

Punchout — Quick Reference Guide

2026

Table of Contents

MyBio-Rad Dashboard	<u>04</u>
Order Management	<u>05</u>
Quotes	<u>07</u>
Notifications	<u>08</u>
Profile	<u>11</u>
Saved Lists	<u>13</u>
Document Library	<u>14</u>
Help Center	<u>16</u>

MyBio-Rad Dashboard

DASHBOARD OVERVIEW

An all-in-one overview of your most recent Bio-Rad activities, at a glance. An ideal launchpad to manage your business with Bio-Rad.

QUICK ACTIONS

Quickly place orders, create quotes, view documents, and manage accounts. This view changes depending on the user.

NOTIFICATIONS

A quick display of up to five recent notifications that require user actions to resolve.

RECENT ORDERS AND QUOTES

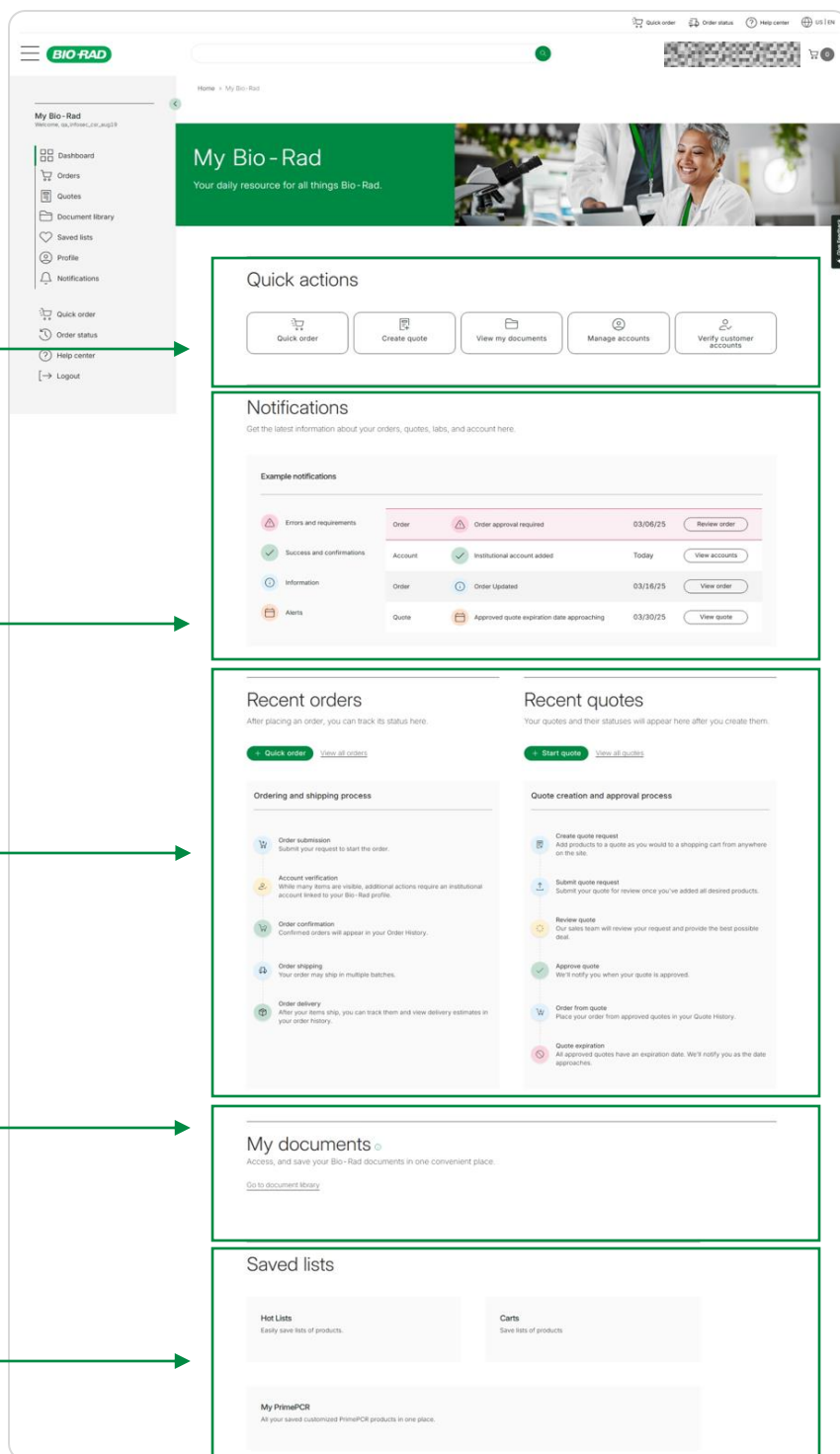
Quickly view status updates for up to five orders and quotes with options to place new quick orders and generate new quotes.

MY DOCUMENTS

Up to three documents are highlighted with populated documents such as brochures, guides, and manuals.

