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:
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:

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Laboratory Products Sales is a certified woman owned small business