

University of Nebraska's Bio-Rad Account Number: 013661000

Searching / Ordering / Checkout Procedure

1. Use the **Search** field to enter a keyword(s) to find an item, or use the categories across the top of the page to browse available items.
2. From the Item Description page, enter the quantity in the **Quantity** field and click **Add to Cart**.
3. If you need to add other items, continue searching and adding items to your cart.
4. When you are ready to return your items to your eSHOP cart, click the **Cart: 1 item** link at the top of the page to view your shopping cart.
5. Click **Check Out**.
6. Click **Transfer to Procurement System** to confirm your check out.
7. Your item(s) have been added to the active cart in eSHOP. You can change the quantity and remove the items in your cart within eSHOP, but if you want to add items, you need to click the **Modify Items** link to take your cart back into Bio Rad, view your cart and make the necessary additions/changes there.

Creating / Retrieving a Quote or Promo Code

1. To request a quote, click the **Quote Request** tab.
 - **If you only have a few items** - Enter the item number(s) you wish to include on the quote in the **Quick Add** section and click **Add**. Once you are finished adding items, fill out the contact information in the lower section of the page and choose either **Get Quick Quote** to get an immediate response with a quote number, or **Get Quote** to be contacted by a Bio-Rad sales representative.
 - **If you have many items (up to 650)** -, click the link to download the **Quick Order Template** under the **Upload Items to Cart** section. Complete the spreadsheet and save it. Click the **Browse** button to select your spreadsheet and **Upload** to upload it. Fill out the contact information in the lower section of the page and choose either **Get Quick Quote** to get an immediate response with a quote number, or **Get Quote** to be contacted by a Bio-Rad sales representative.
2. To retrieve a quote, click on the **Cart** link in the upper right corner of the home screen. Enter quote number in the **Quote to Cart** section on the **Shopping Cart** tab. Click **Add to Cart**. To use a promotional code, click on the **Cart** link in the upper right corner of the home screen. Enter the promo number in the **Promotional Code** section on the **Shopping Cart** tab. Click **Apply**.
3. 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 **edit** 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 to Hot List**.
2. Click the **Hot List** link in the **Hot List** area at the bottom on the Home page to access your hot list.



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** – Yes
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 **My Bio-Rad**. The **Order Tracking** section will show your previous orders.

Cancelling an Order

1. You will need to contact Bio-Rad to cancel an order. Their contact information can be found on the first page of their punch-out site.
2. Fill out and submit a Change Order Request form in eSHOP.

Returns

1. You will need to contact Bio-Rad to return your order. Their contact information can be found on the first page of their punch-out site.

Note: If you need to place an order with the Diagnostics/Clinical division of Bio-Rad your product will need to be entered on a Non-Catalog order form and fax to 1-800-883-1887. In order to change the fax number you will need to have someone in the Procurement Services office make the change for you.

Helpful Hints

1. Bio-Rad does not support Purchase Orders that contain both Catalog and Non-Catalog items. Therefore if you are creating a requisition with both catalog and non-catalog items eSHOP will automatically separate them into 2 different POs. To avoid this you can either follow the instructions above to create a quote or create all items on the Non-Catalog Order Form.