

Quotes & Orders

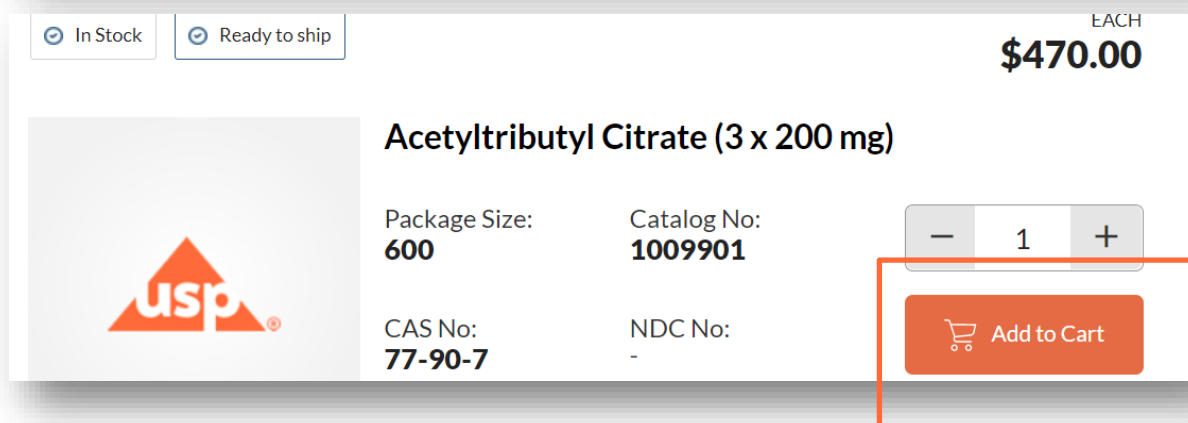
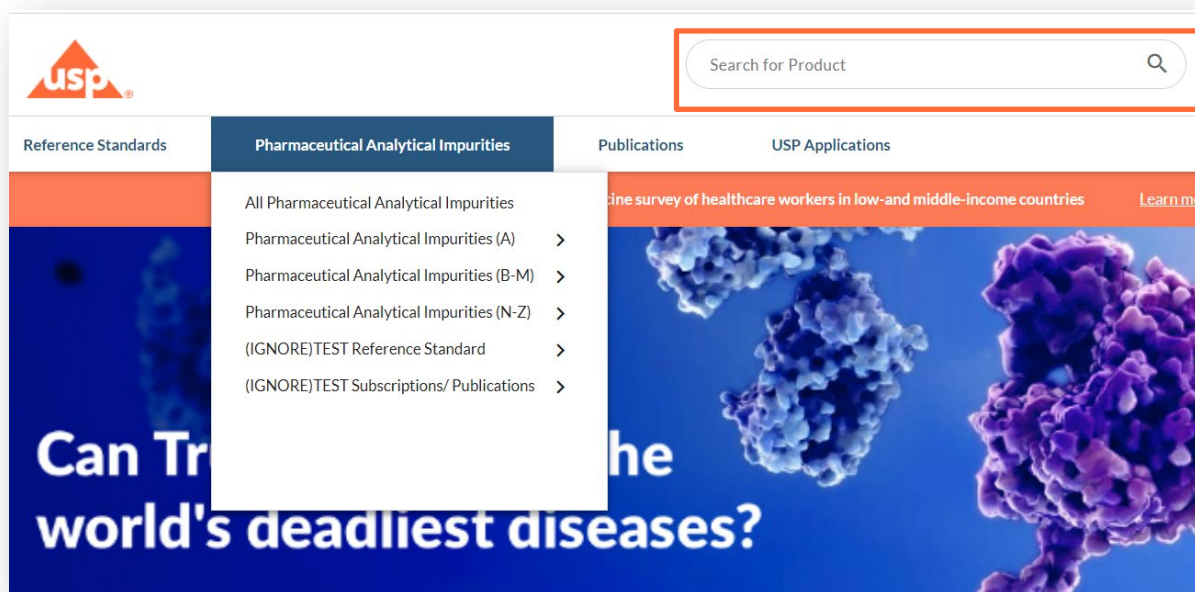
This guide provides a walkthrough of creating quotes and placing orders on the USP Store including how to place/edit a quote, place an order, and check order status. The USP Store can be accessed by click “Store” on USP.org or by navigation to <https://store.usp.org/> in the browser.

CREATE A QUOTE	(SLIDE 2)
EDIT A QUOTE	(SLIDE 9)
PLACE AN ORDER	(SLIDE 10)
CHECK ORDER STATUS	(SLIDE 18)
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US DEA REGULATED PRODUCTS	(SLIDE 24)

NOTE: The USP Store is not supported by Internet Explorer (IE). Please utilize Chrome, Firefox, Safari, or Edge.

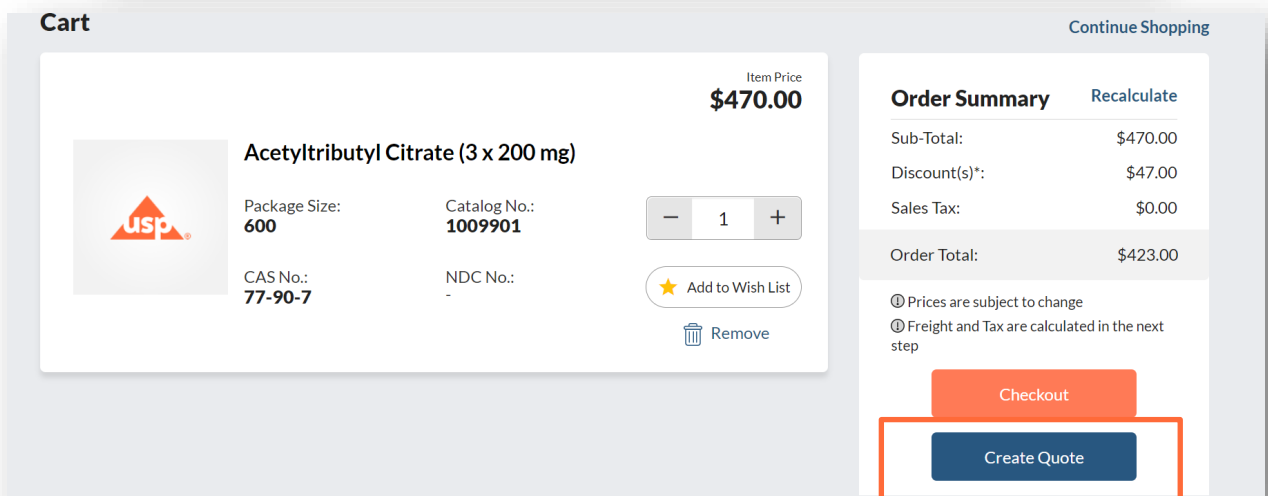
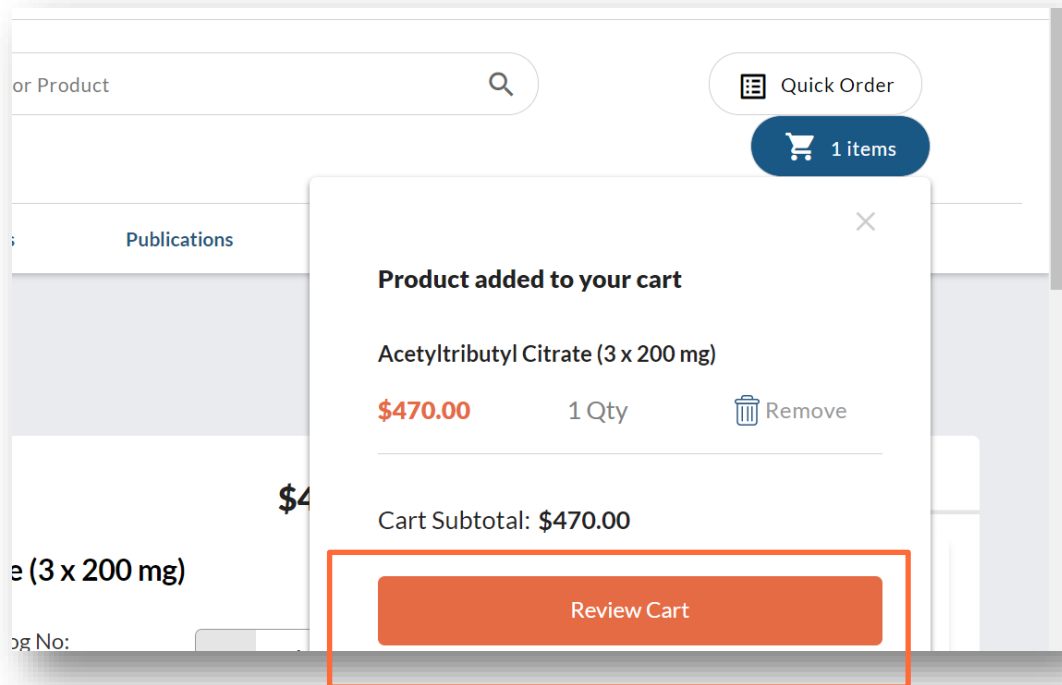
Create a Quote