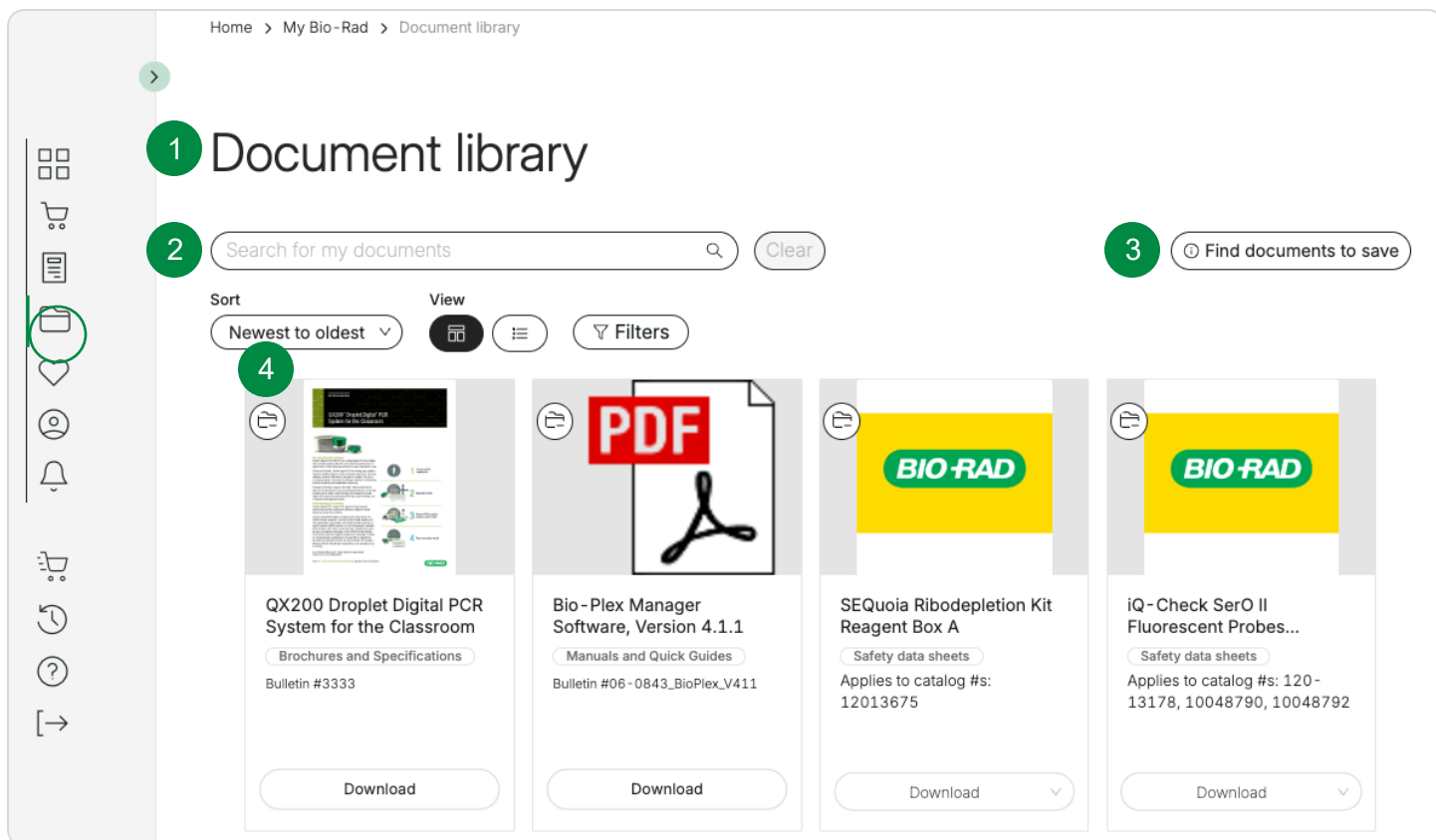
SAVED LISTS

Hotlists, carts, and My PrimePCR lists all in one place. Quickly navigate to your saved grouping to find relevant product groupings.



Document Library

Navigation & Overview



1

DOCUMENT LIBRARY

The **document library** is a repository built into My Bio-Rad to show all saved documents within a logged-in user's account for quicker recall.

2

MY DOCUMENT SEARCH

Quickly search your saved documents library using keywords such as "Bio-Plex" or "Droplet" to find a previously saved document.

3

FIND DOCUMENTS

Search all Bio-Rad documents to add Product safety data sheets (SDS) and Literature to your personal document library.

