









Level 2 Punch-Out Vendor Ordering Guide

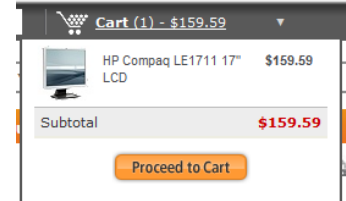


University of Nebraska's CDW-G Account Number: 11756403



Searching / Ordering / Checkout Procedure

*****If you will need IT involvement for anything, please contact them to have them create your cart for you.*****


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. 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 **Qty** field and click .
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, start by viewing your shopping cart. Click  at the top of the page at any time to go to your cart, or click the arrow to the right  to view the items in your cart. If you want to go to your cart from here, click .
5. Click the drop-down for the price to see available prices from other contracts you may be eligible for.
6. Click .
7. Click .
8. 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 link to take your cart back into CDW-G, view your cart and make the necessary additions/changes there.



Retrieving a Quote

1. Enter your quote number in the **Find my Quote** field and click . If you don't know the quote number, choose **Review Quotes** from the **Quick Links** drop-down.
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  **Add to Personal Favorites**. You then have the option to continue shopping or go to your personal favorites.
2. Click on **Quick Links > See My Favorites** at the top of the page at any time to access your Personal Favorites. If you want to remove an item, click the **Edit Personal Favorites** link.

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? – **Yes** The only time freight will be charged is if you need to expedite an order. In that event, notify CDW-G once the order has been placed and then also notify your campus Procurement office. They will amend the freight and then send CDW-G an order confirmation including the freight charge.

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? **Yes**

Viewing Previous Orders / Order Status

1. Enter your Purchase Order number in the Find my Order field and click  .
2. The details of the Purchase Order are displayed.

Cancelling an Order

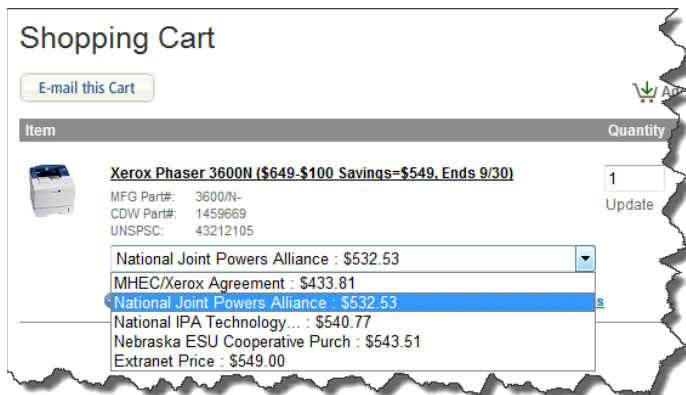
1. You will need to contact your Account Manager, who can be found at the bottom of the home page under the **Need Assistance?** section. The University of Nebraska's CDW-G account number is **11756403**.
2. Fill out and submit a Change Order Request form in eSHOP.

Returns

1. You will need to contact your Account Manager, who can be found at the bottom of the home page under the **Need Assistance?** section. The University of Nebraska's CDW-G account number is **11756403**.
 - CDW's return policy: http://webobjects.cdw.com/webobjects/docs/PDFs/Return_Policy.pdf

Helpful Hints & Tips

1. When searching for an item on the CDW-G punch-out site, you will see one price. However, after adding an item to your shopping cart on the CDW-G punch-out site, you might have a drop-down list of other contracted prices available for that item. Only certain items qualify for contracted prices, and the discounts vary, but in some cases, you can save up to 20% more than the original price.



2. Contact Information

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