
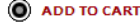



Punch-Out Vendor Ordering Guide

Browser Note: SBI does not support Safari. Please use Firefox or Internet Explorer.

Searching / Ordering / Checkout Procedure

1. Once you have punched out to Sheppard's, select your campus location. You can choose to set the choice as your default selection. Click on .
2. Use the list on the left to search for product. To perform a detailed search, click on [Search](#) on the tab menu.
3. If you need to open a new cart while at the punch out site, click on [Choose Another Cart](#) and choose New Cart.
4. After locating the desired product, click on . Add all items to the cart, then click on .
5. From the cart view, you are able to review, clear, delete, or rename your cart. Click on [RETURN TO SHOPPING](#) to add more items or click on [SUBMIT CART](#) to return items to the eSHOP Shopping Cart.

Retrieving a Quote

1. From the Sheppard's Shop page, click on [Quotes Awaiting Approval](#). Enter the search criteria to view quotes awaiting approval.
2. If you do not find your quote, call your SBI contact to request it moved to eSHOP.

Creating / Accessing Favorites

1. You cannot create favorites in the punch-out site.

Shipping Charges

1. Free shipping? – No

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. From the Quotes Awaiting Approval page, click on [Order Status](#). Enter the search criteria to view order status.

Cancelling an Order

1. To cancel an order, call SBI contact. See below for contact name and information.
2. Fill out and submit a Change Order Request form in eSHOP.

Returns

1. To make a return, call SBI contact (see below for contact name and information). For services, project support, and additional needs contact:

Kearney

Amy Kuchera
308.237.7913 x1131
akuchera@eakes.com

Lincoln

Carolyn Behrens-Nuismer
402.447.0077
cbehrens@sbi-omaha.com

Omaha

Pam Chedester
402.393.6068
pchedester@sbi-omaha.com

Med Center

Mike Felker
402.393.6088
mfelker@sbi-omaha.com