1. Navigate to <https://store.usp.org>.
2. Click the “Login / Register” button on the top left of the page to log in to your account.
3. Use the Search bar or Browse Categories and add products to the Cart.



Create a Quote

4. Once all products needed for the quote are added to the cart, click **Review Cart**.
5. On the cart page, click **Create Quote**.



- Ship to

Customer:

Ankit1 Joshi

Contact:

Ankit1 Joshi
test1@yopmail.com
[Change](#)

Ship to

Distribution Warehouse, BLDG: 103 / LAB 103 / 227, Rd 2 Km 58.2
Barceloneta, Puerto Rico 00617
US
[Change](#)

4

Create a Quote

- Review shipping information and use the **Change** link to change the **Ship To Address** if the default option isn't applicable. A **New Address** can also be added at this time and will be saved to the account.

Ship to

Customer:
Ankit1 Joshi

Contact:
Ankit1 Joshi
test1@yopmail.com
[Change](#)

Ship to
Distribution Warehouse, BLDG: 103 / LAB 103 / 227, Rd 2 Km 58.2
Barceloneta, Puerto Rico 00617
US
[Change](#)

< Ship to

Search by keyword

Distribution Warehouse, BLDG: 103 / LAB 103 / 227, Rd 2 Km 58.2,
Barceloneta, PR, 00617
United States,

☒ Primary [Ship to](#) / [Bill to](#)

dfsd,
fdfs, CNO, 980
Angola,

[Add New Address](#)

Add New Address

Select Type

☐ Ship to ☐ Bill to ☐ e-invoice/paperless

Company Name*

USP

Country* **State Or Province**

Country State

Address Line 1*

[Save](#) [Cancel](#)

Create a Quote

8. Select the **Ultimate Destination** country for the order from the drop-down menu.
9. Select the **Shipping Method**.
10. Click **Continue to Payment** to verify **Bill to Contact** and **Address** the same as Shipping information was verified.

Please specify the country of ultimate destination.

This is required Information

☐ Argentina orders only. Yes I have SIMI (Sistema Integral de Monitoreo de Importaciones)

Shipping Method: ?

☒ Default Shipper
 ☐ Specify my own

Select Shipping Method

Please choose shipping method

Continue to Payment

Bill to

Bill to Customer:

Ankit1 Joshi

Contact:

Ankit1 Joshi
test1@yopmail.com
[Change](#)

Address:

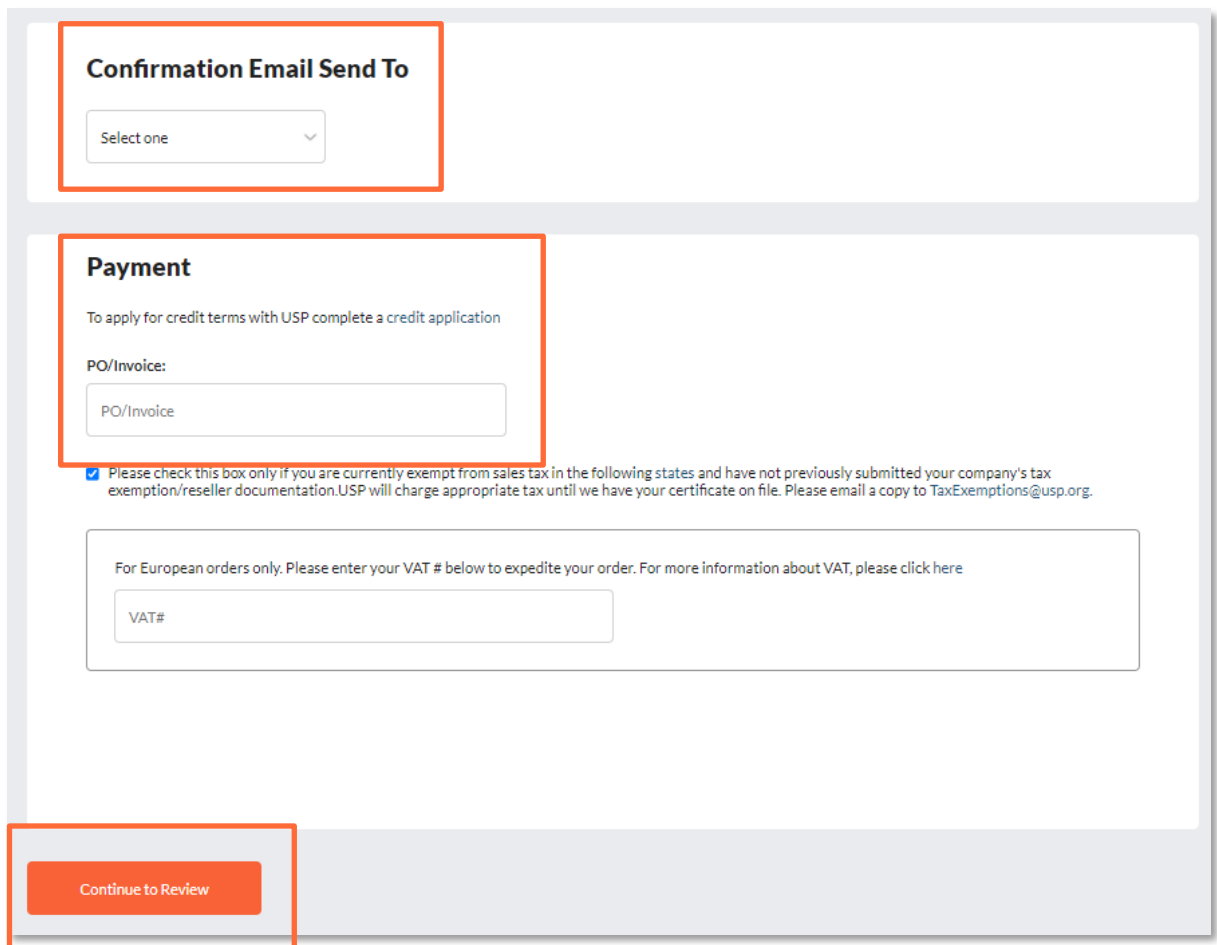
☐ Use my ship to address

Distribution Warehouse, BLDG: 103 / LAB 103 / 227, Rd 2 Km 58.2
Barceloneta, PR 00617

[Change](#)

Create a Quote

11. Select where to send the **Confirmation Email**.
12. Select the **Payment Method**. A PO Number is not needed for invoicing to create a quote.
13. Click **Continue to Review**.



Confirmation Email Send To

Select one ▼

Payment

To apply for credit terms with USP complete a credit application

PO/Invoice:

PO/Invoice

☒ Please check this box only if you are currently exempt from sales tax in the following states and have not previously submitted your company's tax exemption/reseller documentation. USP will charge appropriate tax until we have your certificate on file. Please email a copy to TaxExemptions@usp.org.