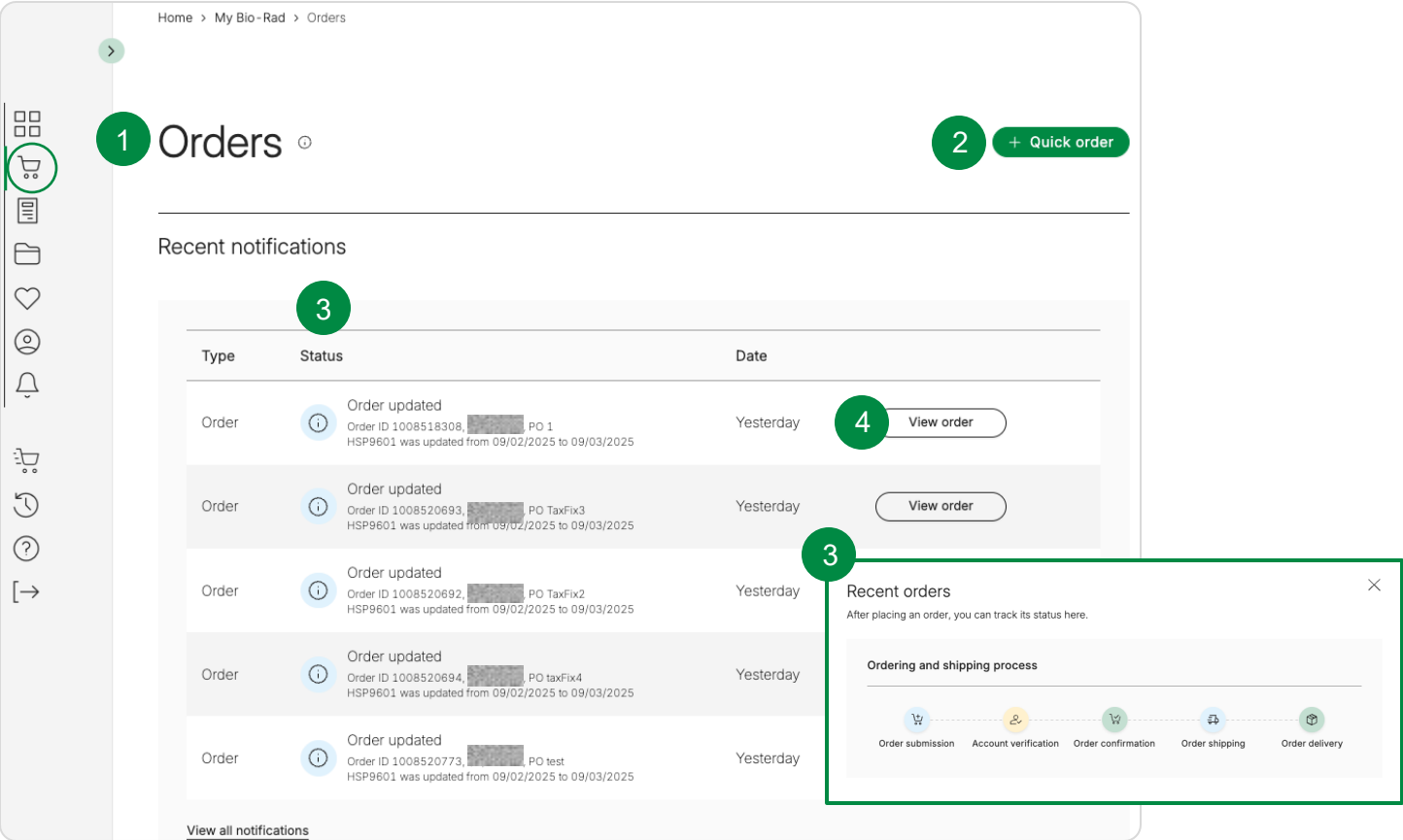
4

MY DOCUMENTS

Your account-based library of saved relevant documents.

Orders

Navigation & Overview



1

ORDERS

The **Orders** pane shows all recent orders placed on My Bio-Rad. Quickly check order status from this page, place quick orders, or review previously placed orders.

2

QUICK ORDER

Quickly upload bulk lists, quote IDs, or manually entered products to add items to cart for checkout.

3

ORDER STATUS

Track order status with five identifiers to see where your order is in the delivery pipeline.

4

VIEW ORDER

Dive deeper into individual orders to gather information on POs, order IDs, products, and total order costs.

Orders

Order Search

1

Placed by me

2

Placed by other within my institution

Order number

Search

Sort

View

Created Date: Newest to Oldest

Expand all

Collapse all

Filters (1)

08/30/2024 - 08/30/2025

8 results

Date	Total	Order ID	Web Ref ID	PO	Status	Actions
08/25/2025		1008525437	1200412461	test	In process	
08/21/2025		1008525381	1200412448	test		
08/21/2025		1008525382	1200412449	test		

Status

Actions

In process

Reorder

Convert to standing order

Request support

View order details

1

ORDERS PLACED BY ME

Searching with your order number, you can find a specific order placed by you. Any orders, placed online or offline, can be seen from this pane if it's aligned to your account email address.

2

ORDERS WITHIN MY INSTITUTION

If your account is aligned to an Institutional account, you can search via order number, quote number, web reference ID, SKU, or PO to find an order any colleague has placed on My Bio-Rad.

3

ORDER STATUS

From this page, you can easily determine the status of your order.

4

QUICK ACTIONS

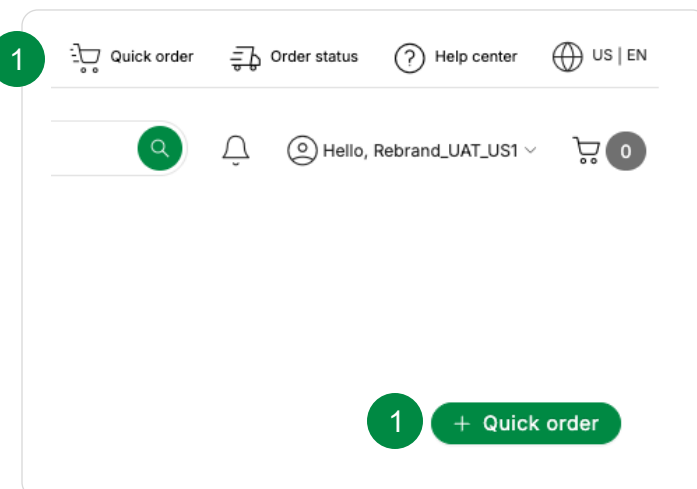
By clicking the **Actions** button, you're able to reorder, convert an order to a standing order, request support, or access additional order details.

Orders

Placing Orders

1

Once logged in, navigate to **Orders** or click **Quick Order** in the top right quick options.



