




Punch-Out Vendor Ordering Guide



Account: **(University of Nebraska)**

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. You can also use the tabs across the top to browse the Products Categories.
2. From the Item Description page, enter the quantity in the quantity field and click  .
3. You have now added that item to your cart and you can search for your next item.
4. When you are ready to return your items to your eSHOP cart, click word **CART** in the  button the top right of the page which will display the items in your cart. You can then review the items and make any necessary change to the items by editing the quantity.
5. When you are finished shopping, review your shopping cart summary and  .
6. Your item(s) have been added to the active cart in eSHOP. You can remove the item(s) in your cart within eSHOP, but if you want to add items, you will need to punch-out to the Water's supplier site again.

Additional Information

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.

- **External Notes** – Yes
- **External Attachments** – Yes
- **Information in "Ship via" field** – Yes
- **Delivery Date** – No

Delivery Methods

1. Shipping & Delivery Methods - Standard incoterms are FSP Prepaid & Added, shipped via FedEx Ground. We will make a reasonable attempt to accommodate other shipping methods as requested in the Purchase Order.
2. Shipping charges are not available in the catalog, but will be added to your order if applicable.

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**

Cancelling an Order

To cancel an order prior to shipping call Waters Customer Service Department at 1-800-252-4752.

Returns

Waters may authorize Product returns in appropriate circumstances and may charge a restocking charge. Prior authorization is required for returns. Call 800-252-4752. No returns will be authorized after one hundred twenty (120) days following shipment.