For European orders only. Please enter your VAT # below to expedite your order. For more information about VAT, please click [here](#)

VAT#

Continue to Review

Create a Quote

- Review the quote information and products and click **Generate Quote** to finalize.

Ship to contact:

Demo, Admin
jrsadmin@yopmail.com
1232343344

Ship to address:

UK CCompany,
6 Woodbrook Close, Cambridgeshire,
Papworth Everard, ENG CB233UL
United Kingdom

Bill to contact:

Demo, Admin
jrsadmin@yopmail.com
1232343344

Bill to address:

Div of Food Additives, ,,
St Louis, MI 30009-0000
United States

Cart Summary

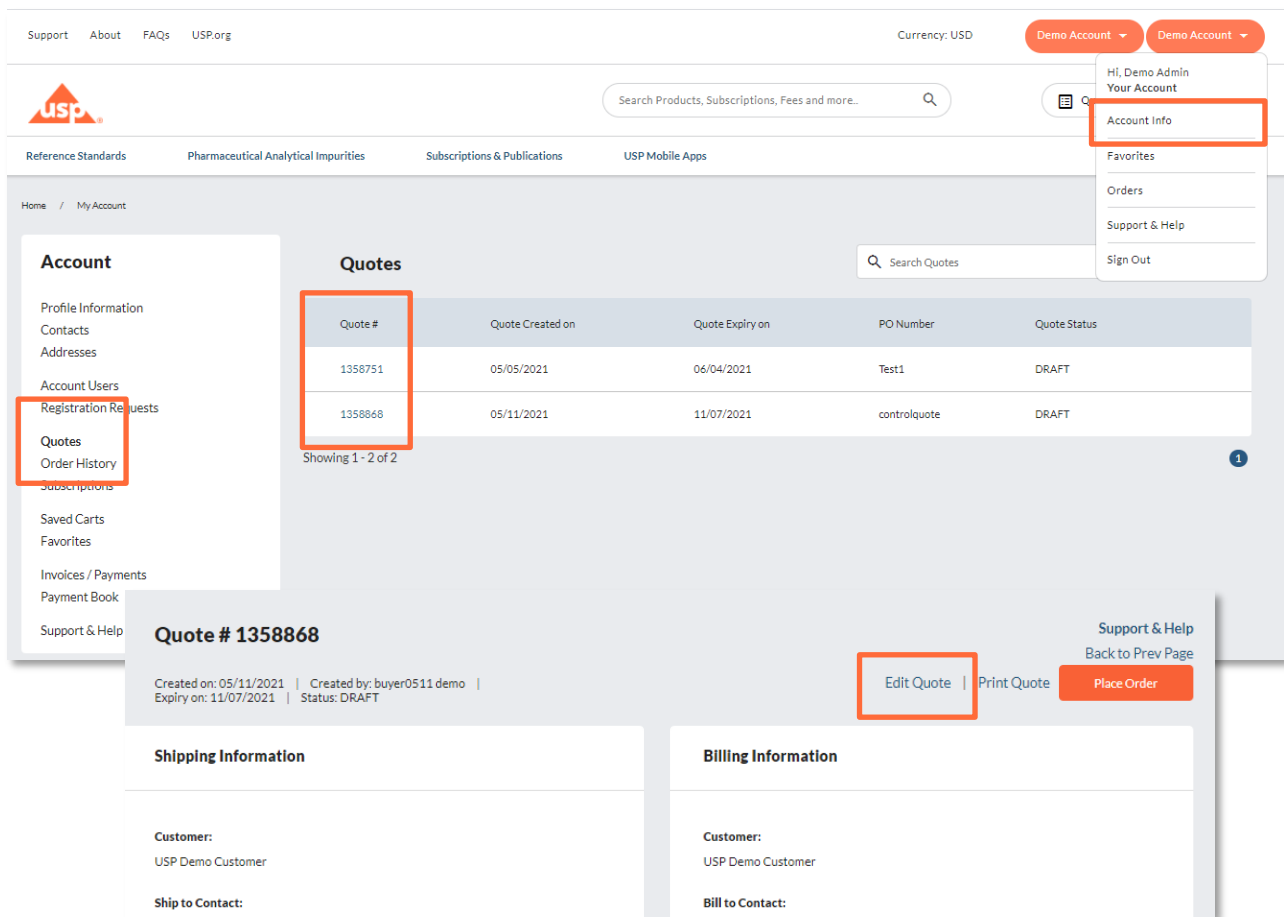
Catalog #	Product	Qty	Estimated Price
3CSFEE4	Certificate and Notarization Related Fee	2	\$150.00
1491354	Paclitaxel Related Compound B (20 mg) (10-deacetyl-7-epipaclitaxel)	2	\$2,580.00
1211200	Dimethylamine Solution (6 x 3 mL) (International Restricted Sales Item)	2	\$1,100.00
2100001	USP-NF Online 1-year Subscription (pricing based on # of users)	11	\$1,199.99

Generate Quote

NOTE: Most quotes are valid for 30 days from the generation date. Quotes for US DEA Regulated Products are valid for 180 days.

Edit a Quote

1. When logged in, navigate to **Account Info** and then **Quotes**.
2. Click on the **Quote Number** that you'd like to edit to open the quote information.
3. Click **Edit Quote**. Items on the quote will be merged with any current cart items and re-priced if prices have changed since the initial quote generation.



Support About FAQs USP.org Currency: USD Demo Account Demo Account

Hi, Demo Admin Your Account Account Info Favorites Orders Support & Help Sign Out

Reference Standards Pharmaceutical Analytical Impurities Subscriptions & Publications USP Mobile Apps

Home / My Account

Account

- Profile Information
- Contacts
- Addresses
- Account Users
- Registration Requests
- Quotes**
- Order History
- Subscriptions
- Saved Carts
- Favorites
- Invoices / Payments
- Payment Book
- Support & Help

Quotes

Quote #	Quote Created on	Quote Expiry on	PO Number	Quote Status
1358751	05/05/2021	06/04/2021	Test1	DRAFT
1358868	05/11/2021	11/07/2021	controlquote	DRAFT

Showing 1 - 2 of 2

Quote # 1358868

Created on: 05/11/2021 | Created by: buyer0511 demo | Expiry on: 11/07/2021 | Status: DRAFT

Shipping Information

Billing Information

Customer:
USP Demo Customer

Ship to Contact:

Customer:
USP Demo Customer

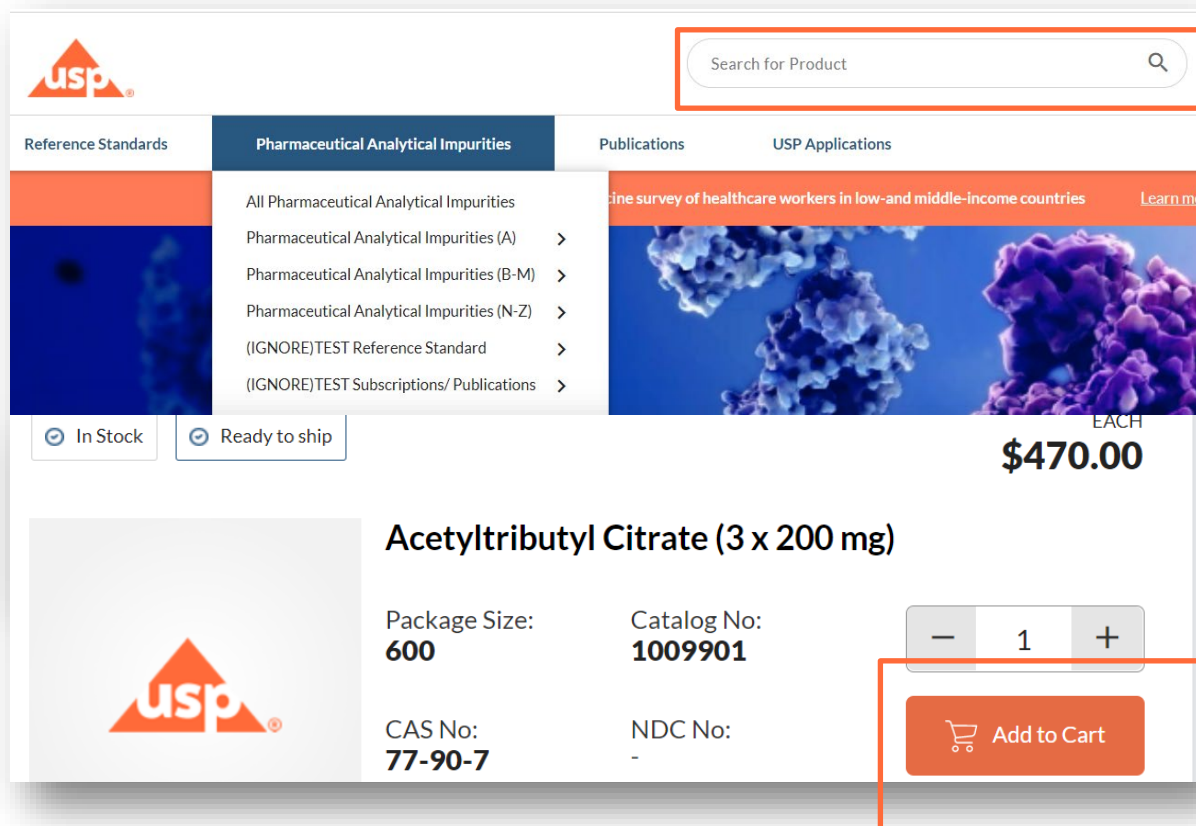
Bill to Contact:

Edit Quote | **Print Quote** | **Place Order**

Support & Help Back to Prev Page

Place an Order

1. Navigate to <https://store.usp.org>.
2. Click the “Login / Register” button on the top left of the page to log in to your account.
3. Use the Search bar or Browse Categories and add products to the Cart.

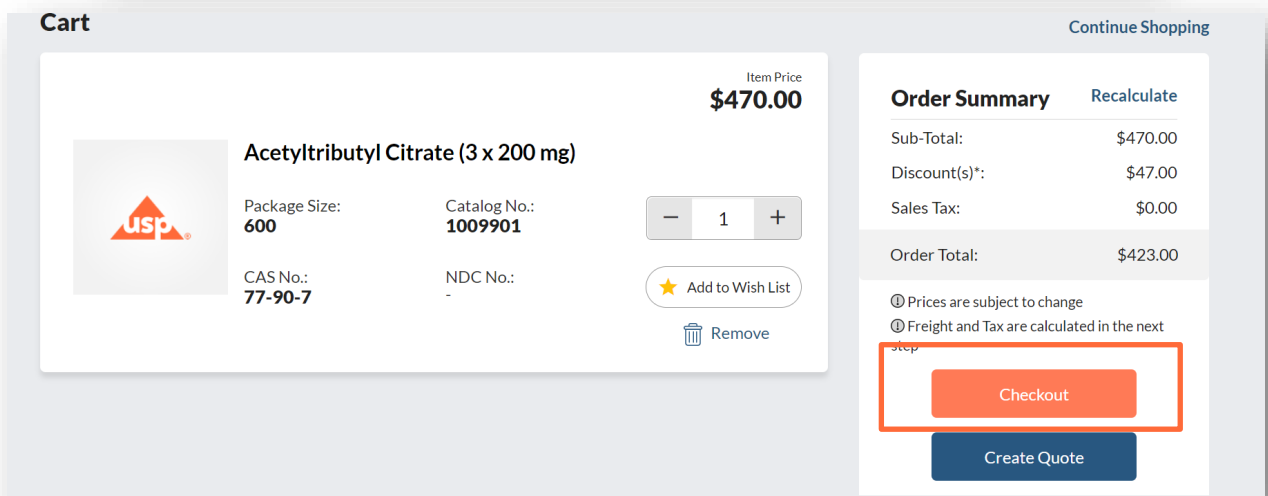
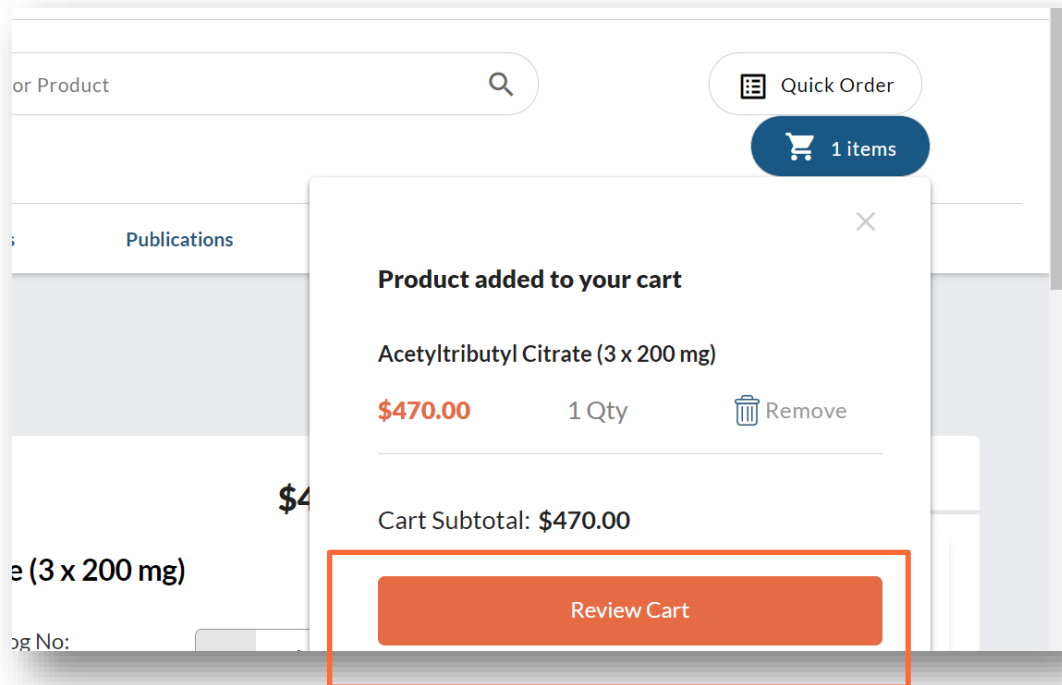


The screenshot shows the USP Store website interface. At the top, there is a search bar labeled "Search for Product" with a magnifying glass icon. Below the search bar are navigation tabs: "Reference Standards", "Pharmaceutical Analytical Impurities", "Publications", and "USP Applications". The "Pharmaceutical Analytical Impurities" tab is selected, showing a list of categories: "All Pharmaceutical Analytical Impurities", "Pharmaceutical Analytical Impurities (A)", "Pharmaceutical Analytical Impurities (B-M)", "Pharmaceutical Analytical Impurities (N-Z)", "(IGNORE)TEST Reference Standard", and "(IGNORE)TEST Subscriptions/ Publications". Below the categories are two status buttons: "In Stock" and "Ready to ship". The main product displayed is "Acetyltributyl Citrate (3 x 200 mg)". The product details include: "Package Size: 600", "Catalog No: 1009901", "CAS No: 77-90-7", and "NDC No: -". The price is listed as "\$470.00 EACH". There is a quantity selector with minus, 1, and plus buttons. Below the quantity selector is an "Add to Cart" button with a shopping cart icon.

NOTE: Customers can initiate orders for US DEA Regulated products online! Orders being shipped internationally CANNOT contain a mixture of regulated and non-regulated products. Learn more in the section on Ordering US DEA Regulated Products.

Place an Order

4. Once all products needed for the quote are added to the cart, click **Review Cart**.
5. On the cart page, click **Checkout**.



Place an Order

6. Review shipping information and use the **Change** link to change the **Ship To Contact** if the default option isn't applicable. A **New Contact** can also be added at this time and will be saved to the account.