2

Select **Bulk upload**, **Quote ID**, or **Manual entry** to enter product codes through your preferred method. Alternatively, you can head directly to the cart to utilize your saved list to place a product in the cart.

2 Quick Order

The screenshot shows the 'Quick Order' form. At the top, there are three tabs: 'Bulk upload', 'Quote ID', and 'Manual entry'. The 'Bulk upload' tab is selected and highlighted with a green box and the number '2'. Below the tabs, there is a 'Bulk List Upload' section with a 'Download Template' link and a 'Select File' button. There is also a 'Copy and paste' section with instructions on how to enter product codes and a text input field with an example: '1650000, 3'. At the bottom, there is a green 'Add items to cart' button.

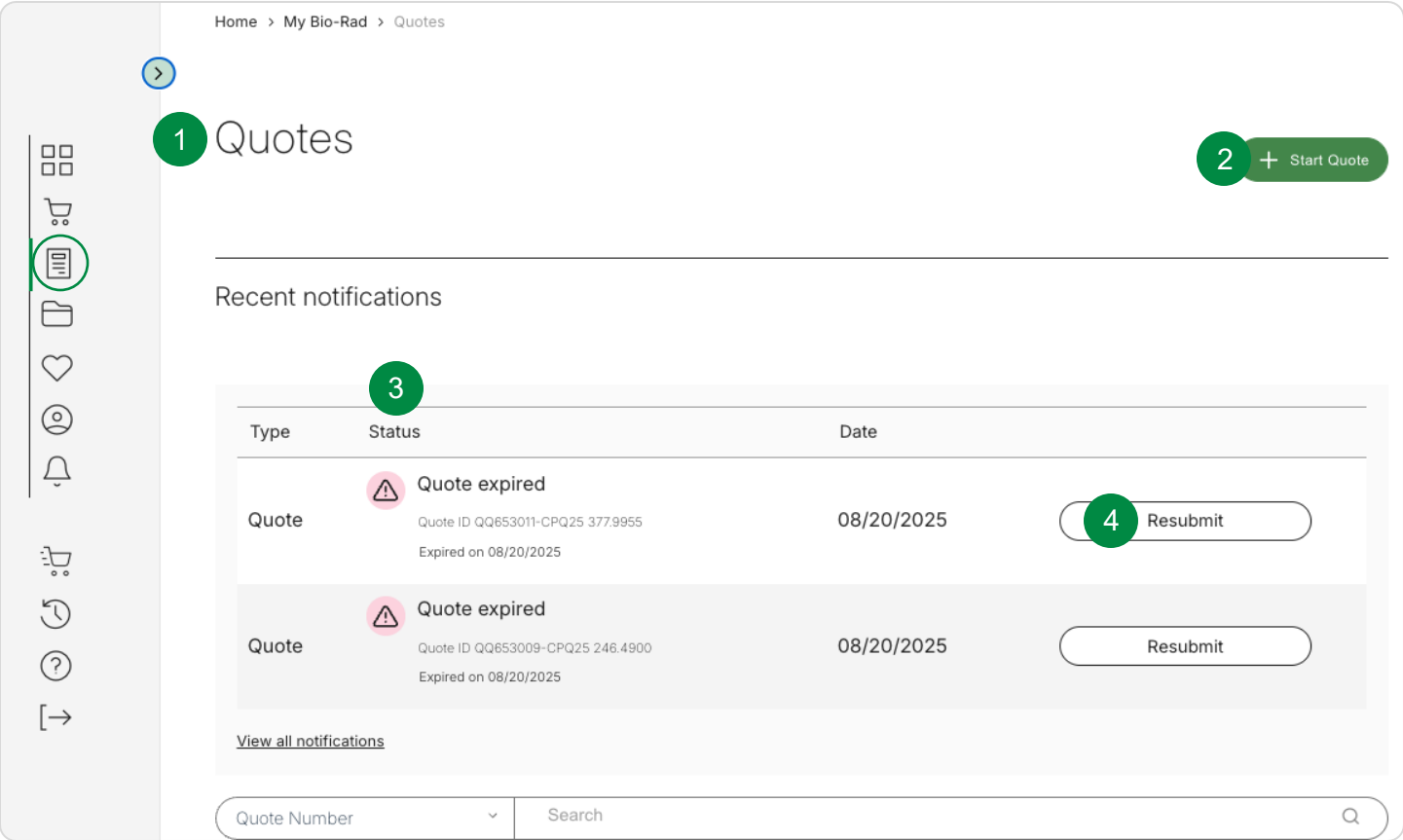
3

Once you've completed adding products to the cart, you can review your order. Click **Proceed to Checkout** to complete your order or **Create Standing Order** to set up your order schedule.

The screenshot shows the 'Quick Add' and 'Order Summary' sections. The 'Quick Add' section has a table with columns 'Items', 'Availability', and 'Your Price'. It contains one item: 'Unnamed Plate - August 06, 2025 #10025216'. The 'Order Summary' section shows the subtotal, estimated shipping charges, and total. A green circle with the number '3' is placed over the 'Proceed to Checkout' button.

Quotes

Navigation & Recent Notifications



1

ORDERS

From the Quotes pane, logged-in users can quickly check the status, and date of their quote, resubmit, or create a new quote.

2

START QUOTE

This button redirects logged-in users to the **Quote Request** page. From the request page, users can add catalog #s individually or by bulk to start a quote request.

3

STATUS

High-level information on quote delivery status. Here, you can find the details of recent changes to your quotes.

