








Hosted Vendor Ordering Guide



Searching / Ordering / Checkout Procedure

1. Click the Patterson icon and enter a search term or part number in the Search box. Click  .
2. From the results page, enter the quantity in the quantity field and click  .
3. If you need to add other items, continue to add them to your cart.
4. When you are ready to return your items to your eSHOP cart, click  **2013-01-03 LBROWN 01 | 10 item(s), 46.55 USD** at the top of the page or click **5 item(s) added, view cart** after you add an item to your carts in your cart. You can then review the items and make any necessary changes.
5. Follow your normal process for submitting an order and click  or  from your cart.

Retrieving a Quote

1. When you are checking your cart out in eSHOP, be sure to enter the quote number in the Quote Number field by following the steps below:
 - Click **Proceed to Checkout**.
 - Click the **Requisition** tab and the **Summary** tab.
 - Click the button in the **General** section.
 - Enter the quote number in the **Quote Number** field and click **Save**.

Creating / Accessing Favorites

1. When viewing an item, click **add favorite** . You can choose to add the items to an existing Favorites folder or create a new one.
2. Click the **favorites** tab at the top of the page at any time to access your favorite folders. From here you can create new folders and manage existing folders and items.

Additional Information Sent

Suppliers vary in their ability to accept certain information that is sent electronically from eSHOP. 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

Shipping Charges

1. Free shipping? – **Yes**
- *Orders for Hazmat orders that include chemicals do charge shipping.**

Order / Shipping Confirmation

1. Will I receive a confirmation that my order has been received? **No**
2. Will I receive a confirmation that my order has been shipped? **No**

Viewing Previous Orders / Order Status

1. Call **(402) 734-6655 Ask for customer service**. Tom or Tracey can assist you with any questions about your orders.

Cancelling an Order

1. Call **(402)734-6655 Ask for customer service**. Tom or Tracey can assist you with any questions about your orders.

Returns

1. Call **(402)734-6655 Ask for customer service**. Tom or Tracey can assist you with any questions about your orders.

Helpful Hints