

Punch-Out Vendor Ordering Guide

* Only available for UNL faculty and staff

Searching / Ordering / Checkout Procedure

1. Search for a product in the top left search field or browse through the category list.
2. Locate the item and enter the required criteria. Enter the print screening details such as color, print color, etc.
3. Click on **Order**. If you need to make changes to items in your cart, click **Update**. Otherwise, click on **Checkout** to return to eSHOP.

Detailed Instructions:

Both quoting and direct ordering functionality which can be invoked from multiple areas within the site. Ordering and quoting a product can be implemented from the product itself where you can build an order or a quote. Or you can select Request Quote to start a new Quote.

Order Features: Quickly Order items displayed on the site by selecting each item you want to order and then customize it. Each product page allows for customization of a product for designs, locations, color and text. Simple drop down selection fields display the options offered by ARTFX. Customized designs are still available but the site features some of the UNL approved designs. Choose custom design and fill out the corresponding thread or ink colors which will correspond with the proper pricing. The actual design does not have to be completed in order to process your order as pricing will be applied based on your selections and flow through to the order. Final ART approval and design completion will be performed outside the Punch-Out.

- Follow the product page drop downs to ensure selection of the proper color, size, design, location and when necessary customized text for your items. The products page allows you to choose multiple sizes for the same design, location and color of garment. Create a separate selection for each color change or when a design changes or the location of the design is different from one product to the next.
- Standard Shopping Cart: As you select different products to add to your order they will be added to your shopping cart. You can use the View Cart tab to review and modify your product and quantity choices.
- Check-out: Click the Check Out button at the bottom of your order and you will go directly to eShop where you can make minor modifications. Please be sure you are done with your order before choosing Checkout as the Punch-Out does not feature an Order Review page.

Saved Shopping Cart: Items added to your shopping cart will remain until they are deleted. Be sure to view your cart before finalizing your order and clicking the Checkout button as previous sessions will not be cleared automatically. You can delete or make modifications to quantity within the shopping cart, you can also continue shopping and adding new items.

Quotes

1. Once you have found the item(s) and entered all the order details, click on **Order**, then select **Quote**. Click on **My Quotes** from the top menu to view any existing quotes.
2. To cancel a Quote, simply delete it before processing by clicking Cancel Request. After the Quote has been submitted, you can contact Theresa Loken at 402-421-2611 and she can delete the quote. Or once you receive the quote, click on **Quote** in your Quote Dash Board under the My Quotes Tab. Delete all items individually, then hit Change Request. Your Quote will then be blank and you can select the option of Deleting Request, which then clears the quote.

Detailed Instructions:

Quote Features: Build a quote from an actual product on the site or click **Request Quote** on the left side navigation and then Create New Quote.

- The quoting grid can be used to add non-standard products as you can freely type in any column or leave them blank. Select an item from the site, fill out the selection fields on the products page and then click the Quote button, the grid will automatically populate the grid. Click Submit Request after you have completed your Quote to send standard/non-standard items for review by your Sales Representative.
- The Quote is received by an ARFX Sales Representative who will approve or modify the Quote and properly fill out the Quote Grid for review. Quotes can go back and forth multiple times for review and modification.
- Convert a Quote to an Order by clicking the Accept Quote button at the bottom of your Quote. After a Quote is accepted you will go directly to eShop where you can make minor modifications. Please be sure you are done with your Quote before choosing Accept Quote as the Punch-Out does not feature an Order/Quote Review page.

Additional Information

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

Creating / Accessing Favorites

1. Click **My Favorites** to view your saved products.
2. Add products to your Favorites by selecting **- Add to My Favorites** link below the image on the product of your choice.

Shipping Charges

1. Free Delivery in Lincoln and Omaha. Standard shipping charges only apply with requests to ship outside of Lincoln and Omaha.

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? **No**

Viewing Previous Orders / Order Status

1. Under the My Quotes tab, click on **View My Order History** to view past orders or you can click on Quotes Dash Board and a grid will come up to show you the status of outstanding quotes.
2. You can also click on **My Quoted Products** to view history of item quoted in the past. These items may be discontinued and the pricing may have changed so please be aware as you submit a quote and order for previously quoted products.

Cancelling an Order

1. Click on View Cart and click on **Delete Item From My Order** to remove an item from your cart prior to submitting an order. You can also modify quantities.
2. After Checkout has been clicked, the only way to cancel the order is in eShop where you would simply not process a PO. It always helps to contact Theresa Loken your ARTFX sales Rep at 402-421-2611 just to ensure nothing is being processed.

Returns

1. Contact Theresa Loken at 402-421-2611 or email tloken@artfxscreenprinting.com to process any returns.

Helpful Hints

The Quoting Tool is a great place to start as it allows you to submit your requested items directly to your ARTFX Sales Representative. The Quote Grid is free formed text allowing flexibility in submitting desired items. This tool allows you and ARTFX to communicate inside and outside the Punch-Out working towards an agreed upon Quote, at which time the Punch-Out will convert the Quote to an Order and shifts the purchase over to eShop. Quotes can be initiated by you or ARTFX which is a benefit if you are not as familiar with the Punch-out, the products or the process for purchasing customized apparel.

Contact Theresa Loken at 402-421-2611 if you have questions.