4

RESUBMIT

Interested in generating the same quote? Click the Resubmit button to quickly renew your quote.

Quotes

Quote Search & Details

1

Quote Number

Search

Sort

View

2

Date Created: Newest to Oldest

Expand All

Collapse All

Filters

1-5 of 5 results

Created	Quote ID	Web Ref ID	Expiration	Status	4	Actions
3 08/06/2025		11000026201		Not submitted		
07/31/2025	QQ653009-CPQ25	11000026107	08/20/2025	Expired		
	TGX™ FastCast™ Acrylamide Starter Kit, 12% #1610174 Starter kit for hand casting 12% TGX polyacrylamide gels, includes acrylamide solutions and Quantity: 1					
	TGX™ FastCast™ Acrylamide Starter Kit, 7.5% #1610170 Starter kit for hand casting 7.5% TGX polyacrylamide gels, includes acrylamide solutions and Quantity: 1					

4

Actions

Submit for review

Request support

Delete

1

QUOTE SEARCH

Search through submitted quotes with either your Quote Number or Web Reference ID.

2

QUOTE DETAILS

From the search results, review your submitted quote by clicking the arrow to the left of the date in your query.

3

SORT TOOL

Easily sort through submitted quotes with either the created or updated date. This helps you to find your submissions quickly and easily.

4

STATUS & ACTIONS

Check quote status at the quote level and submit for review, or request additional support using the actions button.

Notifications

Navigation & Overview

Home > My Bio-Rad > Notifications

1 Notifications ⓘ

Type	2 Status	Date	
Order	Order updated Order ID 1008518308, [redacted] PO 1 HSP9601 was updated from 09/02/2025 to 09/03/2025	Yesterday	3 View order
Order	Order updated Order ID 1008520693, [redacted] PO TaxFix3 HSP9601 was updated from 09/02/2025 to 09/03/2025	Yesterday	View order
Order	Order updated Order ID 1008520692, [redacted] PO TaxFix2 HSP9601 was updated from 09/02/2025 to 09/03/2025	Yesterday	View order
Order	Order updated Order ID 1008520694, [redacted] PO taxFix4 HSP9601 was updated from 09/02/2025 to 09/03/2025	Yesterday	View order
Order	Order updated Order ID 1008520773, [redacted] PO test HSP9601 was updated from 09/02/2025 to 09/03/2025		

Notifications

Check back here for your latest notifications.

Example notifications

Errors and requirements	Order	Order approval required
Success and confirmations	Account	Institutional account added
Information	Order	Order Updated
Alerts	Quote	Approved quote expiration date approaching

1

NOTIFICATIONS

Logged-in users can quickly navigate to the notifications pane to review their account, order, and quote status. Status updates, alerts for expiring quotes, and order confirmations can also be found here.

2

NOTIFICATIONS STATUS

Status indicators indicate high-level status updates for notification types. A small snippet of information is shared in the status column under the notifications pane.

3

STATUS AFFECTED ORDER

Quickly navigate to orders to review the specific notification in detail. (Includes: expiring quotes, order rejections, approvals, qty change, and more)

Profile

Navigation & Overview

Home > My Bio-Rad > Profile

>

1 Profile

2 My profile

3 Topics of interest

4 Mailing address

Grid icon

Shopping cart icon

Document icon

Folder icon

Heart icon

Profile icon

Bell icon

Shopping cart icon

Refresh icon

Help icon

Arrow icon

View and manage your account details.

Edit profile

Edit password

Personalize your Bio-Rad experience.

Edit topics of interest

This is the address we'll use to send you mail.

Edit mailing address

Username:

Rebrand_UAT_US1

Full name:

Rebrand UAT - US

Email:

palavi_khatu@bio-rad.com

Phone:

123456789-xxx

Job roles:

None

Research areas:

None

Primary interest:

None

Industry:

None

Address:

None

Department:

None

Suite:

None

Building:

None

Floor:

None

Room:

None

1

PROFILE OVERVIEW

Users can utilize the **Profile** pane to adjust settings for My profile, Topics of interest, and mailing address.

2

MY PROFILE

From My profile, you can find the edit profile and edit password functionality and adjust profile details.

3

TOPICS

Your topics create a more personalized experience in My Bio-Rad.

4

MAILING ADDRESS

For direct mailing interests, keep your current address up to date.

11 PUNCHOUT - QUICK REFERENCE GUIDE

BIO-RAD

Profile

Institutional Account & User Type

1

Institutional accounts
Link and manage your institutional account(s) here.

[Manage accounts](#)

Institutional account features

 **Quick ordering**
Streamline workflows for faster order fulfillment.

 **Optimized pricing**
Access the most competitive pricing available to your institution.

 **Simplified addresses**
Manage billing and shipping details in one place.

 **Enable PO payments**
Use purchase orders for seamless transactions.

2

Manage users
Set up and oversee user profiles, accounts, and spending limits.

Become a user administrator

3

User management features

 **User profile creation**
Easily create and manage profiles across your institution.

 **Linked institutional accounts**
Connect users to institutional accounts for streamlined purchasing.

 **Budget management**
Control spend by setting purchase limits for individual users.

 **Order approval workflow**
Enable oversight by reviewing and approving orders before checkout.

User Administrator

3

As an account administrator, you have the ability to:

- Create user profiles for your group
- Assign accounts to users, enabling each user to make purchases through the website.
- Set monetary spending limits.
- Approve orders before they are sent to Bio-Rad for processing.

