of Analysis for products
- Master Safety Data Sheets
- The best Cocktails and vials
- The best microplate for your application
- The lamp that suits your instrument(s)

1.8 Technical Support

In this area there are links to area's that give customers access to 3 different types of technical support.

2. Navigation

On the PerkinElmer punch-out site it is possible to use the top navigation to navigate to the product(s) of interest. There are 3 angles to start your navigation: by Products, by Technologies and by Industries.



PRODUCTS TECHNOLOGIES INDUSTRIES

Through a series of selections the user can navigate to the product(s) of interest.

2.1 Product Family Page

At some point the user will arrive on a product family page where products of the same family are presented (typically with different sizes).

The screenshot displays a web interface with a navigation bar at the top containing 'Products', 'Product Literature', and 'Certificate of Analysis'. Below the navigation bar, there are three product listings, each featuring a small image of a vial and a red cap. The first listing is for 'dCTP, [α-³³P]- 3000Ci/mmol, 10mCi/ml, 1 mCi' with product number 'NEG313H001MC'. The second listing is for 'dCTP, [α-³³P]- 3000Ci/mmol, 10mCi/ml, 100μCi' with product number 'NEG313H100UC'. The third listing is for 'dCTP, [α-³³P]- 3000Ci/mmol, 10mCi/ml, 250μCi' with product number 'NEG313H250UC'. Each listing includes a 'View Details' link, an 'Add to Favorites' link, a 'Unit price' field (blacked out), a 'Unit size' field, a 'Quantity' input field (set to 1), and a green 'ADD TO CART' button.

From here, the user can select 1 or more products to be added to the punch-out shopping cart by clicking on the corresponding Add to Cart button.

Alternatively, the user can navigate further to a product page for more information about this product by clicking on the respective product description, or on the View Details link, or on the product image.

2.2 Product Page

On the Product Page a user will find all available information regarding a certain product. This includes the product name, the long product description, the customer's specific price, a picture (if available), the Unit of Measure, and all available technical specifications (depending on the type of product).

On a Product Page it is possible to add the respective product to the list of Favorite products (see also 1.2) and to add the product to the punch-out shopping cart by typing the right Quantity and clicking the "Add to Cart" button.

dCTP, [α - ^{33}P]- 3000Ci/mmol, 10mCi/ml, 1 mCi

Product number: NEG313H001MC

Unit price: █████ USD

Unit size: 1 mCi

Quantity: [ADD TO CART](#)

Deoxycytidine 5"-triphosphate, [alpha-33P]- 10mM Tricine (pH 7.6) Shipped on dry ice.
3000Ci(111TBq)/mmol



- Researcher's Tool Kit
- Have a fresh idea? We want to know about it!
- Microplate Selector Tool

What would you like to do?

[ADD TO FAVORITE](#)

Review Product Details

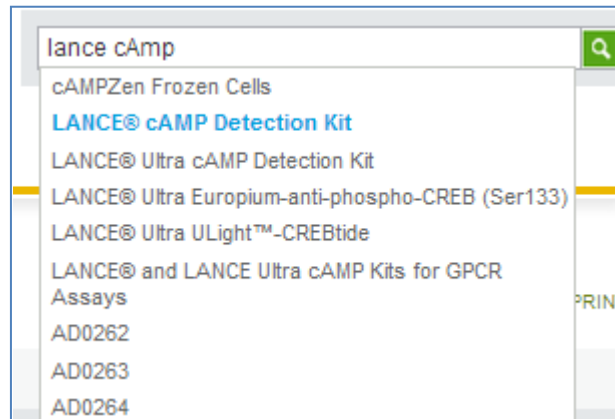
Specifications	Product Literature	Certificate of Analysis	Storage and Shipping	Related Items
Specifications				
Half Life : 25.4 days			Fresh Lot Days : Every Friday	
Molecular Formula : $\text{C}_9\text{H}_{16}\text{N}_3\text{NaO}_{13}\text{P}_3$			Molecular Weight : 490.15	
Specific Activity : 3000Ci(111TBq)/mmol			Concentration : 10mCi/mL	
Radionuclide : ^{33}P			CAS Number : 102783-51-7	
Shipping Conditions : Shipped on dry ice			Storage Conditions : Store at -20°C or below	
Storage Temperature : ^{33}P - Safe Handling Guide				

3. Search

Search is a fast way to find products or any other information needed without having to go through navigation paths. Customers can search for (part of) product numbers, (part of) product descriptions or a combination.

3.1 Entering Search Terms

After starting to type a search term in the Search Box, the website will suggest possible matches for the search term. Selecting a suggested Search Term will populate that Search Term in the Search box. Obviously, you can ignore the suggestions by continuing to type the Search Term.



After completing the search term, you can hit ENTER or click on the green Search icon to start the Search.

3.2 Search Results

The punch-out site will display the results of the Search grouped by type of result. On the left hand side an overview of the search results and the type of results is presented.

