Illumina Punchout

A Customer User Guide and Tutorial

Checkout Features

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Punchout to Illumina

Welcome

When you punchout to Illumina, you can also take advantage of many self-service order management features and other insights, like purchasing quotes, checking order status, tracking shipments, and setting customer delivery schedules.

We look forward to providing regular updates on product improvements. Please reach out to our B2B support team at <u>B2Bsupport@illumina.com</u> if there is anything we can do to make your experience better.

Thank you for being a valued customer!

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- You can directly add products to Cart without navigating away from the Cart page through the Add Products widget. You can search by product catalog ID or number.
- There are multiple methods available to purchase a quote. You can purchase quotes directly from the Cart, Quick Cart, Quotes page, and Order Management page.

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Purchasing a Quote from the Cart Page



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You can purchase quotes directly from the Cart. After adding an item to a Cart, click the **Cart** icon located in the navigation bar at the top right of the screen, and select **Go To Cart**.

Or, if you have your quote number ready, you can enter it in the **Enter Quote Number** field in the dropdown menu and select **Add to Cart**.



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From the Cart page, click **Purchase Quote**.



After clicking **Purchase Quote**, those quotes that are active will be displayed under **Active Quotes**. Click the check box next to the quote number and select **Add to Cart**.

Alternatively, you can add the quote number in the **Quote Number** field and select **Add to Cart**.

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After adding each of your quotes to your Cart, select **Checkout** to complete your order.

Please note: By electing to purchase a quote, products from the quote will be displayed in the cart. To purchase additional products, simply add products to the cart and the quote and additional products will be displayed in separate sections.





Purchase Quote

Cart

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Purchasing a Quote from the Order Management Page







If a quote has been issued to your email address, you will see it populated under Recent Quotes. Click the quote number to see a quote summary, where you can Add to Cart.

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board	Order Management	Instruments Favorites Inquiries	News & Events Tools =					
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Alternatively, you can enter the quote number in the Quote Number field and select Add to Cart. You can enter a quote number even if it was issued to a different email address and shared with you (in which case the quote number may not be visible under Recent Quotes).

You can also purchase multiple quotes by entering each quote number in the Quote Number field and selecting Add to Cart for each.

After adding each of your quotes to your Cart, select Checkout to complete your order.

Please note: By electing to purchase a quote, products from the quote will be displayed in the cart. To purchase additional products, simply add products to the cart and the quote and additional products will be displayed in separate sections.

For additional assistance, please contact our B2B support team at B2Bsupport@illumina.com or Customer Care at customercare@illumina.com.





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Purchasing a Quote from the Quotes Page



Navigate to Order Management page and select the "Quotes" tab.

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If a quote has been issued to your email address, you will see it populated under **Quotes**. Click the quote number to see a quote summary, where you can **Add to Cart**.



Alternatively, you can enter the quote number in the **Quote Number** field and select **Add to Cart**. You can enter a quote number even if it was issued to a different email address and shared with you (in which case the quote number may not be visible under **Quotes**).

You can also purchase multiple quotes by entering each number and adding each quote to cart.

After adding each of your quotes to your Cart, select **Checkout** to complete your order.

Please note: By electing to purchase a quote, products from the quote will be displayed in the cart. To purchase additional products, simply add products to the cart and the quote and additional products will be displayed in separate sections.

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Purchasing a Quote from the Quick Cart Page



You can purchase quotes directly from the Quick Cart. After adding an item to a Cart, click the **Cart** icon located in the navigation bar at the top right of the screen, and select **Go To Quick Cart**.



From the Quick Cart menu, enter the quote number in the Quote Number field and select Add to Cart. As a reminder, active quote numbers can be found under the Recent Quotes section on the Overview page, as well as the Quotes page.

Only those quotes assigned to your email address will be visible on the page, but the number can be entered if it was shared with you.

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After adding each of your quotes to your Cart, select **Checkout** to complete your order.

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Please note: By electing to purchase a quote, products from the quote will be displayed in the cart. To purchase additional products, simply add products to the cart and the quote and additional products will be displayed in separate sections.

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Creating Custom Ship Schedules/Selecting Delivery Dates



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You can select a custom ship schedule and delivery dates for items you order. After adding your items to a Cart, click the **Cart** icon located in the navigation bar at the top right of the screen, and select **Go To Cart**.

Cart

PO-131-1024 Nextera XT DN

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	4354774	Sep 23, 2022	Dec 23, 2022	Active	12,662.00 US	sD			

From the Cart page, navigate to the Delivery Options menu. You can select Earliest Available, Request Specific Dates, or Single Delivery Day from the menu.

*Note the earliest delivery date will automatically populate under each item in your cart.

Delivery dates are defined as follows:

- Earliest Available
 Product will ship/deliver as soon
 as it is available.
- Request Specific Dates
 Product will ship/deliver as soon
 as possible but no sooner than
 the dates selected.
- Single Delivery Day Product will ship/deliver as soon as possible, once all products ordered are available, but no sooner than the selected date.

If you selected **Request Specific Dates**, enter your requested date in the date field under each product. Alternatively, you can click the Calendar icon to select your dates from a calendar view. Click **Confirm** when complete.

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\$905.00

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B2B Integration Support b2bsupport@illumina.com

Customer Care customercare@illumina.com Need additional assistance with Punchout or an integration request?

We are happy to help! Contact our B2B Support and Customer Care teams.

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