

University of Nebraska's Crescent Electric Account Number: 124214

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. Or, click **SHOP NOW!** to browse available categories.
2. From the search results page, enter the quantity in the **Qty** 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  at the top of the page.
5. Make any necessary changes and click **TRANSFER ORDER**.
6. Your item(s) have been added to the active cart in eSHOP. You can remove items in your cart within eSHOP, but you must remove all items in the cart. If you want to change the quantity or add items, you need to delete the item and start over, or go back into the Crescent punch-out side to bring additional items in.

Receiving a Quote

Consult with your Crescent Electric representative for quotations on products. To retrieve quotes, see the "Retrieving a Quote" section below.

Shopping Lists

There are two types of shopping lists: pre-populated based on previous purchases for departments, and custom. Customized shopping lists are editable, while pre-populated are not. To view shopping lists, click on **SHOPPING LISTS** link at the top of the page.

Creating a Custom Shopping List

1. Search and find a product of interest
2. Click **+Add to Shopping List** link of the product record
3. Choose **Create New List**: in the popup, and type a name for your new customer list
4. Click **ADD TO LIST**

Editing Custom Shopping Lists

1. Click **SHOPPING LISTS** at the top of page.
2. Select the custom list from the Shopping List Quick Select drop-down box.
 - a. Rename the list by clicking on **Rename List**.
 - b. Delete the list by clicking on **Delete List**.
3. Change a default quantity for an item by modifying the quantity value and clicking on **Update Quantity**.
4. Removing the item from the list by clicking on **Remove Item**.

Creating / Accessing Favorites

1. You cannot create Favorites on Crescent's punch-out site.

Shipping Charges

1. Free shipping? – **Yes** except for expedited orders, or orders from non-standard or non-stock vendors that they do not deal with on a regular basis.

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. The Crescent Electric punch-out site does not have the capability for displaying order status at this time.

Retrieving a Quote

Quotes can be retrieved from the order history section of the [MY ACCOUNT](#) page

1. To retrieve a quote, click the [MY ACCOUNT](#) link at the top of the page
2. Change the Order Status drop-down to [Quote](#) and press [APPLY](#) to filter the quotes.
3. Once found, click the [View Quote](#) link to the right of the quote record in the list.
4. Review the quote details and click [ADD QUOTE TO CART](#) at the bottom of the quote.
5. A confirmation message will display about moving the items to the cart. Click [VIEW CART](#).
6. Click [TRANSFER ORDER](#) at the bottom of the shopping cart page.

Returns

1. You will need to contact Crescent Electric to return an order. Contact OnlineSupport@cesco.com or call 855-999-2372. The University of Nebraska's Crescent Electric account number is **124214**.