






Punch-Out Supplier Ordering Guide

Note: Eakes Office Solutions is one of two local Steelcase dealers. Depending on your campus, you will either be punched-out to Eakes Office Solutions (UNL & UNK) or Sheppard's Business Interiors (UNO & UNMC).

Searching / Ordering / Checkout Procedure

1. Choose your campus location from the drop-down list and click  **GO SHOPPING**.
2. Click the **Search** link at the top of the page to search for an item, or use the categories down the left side of the page to browse available items.
3. Select options for the item, if applicable (i.e.color).
4. From the Item Description page, enter the quantity in the **Quantity** field and click  **ADD TO CART**.
5. You will see a confirmation that the item has been added to your cart.
6. If you need to add other items, continue searching and adding items to your cart.
7. When you are ready to return your items to your eSHOP cart, click  **Go To Cart** in the upper left hand side of the screen.
8. Review your cart contents and make any necessary changes. Click  **SUBMIT CART**.
9. Your item(s) have been added to the active cart in eSHOP. You can remove items from your cart within eSHOP, but you will have to remove all items. So, if you want to add items or change the quantity, you need to delete the item and return to the punchout catalog.

Retrieving a Quote

1. Click **Quotes Awaiting Approval** on the left side of the page.
2. Enter an email address or quote number, a date range and a dealer and click  **Search**. Only ONE field is necessary for results.
3. Click on the quote number to view more information.

Creating / Accessing Favorites

- You cannot create Favorites in the Steelcase (Eakes Office Solutions) 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, Eakes will confirm receipt of order for placement.*
- Will I receive a confirmation that my order has been shipped? *Eakes 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 **Your Account** at the top of the page and **All Baskets** on the left.
2. Click on the **Basket Name** to view 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.