Ship to

Customer:

Ankit1 Joshi

Contact:

Ankit1 Joshi

test1@yopmail.com

Change

Ship to

Distribution Warehouse, BLDG: 103 / LAB 103 / 227, Rd 2 Km 58.2

Barceloneta, Puerto Rico 00617

US

Change

Ultimate destination.

Add New Contact

Select

Single Shipment | Multi-Shipment

Add New Contact

First Name *

Please enter first name

Middle Name *

Last Name *

Please enter last name

Email Address *

Please enter email address

Phone Number *

Please enter phone number

Save

Cancel

Place an Order

- Review shipping information and use the **Change** link to change the **Ship To Address** if the default option isn't applicable. A **New Address** can also be added at this time and will be saved to the account.

Ship to

Customer:
Ankit1 Joshi

Contact:
Ankit1 Joshi
test1@yopmail.com
[Change](#)

Ship to
Distribution Warehouse, BLDG: 103 / LAB 103 / 227, Rd 2 Km 58.2
Barceloneta, Puerto Rico 00617
US
[Change](#)

< Ship to

Search by keyword

Distribution Warehouse, BLDG: 103 / LAB 103 / 227, Rd 2 Km 58.2,
Barceloneta, PR, 00617
United States,

☒ Primary [Ship to](#) / [Bill to](#)

dfsd,
fddfs, CNO, 980
Angola,

[Add New Address](#)

Single Shipment | Multi-Shipment

Add New Address

Select Type

☐ Ship to ☐ Bill to ☐ e-invoice/paperless

Company Name*

USP

Country* **State Or Province**

Country State

Address Line 1*

[Save](#) [Cancel](#)

Place an Order

8. Select the **Ultimate Destination** country for the order from the drop-down menu.
9. Select the **Shipping Method**.
10. Click **Continue to Payment** to verify **Bill to Contact** and **Address** the same as Shipping information was verified.

Please specify the country of ultimate destination.

This is required Information

☐ Argentina orders only. Yes I have SIMI (Sistema Integral de Monitoreo de Importaciones)

Shipping Method: ?

☒ Default Shipper
 ☐ Specify my own

Select Shipping Method

Please choose shipping method

Continue to Payment

Bill to

Bill to Customer:

Ankit1 Joshi

Contact:

Ankit1 Joshi
test1@yopmail.com
[Change](#)

Address:

☐ Use my ship to address

Distribution Warehouse, BLDG: 103 / LAB 103 / 227, Rd 2 Km 58.2
Barceloneta, PR 00617

[Change](#)

Place an Order

11. Select where to send the **Confirmation Email**.
12. Select the **Payment Method**. A PO Number is not needed for invoicing to create a quote.
13. Click **Continue to Review**.

Confirmation Email Send To

Select one

Payment

To apply for credit terms with USP complete a credit application

PO/Invoice:

PO/Invoice

☒ Please check this box only if you are currently exempt from sales tax in the following states and have not previously submitted your company's tax exemption/reseller documentation. USP will charge appropriate tax until we have your certificate on file. Please email a copy to TaxExemptions@usp.org.

For European orders only. Please enter your VAT # below to expedite your order. For more information about VAT, please click [here](#)

VAT#

Continue to Review

Place an Order

14. Review the order details.
- 15. Complete** any required forms.
16. Check the box next to **I agree to the Terms and Conditions.**
17. Click **Place Order.**

UK Company, 6 Woodbrook Close, Cambridgeshire, Papworth Everard, ENG CB233UL United Kingdom Shipping Method: FEDEX	Div of Food Additives, , , St Louis, MI 30009-0000 United States Payment Method: VISA ending 1111 Expires on 12/ 2029
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Cart Summary

Catalog #	Product	Forms	Qty	Estimated Price
3CSFEE4	Certificate and Notarization Related Fee	N.A	4	\$300.00
1491354	Paclitaxel Related Compound B (20 mg) (10-deacetyl-7-epipaclitaxel)	N.A	4	\$5,160.00
1211200	Dimethylamine Solution (6 x 3 mL) (International Restricted Sales Item) *Additional information or form required at checkout.	Complete Form	4	\$2,200.00
2100001	USP-NF Online 1-year Subscription (pricing based on # of users)	N.A	22	\$6,000.06

☐ I agree to the Terms and Conditions

By clicking the 'Place Order', I accept that no modifications or cancellations can be requested on this order, once processed, it will automatically ship. Please do NOT click the 'Place Order' button more than once, as this may cause duplication of your order.
 Make sure to adhere to all importing requirements and regulations before placing the order.

Place Order

NOTE: Once an order is placed, it CANNOT be canceled. Please do not click "Place Order" more than once.

Place an Order

18. An order confirmation screen will show the **Order Number** and a link to the **Order History**.

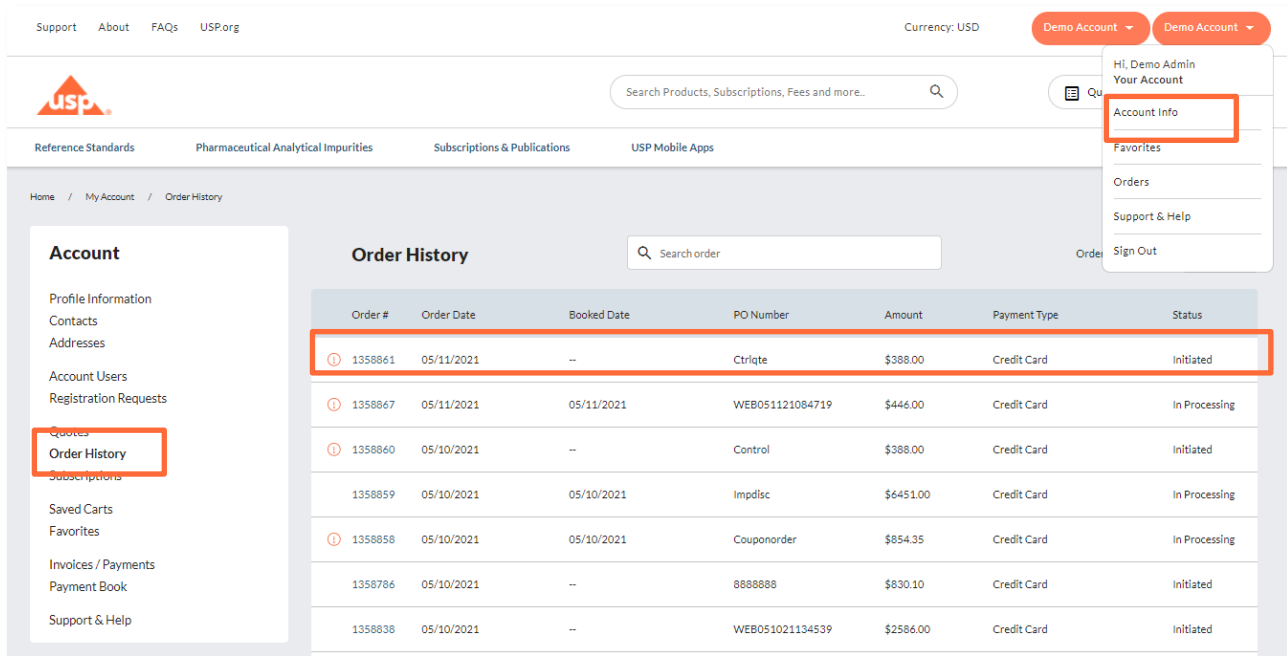
Thank You! Your order request# o67129 has been initiated successfully.

Once your order has been processed, you will receive an email within 24 to 48 hours.

Please check the [Order History](#) for any details and holds.

Check Order Status

1. When logged in to your account, navigate to **Account Info** and then **Order History**.
2. Click on an **Order Number** to see the order details, including details about the **Order Status**.
3. **Order Status** details will be shown in the top banner.



Support About FAQs USP.org Currency: USD Demo Account Demo Account

usp

Search Products, Subscriptions, Fees and more...