Would you like to be an account administrator?

Make me an account administrator

I do not need this at the moment.

1

LINKING TO YOUR INSTITUTION
You'll soon be able to link your My Bio-Rad account to your institutional account.
Coming soon.

2

MANAGING USERS
Administrator accounts can manage additional users, set spending limits, and link accounts within Institutional Accounts.

3

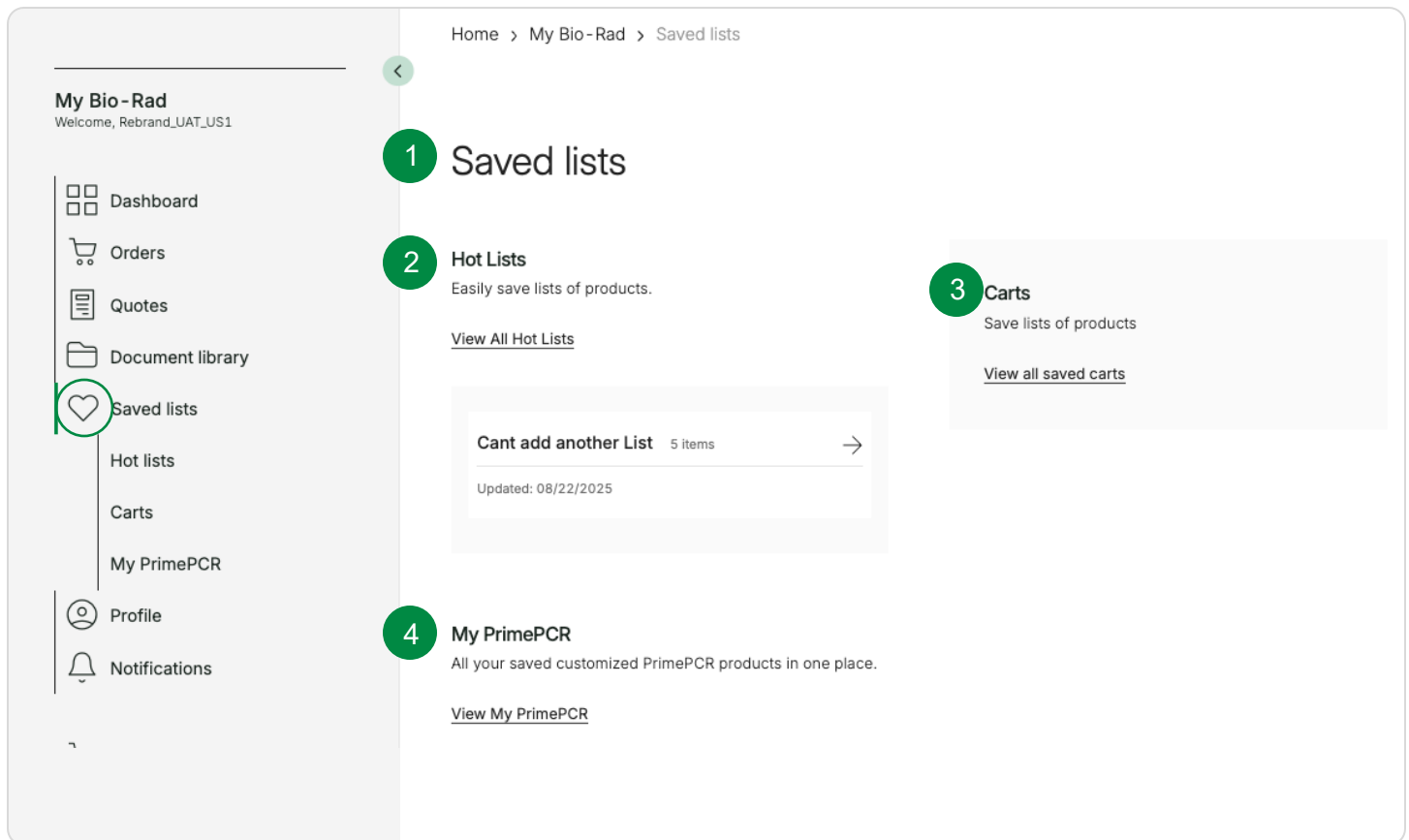
BECOME AN ADMINISTRATOR
For additional approvals for orders, **administrator** accounts are available. To change your account to an administrator account, select **Become a user administrator** and complete the on-screen details.

12 PUNCHOUT - QUICK REFERENCE GUIDE



Saved Lists

Navigation & Overview



1

SAVED LISTS

A collection of lists you've curated to quickly and easily reorder your top Bio-Rad products.

2

HOT LISTS

Hot lists are a collection of saved lists of products.

3

CARTS

For a speedy checkout, logged-in users can save carts of products that are reordered often.

