Punch-Out Vendor Ordering Guide

1. Choose “New User” if new to the Abante Marketing eSHOP page. Select your particular department if it is already set up.

2. Use the Search bar in the top center of the page to find the product you are looking for. You can search for items using part #, manufacturer, description, or keywords.

3. You can also search for an item using the Menu Bar. You can select a basic category and narrow your search using drop down menus.

4. Items will be displayed by general descriptions. Manufacturer, item #, catalog #, and a detailed description. Once you find the item you are looking for, select a value in the color, size and quantity fields and then, click Add to Cart.

5. You can access your shopping cart at any time by clicking the CART button at the top right of the page which will display all items in your cart.
   • You can modify or make any changes to items and quantities in your cart at any time.

6. Once you have found all the items you are looking for, you can click CHECKOUT to place an order to Abante Marketing.

7. If you need further assistance before placing your order, you can Request a Quote tab bar, which will take you to an email where you can explain what the items and decoration would be for your requested quote.

8. You will then receive an email with a quote number or an email with any follow up questions needed, from an Abante representative.

Retrieving a Quote

1. Once the quote has been uploaded, you will be notified via e-mail with these instructions
   • A quote has been created for you by Abante Marketing. To access this quote:
     • Within UNL’s eSHOP system, click into the Abante Marketing Punch-Out catalog.
     • In the "Quick Quote" box, enter ####### in the quote number field.
     • Click "Submit."
     • The shopping cart will now be populated with the quoted items

2. If you wish to order the items on the quote, click the PROCEED TO CHECKOUT button which will redirect you to a summarization page. Click CHECKOUT to add all the items from the quote to your order to Abante Marketing.

3. Do Not click the back button or when your quote is repopulated, your items will be duplicated. If items are duplicated, use the REMOVE tab. You’ll then have to again enter the quote number.

*If you do not know the exact items you are looking for, or would like to request a quote via phone or email*

4. Contact an Abante Marketing representative and a quote will then be uploaded to the Punch-Out site with the items that you request.
   • Amanda Ricenbaw (402)770-0328, amanda@abantemarketing.com
   • Theresa Loken (402) 890-8484, tloken@abantemarketing.com

-If you have any special requests that you would like to be accommodated, please let your salesman know-

Additional Information Sent

Suppliers vary in their ability to accept certain information that is sent electronically from eSHOP. So, even though you enter the data when you create the Purchase Requisition in eSHOP, it may not always be accepted by the supplier when they receive the order electronically.

1. External Notes – Yes
2. External Attachments – No
3. Information in “Ship via” field – Yes
4. Delivery Date – Yes
**Shipping Charges**

1. Free shipping on most orders.
2. If there is a shipping charge, it will be quoted accordingly. This applies mainly to promotional hard goods.

**Order / Shipping Confirmation**

1. Will I receive a confirmation that my order has been received? Yes
2. Will I receive a confirmation that my order has been shipped? Yes, if requested by customer.

**Order Status**

Please call or email Abante Marketing, with your PO number or a list of the items you ordered, and a sales associate will inform you of the status of your order.

Representatives to contact with questions:

- Amanda Ricenbaw, (402) 770-0328, amanda@abantemarketing.com
- Theresa Loken, (402) 890-8484, tloken@abantemarketing.com

**Cancelling an Order**

Once an order has been submitted, you will need to get in touch with your Abante representative to check on cancellation options. If an order has been customized/decorated it may not be able to cancel at that time.

**Returns**

Contact your Abante representative for any incorrect or flawed items that needs to be returned. They will arrange pick up/delivery of the material and upon receipt and inspection of the material by Abante Marketing, a credit memo will be issued if the error was the fault of Abante Marketing.

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