

## Punch-Out Supplier Ordering Guide

**Note:** A new window will open when you punchout to this supplier. You will still be able to bring the cart back to eSHOP. To cancel your session, close the Hon window and then select "Cancel Punchout" on the original window.

### Searching / Ordering / Checkout Procedure

1. Click the **Search** link at the top of the page to search for an item, or use the categories listed under the HON logo to browse available items.
2. Select options for the item, if applicable (i.e.color).
3. Enter the quantity in the **Quantity** field and click **Add to Cart**.
4. You will see a confirmation that the item has been added to your cart.
5. If you need to add other items, continue searching and adding items to your cart.
6. When you are ready to return your items to your eSHOP cart, click **Shopping Cart: 1 items** in the upper right hand side of the screen.
7. Review your cart contents and make any necessary changes. Click **Proceed to Checkout**.
8. Your item(s) have been added to the active cart in eSHOP.

### Retrieving a Quote

If your quote is acceptable and you are ready to move forward with the order, let your sales rep know and provide the name of the eSHOP Requestor that will retrieve the quote. The sales rep will load the quote into the HON punch-out.

*\*If this is your first quote see the Helpful Hints area\*\**

1. Click **View Quotes** in the upper right hand corner.
2. Click on the quote number to view details of the quote.
3. Click **Add Quote to Cart** to begin the checkout process.
4. Click **Proceed to Checkout**

### Creating / Accessing Favorites

- You cannot create Favorites in the Hon punch-out site.

### Shipping Charges

- Quotes will always have shipping cost details included. Standard cart items will have delivery cost incorporated.

### Order / Shipping Confirmation

- Will I receive a confirmation that my order has been received? *Yes, Hon will confirm receipt of order for placement.*
- Will I receive a confirmation that my order has been shipped? *All Makes will contact the department directly to schedule delivery/installation of ordered products. Typical lead times for furniture can be 6-8 weeks from order placement.*

### Viewing Previous Orders / Order Status

1. Click **My Account** at the top of the page and **Order History** on the left. **\*\*\*ALL orders for the University will be visible.**
2. Click on **View this Order** for more details.

### Cancelling an Order

- Orders for furniture CANNOT be cancelled once a PO has been sent to the supplier.

## Returns

- Orders for furniture CANNOT be returned. If there is an issue with your order please contact your campus Procurement Services office.

## Helpful Hints

1. Profile settings, such as addresses and passwords are not configurable within the punchout. Please disregard this link.
2. First Time Quotes: All Makes will upload a quote in the eSHOP HON punch-out and it will be available only to the named requestor. If your requestor has not visited the HON punch-out before, please take a moment and punch-out to the site. This will allow All Makes to add the quote to this person's profile.

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