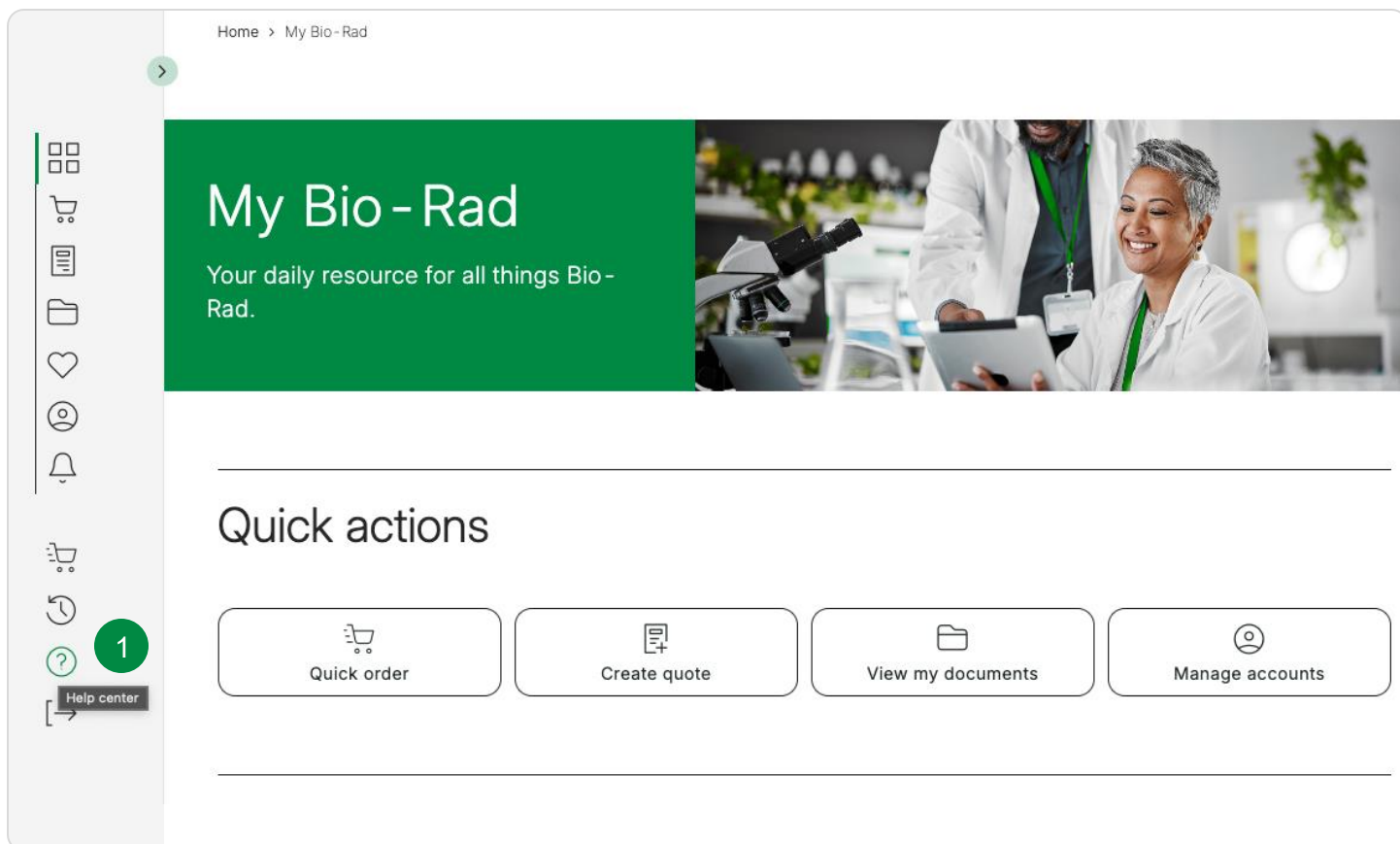
4

My PrimePCR

Specifically for customized PrimePCR products, you're able to quickly add to your PrimePCR carts using saved products found here.

Help Center

Navigation & Overview



1

HELP CENTER

From the dashboard, navigate to the bottom left pane and locate the (?) symbol. The **Help Center** is a great resource to find additional assistance, from managing your account to contacting sales and support.

Document Library

Adding Documents

1

Once logged in, navigate to the **Document Library** pane within the dashboard. Locate and click the **Find documents to save** button.