Hi, Demo Admin Your Account Account Info Favorites Orders Support & Help Sign Out

Reference Standards Pharmaceutical Analytical Impurities Subscriptions & Publications USP Mobile Apps

Home / My Account / Order History

Account

- Profile Information
- Contacts
- Addresses
- Account Users
- Registration Requests
- Quotes
- Order History**
- Subscriptions
- Saved Carts
- Favorites
- Invoices / Payments
- Payment Book
- Support & Help

Order History

Search order

Order #	Order Date	Booked Date	PO Number	Amount	Payment Type	Status
① 1358861	05/11/2021	--	Ctrlqte	\$388.00	Credit Card	Initiated
① 1358867	05/11/2021	05/11/2021	WEB051121084719	\$446.00	Credit Card	In Processing
① 1358860	05/10/2021	--	Control	\$388.00	Credit Card	Initiated
1358859	05/10/2021	05/10/2021	Impdisc	\$6451.00	Credit Card	In Processing
① 1358858	05/10/2021	05/10/2021	Couponorder	\$854.35	Credit Card	In Processing
1358786	05/10/2021	--	8888888	\$830.10	Credit Card	Initiated
1358838	05/10/2021	--	WEB051021134539	\$2586.00	Credit Card	Initiated

① Your order has been placed on the below hold(s). Please allow the hold(s) to be released up to 24 to 48 hours before reaching out to Customer Service.
Customer Service Hold

Order # 1358861

Quote # 1358861 | PO: ctrlqte | Order Date: 05/11/2021 | Created by: Demo Admin | Status: Initiated

Support & Help

Back to Prev Page

NOTE: An orange exclamation mark icon next to an order indicates that the order has been placed on a **hold**.

Check Order Status

The following provides a summary of order statuses and holds.

USP Store Status	Legacy Status
Initiated	Entered Status
In Processing	Booked, Pending Customer Acceptance
Shipped	Closed
Canceled	Cancelled, Customer Rejected

CUSTOMER SERVICE HOLD

- Brazil Australia Hold
- Compliance Screening Hold
- CSP Hold
- Customer Screening
- Customer Service
- DEA
- Economic Sanctions Hold
- EPA Hold
- IRS Hold
- STC Hold
- Tax ID Hold
- USP Regulatory Hold
- USP RMA Amount Hold
- Volume Restricted Order Hold
- DEA Hold
- List Chemical
- NOA Hold
- Online Hold
- Return Replacement Hold

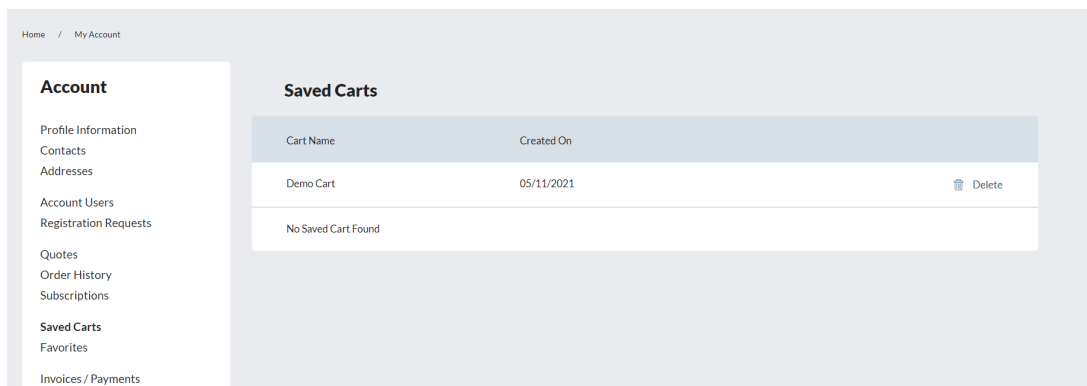
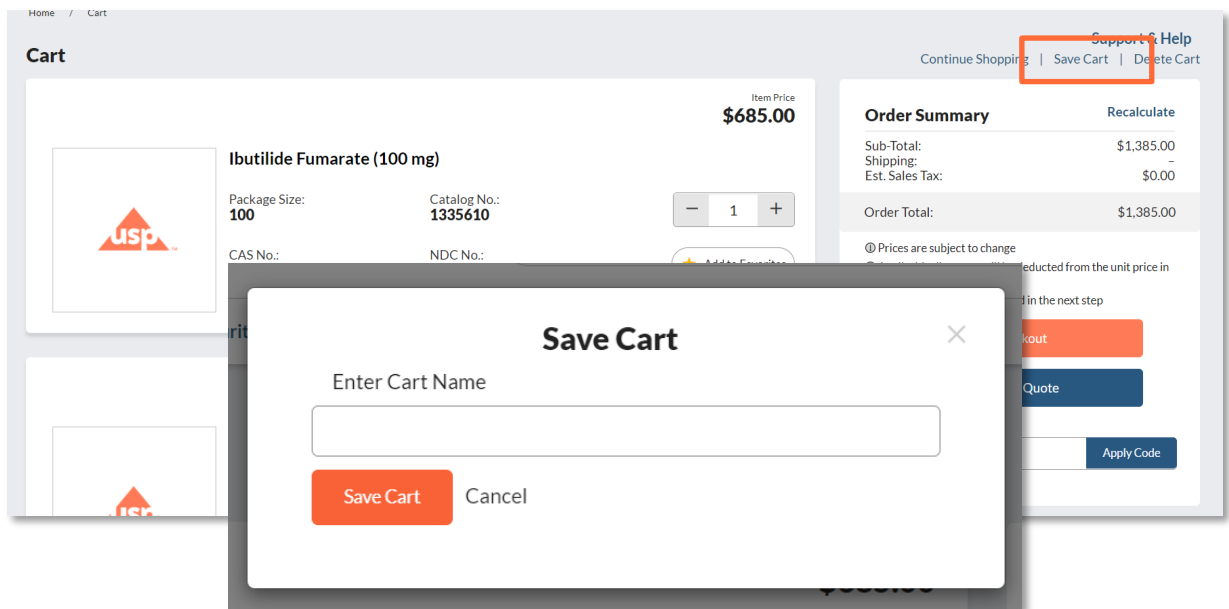
FINANCE HOLD

- Credit Check Failure
- Pending Process Payment Hold
- Prepayment Hold

Saving a Cart

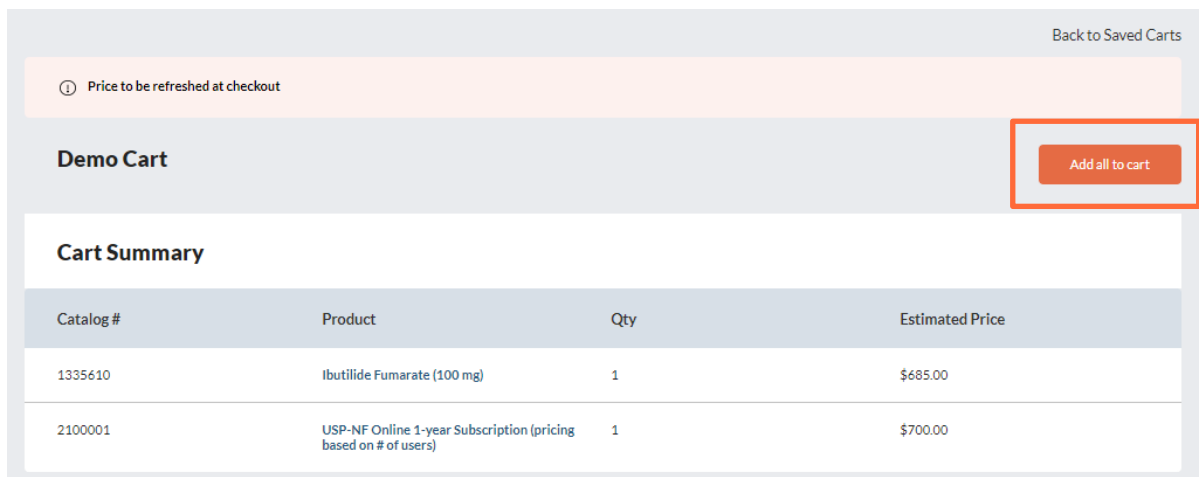
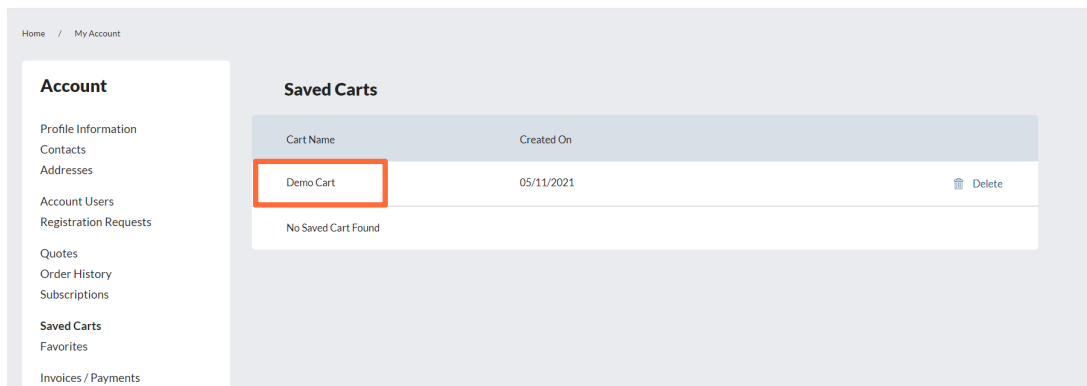
Saved Carts can be used to quickly place a future order. Saved Carts are created from the Cart page.

