
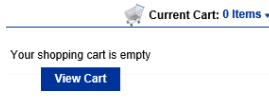


Punch-Out Supplier Ordering Guide

Searching / Ordering / Checkout Procedure

1. Use the **Search** field to enter a keyword(s) to find an item, or to enter the item number if you know what it is. Or, use the Products menu across the top of the page to browse available items. Selections through the product page will display University contract pricing. When using the 'Search' feature, it is necessary to click on the picture of the item displayed to view University pricing.
 2. To add an item to the shopping cart: from the Item page, click . You will be then taken to the shopping cart, with a quick order part entry at the top of the screen.
 3. If you need to add other items, select continue searching and adding items to your cart, or use the quick order option from the top of the shopping cart page to add items by part number.
 4. When you are ready to return your items to your eSHOP cart, you have two options:
 - **View Shopping Cart** – Hover over the current cart area at the top of the page and click on the blue “View Cart” Button
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- **Check Out** – On the shopping cart page click the “Punch Out” button located below the shopping cart list.
 5. Your item(s) have been added to the active cart in eSHOP. You can change the quantity and remove the items in your cart within eSHOP.
 - If you need to modify your eSHOP cart aside from quantities or remove items, you will need to restart the process. KJLC does not support taking an eSHOP cart back to www.lesker.com.
 6. To obtain prices on catalog items where no pricing is displayed contact one of the following:

Kasey McIntyre, Account Development
412-387-9103 | kaseym@lesker.com

Russ DMAio, Reginal Sales Manager
412-926-4352 | russd@lesker.com

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** – Yes
3. **Information in “Ship via” field** – Yes
4. **Delivery Date** – Yes

➤ NOTE: Any orders emailed to sales@lesker.com will not have electronic transmission directly into the Kurt J. Lesker Company system. All above information will need to be contained in the Purchase Order or emailed along with the Purchase Order.

Shipping Charges

1. Free shipping? – **Yes (Free Ground Shipping on eSHOP Items)**
2. Expedited shipping may be requested but at the expense of the University.

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 order is shipped standard UPS method)**

Cancelling an Order

1. Call Kurt J. Lesker Company Customer Service at 800-245-1656.

OR

2. Email Sales@lesker.com
3. Reference your confirmed order number (begins with CSR).

Returns

1. Call Kurt J. Lesker Company Customer Service at 800-245-1656.

OR

2. Email Sales@lesker.com
3. Reference your confirmed order number (begins with CSR).

Helpful Hints

If you are using one of our product builders or looking for a part that is a P.O.R (Price on Request) item, please contact KJLC for a quote and you can manually add the item to your e-Shop as a custom item.

For eSHOP issues related to Kurt J. Lesker Company please contact:

Rich West
Global Business Intelligence Manager
412-387-9027
richw@lesker.com