






# Punch-Out Vendor Ordering Guide

**\*NOTE: AmSan has changed its name to SupplyWorks as of March 30, 2015\***

## Account Numbers

UNL: 497157 • UNK: 497156 • UNO: 501714 • UNMC: 497142


## Searching / Ordering / Checkout Procedure

1. Use the **Search** field to enter a keyword(s) to find an item, or to enter the part number if you know what it is. Or, click the Search All Categories button at the top of the page to browse available items.
  - If you know your item numbers, you can use the **Quick Add/Quick Quote** area on the left side of the page, or go to **Shopping > Bulk Quick Add** if you have a large amount of part numbers. Enter the Part Number and Quantity for each item and click  when you are finished.
2. From the Item Description 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 **My Cart**  at the top of the page at any time which will display the items in your cart. If you have a promotional code, enter it in the **Do you have a promotional code?** box and click . You can then review the items, make any necessary changes and click  from your cart.
5. Your item(s) have been added to the active cart in eSHOP. If you want to delete items or change the quantity, you will need to delete your cart in eSHOP and return to the SupplyWorks punch-out site and start over. If you want to add additional items, you will need to return to the SupplyWorks punch-out site and bring additional items in that way.

## Retrieving a Quote

1. You cannot retrieve a quote on the SupplyWorks punch-out site. If you have a quote, you must fill out a Non-Catalog Order form and attach the quote there.
2. 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 . You can choose to add the items to an existing Favorites List or create a new one.
2. Click **Shopping > Favorites List** at the top of the page at any time to access the **Favorites List Management** page. From here you can create new lists and manage existing lists.

## 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** – No
2. **External Attachments** – No
3. **Information in “Ship via” field** – No
4. **Delivery Date** – No

## Shipping Charges

1. Free shipping? – **No**

## 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? **No**

## Viewing Previous Orders / Order Status

1. **Click Shopping > Track my order.** Recent orders for the University are displayed by **Recent Truck Orders** or **Recent UPS Orders**. To see a specific order, enter your order number in the appropriate box.
2. Click the **Order No/Details** link to view the order details.

## Item Substitutions

*Please note:* if items cannot be ordered for any reason, SupplyWorks will NOT provide substitute items as replacements on the order. User must contact SupplyWorks directly and grant approval for substitute items to be shipped in place of ordered items that cannot be supplied.

## Cancelling an Order

1. Contact SupplyWorks Customer Service at 1-888-820-6515.

## Returns

1. Contact SupplyWorks Customer Service at 1-888-820-6515.

## Contact

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