1. **Review your cart** and make sure you have all items needed for your Saved Cart.
2. On the top right of the cart, click **Save Cart**.
3. Enter a **Cart Name** in the window that opens.
4. Click **Save Cart**.



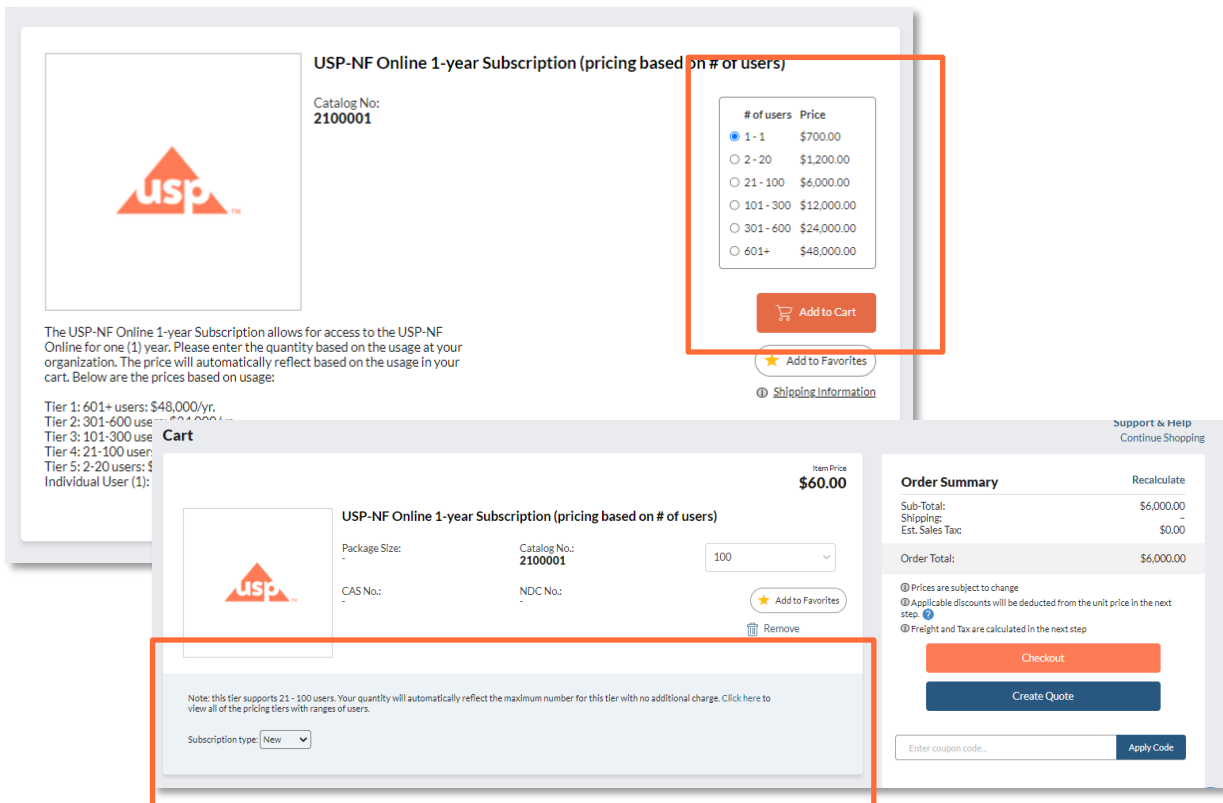
Saving a Cart

5. This cart will be available under **Saved Carts** under **Account Info**.
6. Click on the **Cart Name** link to view the contents of the Saved Cart.
7. Click **Add All to Cart** to move all products in the Saved Cart to the active Cart.



Ordering Subscriptions

1. Search for Subscriptions just like any other product in the catalog.
2. Select the **Number of Users** for the subscription. Pricing will update automatically.
3. Click **Add to Cart** to add the Subscription to your cart.
4. When you **Review Cart**, the price will show the **Price Per Seat** and the banner at the bottom of the product listing will confirm the tier selected and that you are purchasing a **New** subscription.
5. Check out the cart.



The screenshots illustrate the ordering process for the USP-NF Online 1-year Subscription. The first screenshot shows the product listing with a table of pricing tiers based on the number of users. The second screenshot shows the 'Add to Cart' button and the 'Review Cart' page, which displays the selected tier and the price per seat.

USP-NF Online 1-year Subscription (pricing based on # of users)

Catalog No: 2100001

# of users	Price
☒ 1 - 1	\$700.00
☐ 2 - 20	\$1,200.00
☐ 21 - 100	\$6,000.00
☐ 101 - 300	\$12,000.00
☐ 301 - 600	\$24,000.00
☐ 601+	\$48,000.00

Add to Cart

Add to Favorites

Shipping Information

The USP-NF Online 1-year Subscription allows for access to the USP-NF Online for one (1) year. Please enter the quantity based on the usage at your organization. The price will automatically reflect based on the usage in your cart. Below are the prices based on usage:

Tier 1: 601+ users: \$48,000/yr.
 Tier 2: 301-600 users: \$24,000/yr.
 Tier 3: 101-300 users: \$12,000/yr.
 Tier 4: 21-100 users: \$6,000/yr.
 Tier 5: 2-20 users: \$1,200/yr.
 Individual User (1): \$700/yr.

Cart

USP-NF Online 1-year Subscription (pricing based on # of users)

Package Size: - Catalog No.: 2100001 100

CAS No.: - NDC No.: -

Add to Favorites

Remove

Note: this tier supports 21 - 100 users. Your quantity will automatically reflect the maximum number for this tier with no additional charge. Click here to view all of the pricing tiers with ranges of users.

Subscription type: **New**

Order Summary

Sub-Total: \$6,000.00
 Shipping: -
 Est. Sales Tax: \$0.00
 Order Total: \$6,000.00

Recalculate

Checkout

Create Quote

Enter coupon code... **Apply Code**

Quick Ordering in Bulk

1. From the homepage, click the **Quick Order** button in the top right.
2. If needed, use the link to **download a sample** quick order form document.
3. Click **Upload CSV** and upload the bulk order file. The system will automatically populate the form with product numbers and quantities.
4. Click **Add to Cart** to add all products at once.
5. Complete the checkout process.

Support About FAQs USP.org

Currency: USD ▼

Ankit1 Account ▼

Ankit1 Account ▼



Quick order form

Quick Order

0 items

Bulk Upload

[Download sample](#)

Upload CSV



Enter individual item numbers and quantities.