Refine your results

ALL (64)

Products & Services (9)

Reagents (9)

Technical Library (43)

Application Note (5)

Brochure (1)

Flyer (1)

Guide (1)

Manual (3)

Posters (4)

Specification Sheets (1)

Technical Note (2)

Technical Wiki (25)

Search Results

PRINT

Search within the results

SEARCH AGAIN

Advanced Search | Search Help

You Searched For: lance cAmp
Within: All Show Summaries

1 - 9 of 9 results 1

Recommended

LANCE® Assays & Reagents
Applications Knowledge Base
LANCE® and LANCE® Ultra Knowledge Base
LANCE Citations

LANCE cAMP kit, 500 points	[Reagents]
LANCE cAMP kit, 10,000 points	[Reagents]
LANCE cAMP kit, 50,000 points	[Reagents]
LANCE cAMP Starter Kit, 1000 points	[Reagents]
LANCE® Ultra cAMP kit, 1,000 assay point	[Reagents]
LANCE® Ultra cAMP kit, 10,000 assay points	[Reagents]
LANCE® Ultra cAMP kit, 50,000 assays points	[Reagents]
LANCE® Ultra Europium-anti-phospho-CREB (Ser133), 10 µg	[Reagents]
LANCE® Ultra Europium-anti-phospho-CREB (Ser133), 100 µg	[Reagents]

1 - 9 of 9 results 1

There are 2 ways to refine Search Results (if desired):

- By clicking a category on the left hand side. F.ex In the example above you can choose to refine the search results to Application Notes only by clicking on the link Application Notes.
- By doing a Search within these Search Results. Make sure to select the “Search within the results” checkbox.

Search Results

PRINT

Search within the results

starter kit

Advanced Search | Search Help

Clicking on any Search Result brings you to the corresponding Product Page or resource.

You Searched For: lance cAmp (remove) + starter kit (remove) Show Pricing Info Show Summaries
 Within: All

1 - 1 of 1 results 1

Recommended

LANCE® Assays & Reagents
 Applications Knowledge Base
 LANCE® and LANCE® Ultra Knowledge Base
 LANCE Citations

LANCE cAMP Starter Kit, 1000 points [Reagents]

1 - 1 of 1 results 1

If there are only products left in the Search results it is possible to add the Price in the search results by selecting the “Show Pricing Info” checkbox. And it is possible to add products to the shopping cart by typing the correct Quantity and clicking the “Add to Cart” button.

Description	Size	Price	Qty
LANCE cAMP Starter Kit, 1000 points	1/EA	400 1000 USD	<input type="text" value="1"/>
In order to get you started, this trial kit also contains the following reagents: BSA Stabilizer (7.5 solution) White Optiplate-384 x 1 White Proxiplate-384 x 1 Positive Control- 1 vial x 2ml Negative Control- 1 vial x 2ml Part Number : AD0262E			
			<input type="button" value="ADD TO CART"/>
1 - 1 of 1 results			1

4. Punch-out Shopping Cart

All products added to the Cart are grouped in the PerkinElmer Shopping Cart before you can transfer these over to the Shopping Cart in your organization’s shopping cart on your system.



The PerkinElmer Shopping Cart groups a lot of information for review, like product number(s) added to the Shopping Cart, product description(s), quantities to be ordered, prices, etc.

In addition the PerkinElmer Shopping Cart displays the Shipment Date for each product , i.e the date when PerkinElmer will ship the product. If a product is in stock, the Shipment Date will show today’s date. If the product is not in stock, the Shipment Date will show the date when the product will be back in stock to ship.

The PerkinElmer Shopping Cart also shows a link “When will I get this product” that, when clicked, displays how many days the actual delivery will take (after the Shipment Date).

It is also possible to add a product to the list of Favorite products (see 1.2) by clicking the Add to Favorites checkbox.

Review your order

						Subtotal: XXXXXXXX USD
Description	Qty	Unit size	Shipment Date	Unit price	Line Total	
 dCTP, [α - ³² P]- 3000Ci/mmol, 10mCi/ml, 1 mCi NEG313H001MC	<input type="text" value="1"/>	1 mCi	06-Aug-13	XXXXX	XXXXX	<input type="checkbox"/> Add to Favorites
When will I get this product?						
 THGA Graphite Tubes with End Cap, Pkg 5 B3000653	<input type="text" value="1"/>	N/A	05-Aug-13	XXXXX	XXXXX	<input type="checkbox"/> Add to Favorites
When will I get this product?						
						Subtotal: XXXXX USD
						Shipping and handling charges: XXXX USD
						Tax: XXXX USD
						Total: XXXXXX USD

The Shopping Cart also shows the exact Shipping and handling charges that will be added to the order, as well as the Tax.

At this point it is still possible to change the order by changing the Quantity of a product and clicking Update button, or by Removing a product from the Shopping Cart altogether by clicking on the right Remove button.

It is possible to add more products or continue exploring the PerkinElmer punch-out by clicking the “Back to shopping” button. This will open up the punch-out home page (see 1)