2

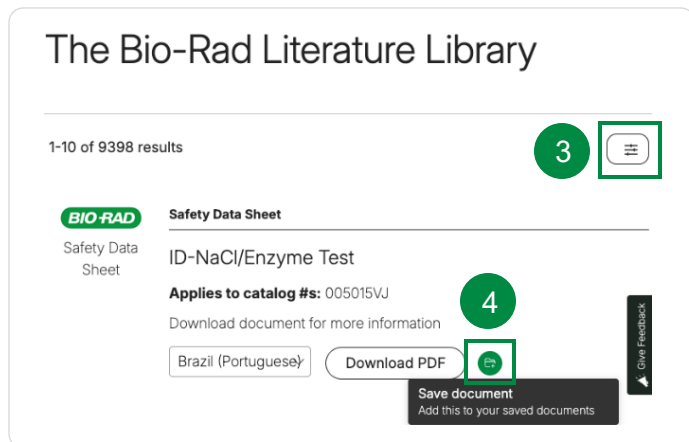
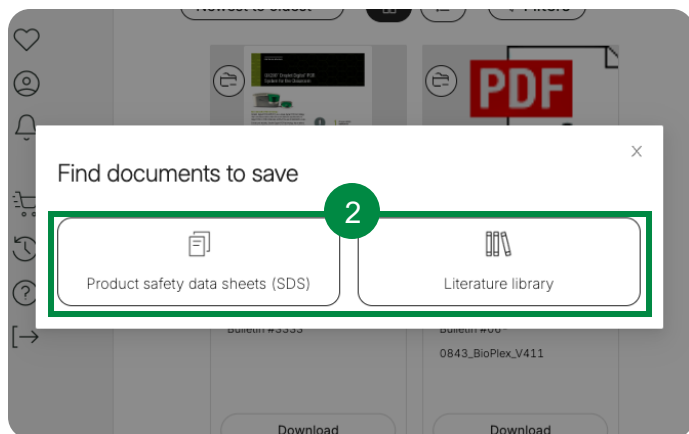
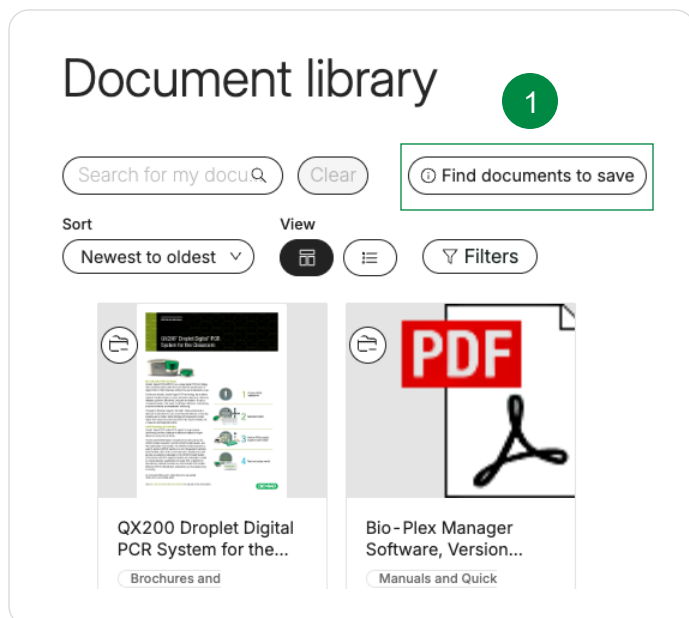
Select the document type you would like to add to your document library. Either **Product Safety Data Sheets (SDS)** or **Literature Library**.

3

Utilize the filter for specific results, narrowing document choices to product type or other identifiers.

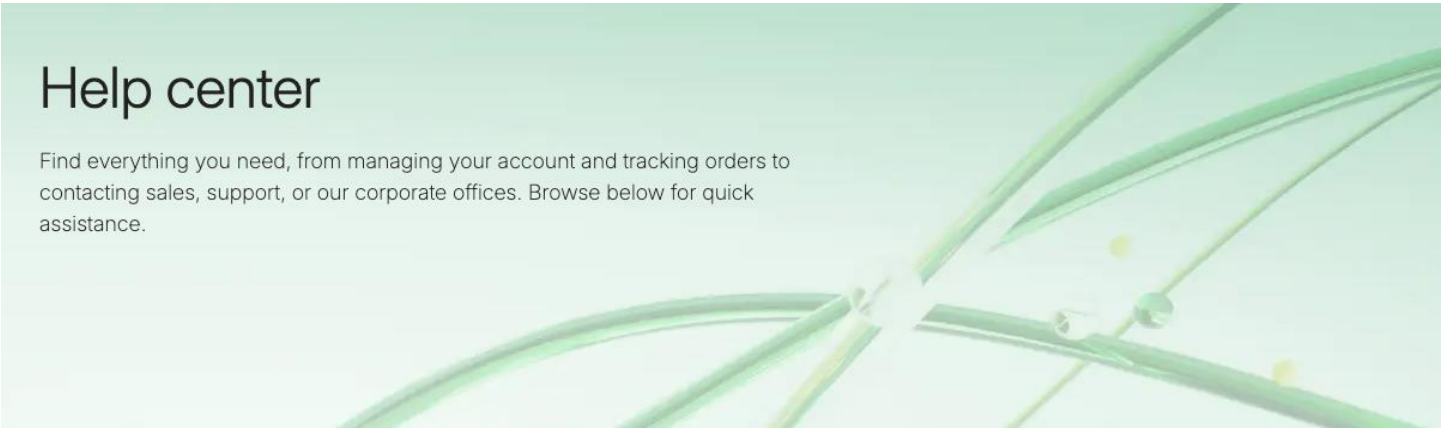
4

Select the **Save document** icon to save the selected document to your **Document Library**.



Help Center

Navigation & Overview



HELP CARDS

Specific cards can be used to access forms, manage your My Bio-Rad account, and contact local or corporate offices for inquiries.



Ask a sales specialist

Reach out to a sales specialist for any inquiries regarding the products you're interested in purchasing.





Quote inquiries

Inquire about pricing for our products or services, or check on a quote you submitted.





Check order status

Look up orders using their order or purchase order number.



ASK A SALES SPECIALIST

Connect directly with your sales specialist for inquiries on products you're interested in purchasing.



Manage your account

Manage your account, access personalized pricing, review your order history, track purchases, and more — all in one place!





Service and support requests

Need help with orders or product questions? Contact our customer service team, ready to assist you!





Contact information

Get local and corporate contact info to quickly connect with the right team for any inquiries.



MANAGE YOUR ACCOUNT

- Manage your account all in one place.
- For additional support on accessing your My Bio-Rad profile, please contact Support.



Quality Control Support

Get support for all QC and software products — from staff training to lot reservations and technical assistance.





QCNet Account Management

Log in to your QCNet account today to access Unity and EQAS reports, get the latest bulletins, and take advantage of tools like EQAS Mobile, my eInserts, powerful admin features and more.



SERVICE AND SUPPORT

This is your direct line to our service and support channels.