Search for Product

1

Remove

Search for Product

1

Remove

Search for Product

1

Remove

Search for Product

1

Remove

Search for Product

1

Remove

Search for Product

1

Remove

Search for Product

1

Remove

Search for Product

1

Remove

[Add more items](#)



Add to Cart

Order US DEA Regulated Items

1. Search for US DEA regulated products within the USP Store.
2. Click **Add to Cart**.
3. After all products are added, click **Review Cart**.



Diazepam CIV (100 mg)

Package Size: **100 mg**

Molecular Formula: **C₁₆H₁₃ClN₂O**

Catalog No.: **1185008**

CAS No.: **439-14-5**

Each **\$298.00**

1

Add to Cart

Add to Favorites

Quick View & Availability

US DEA Regulated Item

*This item cannot be combined with select items when shipping internationally.
* Additional information or form required at checkout.



Quick Order

2 items

Product added to your cart

Diazepam CIV (100 mg)

\$650.00 2 Qty  Remove

6,6'-Dinicotinic Acid (50 mg)

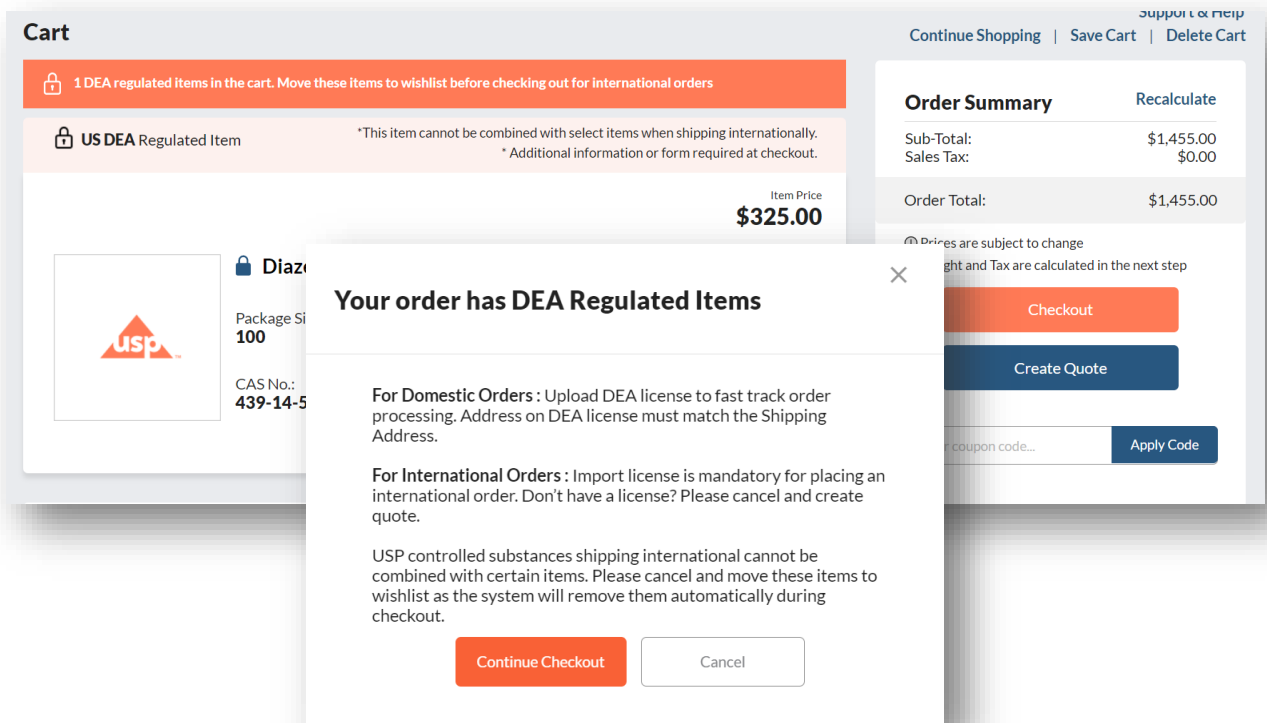
\$805.00 1 Qty  Remove

Cart Subtotal: **\$1,455.00**

Review Cart

Order US DEA Regulated Items

4. On the cart page, a notification will indicate that items are US DEA Regulated and cannot be combined with non-regulated products for international orders.
5. Click **Checkout**.
6. A notice will pop up informing customers of shipping restrictions on US DEA Regulated items and required forms. Click **Continue to Checkout**.



Cart

1 DEA regulated Items in the cart. Move these items to wishlist before checking out for international orders

US DEA Regulated Item *This item cannot be combined with select items when shipping internationally. * Additional information or form required at checkout.

Item Price
\$325.00

Diapo
Package Size
100
CAS No.:
439-14-5

Your order has DEA Regulated Items

For Domestic Orders : Upload DEA license to fast track order processing. Address on DEA license must match the Shipping Address.

For International Orders : Import license is mandatory for placing an international order. Don't have a license? Please cancel and create quote.

USP controlled substances shipping international cannot be combined with certain items. Please cancel and move these items to wishlist as the system will remove them automatically during checkout.

Continue Checkout **Cancel**

Order Summary **Recalculate**

Sub-Total:	\$1,455.00
Sales Tax:	\$0.00
Order Total:	\$1,455.00

Drives are subject to change
Weight and Tax are calculated in the next step

Checkout

Create Quote

coupon code... **Apply Code**

NOTE: If the order is being shipped outside of the United States, customers must separate their carts. They can easily do this by adding all US DEA Regulated items to a Favorites list and checking out a separate cart with ONLY regulated products.

Order US DEA Regulated Items

7. Confirm the **Shipping Information**, including the contact, Ship To address, and shipping method.
8. Click **Continue to Payment**.

Ship to:

Customer:

USP

Contact:

JR SLM
jrs@yopmail.com
1234321122
[Change](#)

Ship to:

5600 Fishers Lane,
Rockville, Maryland 20852
United States
[Change](#)

Some of the products are being re-shipped. Please choose the country of ultimate destination.

United States
Shipping Information

☐ For Argentina orders only. Yes I have the SIMI (Sistema Integral de Monitoreo de Importaciones)

Shipping method:

☒ Default Shipper ☐ Specify my own

FEDEX

Continue to Payment

Order US DEA Regulated Items

9. Confirm the **Billing Information**, including the contact, Bill To address, and Payment Method
10. Click **Continue to Review**.

Bill to

Bill to Customer:

USP

Contact:

JR SLM
jrs@yopmail.com
1234321122
[Change](#)

Address:

☐ Use my ship to address

77 Massachusetts Avenue,
Cambridge, Massachusetts 02139
United States
[Change](#)

Confirmation Email Send To

Other Email

Email Id:
jrs@yopmail.com

Payment

ⓘ Your order is being reviewed through our normal Credit Check Hold process.

Credit Approved

\$ 50000000

Credit Available

\$ 49865256.35

☒ Invoice
☐ Credit Card

Continue to Review

NOTE: If the cart was not separated and the Ship To address is outside of the United States, the system will automatically remove any US DEA Regulated items and notify the customer on the Payment screen.

Order US DEA Regulated Items

11. Confirm Billing and Shipping details for the order.
12. Upload all Forms in the Forms/Documents section at the bottom of the screen.
13. **Check the box** to agree to the Terms and Conditions.
14. Click **Place Order** to initiate the order within the system. The order will go into review and processing as Customer Service verifies the forms and information. Customer Service will reach out to the contact if additional information is required.

Upload Form/Documents

Document Name	Upload
222 DEA Form(Mandatory)	Upload

*All orders are subject to import license validity. Orders with invalid licenses will be automatically cancelled.
*Please Upload only .pdf,.doc files.

☐ I agree to the Terms and Conditions

By clicking 'Place Order', I accept that no modifications, changes, or cancellations can be requested on this order. Please do NOT click the 'Place Order' button more than once as this may cause duplication of your order.

[Place Order](#)

NOTE: Customers cannot place orders without uploading the required documents. Customers should upload optional documents at this time if available but can submit them to Customer Service later. DEA 222 Forms must still be mailed.