Punch-Out Vendor Ordering Guide

University of Nebraska’s Crescent Electric Account Number: 124214

Searching / Ordering / Checkout Procedure

Crescent Electric’s enhanced search feature enables type-ahead searching that offers matched product descriptors, suggested products, categories, and manufacturer names that match search terms.

1. Use the Search field to enter a keyword(s) to find an item, or to enter the item number if known.

2. Use the Show Filters option to review local branch inventory. Products can be delivered much quicker if the product is available at the local branch.

3. Adjust the quantity field if needed, and click **ADD TO CART**.

4. Search and add other items to the cart as needed.

5. To return items to the eSHOP cart, click **VIEW CART** at the top of the page on the right.

6. Make any necessary changes and click “TRANSFER ORDER” located near the bottom of the product list.

The item(s) have been added to the active cart in eSHOP. Items can be removed from the cart within eSHOP, but all items must be removed from the cart. If there is a change in quantity or additional items are needed, delete the items and start over; or go back to the Crescent punch-out to bring additional items in.

Updated 6/11/2018
Receiving a Quote

Consult the Crescent Electric representative for quotations on products that the local branch may not carry, or items that are not typically purchased with high-frequency. The account manager can find the product needed and generate a quote that can be retrieved immediately through CESCO.com punch-out.

Once the account manager has generated a quote and provided the number, it can be retrieved from MY ACCOUNT ▾.

1. Click MY ACCOUNT ▾ dropdown menu, then My Orders link. A list of quotes can be found in the Quotes section.

![Quotes screenshot]

2. For quotes that had been generated on a day prior to the current day, they will be shown on the list (they are transferred from our ERP system out to the website database during a nightly process). To filter the list or retrieve quotes created on the current day enter the quote number in the Search Keyword field in the filters section at the top of the list.

3. Review the quote details and click Transfer Quote button to bring the quote back into eSHOP.

![Quote Details screenshot]

Shopping Lists

Shipping lists are a great way to organize frequent product purchases, and they can be managed from MY LISTS ▾. Two types of shopping lists are available on CESCO.com: custom lists and auto-generated lists.

![Shopping Lists screenshot]
Custom lists allows frequently purchased items to be displayed to eliminate the need to search for them again. If the list gets lengthy, use search filtering to find specific items in the list.

Creating a Custom Shopping List

1. From within the product search results, click on the Add To My List button.
2. Add the item to an existing list or create a new list by supplying the name for the new list. Click the ADD TO LIST button.

Editing Custom Shopping Lists

1. Select the shopping list from the MY LISTS dropdown menu to edit.
2. Options to update the shopping list include email the list to an email address, rename the list, delete the list, remove items, adjust quantities, add the entire list to the cart, or add individual items and quantities to the cart, among other things to help manage the lists.
Shipping

Free shipping? – Yes, except for expedited orders where inventory is at the local branch district, or orders from non-standard or non-stock vendors that Crescent does not deal with on a regular basis.

An email confirmation will be sent if an email address is supplied in the contact information of the order. An email will be sent to confirm the order has been received and when the product(s) have shipped.

Viewing Previous Orders / Order Status

The status of orders can be found in the MY ACCOUNT dropdown under Open Orders.

![Open Orders screenshot]

The list of open orders (orders that have at least one item that has not shipped) displays the number of items shipped as well as the remaining items left to be delivered.

Click on an open order to show the current order status and the local branch phone number in case of questions regarding the order.

Returns

Contact Crescent Electric to return an order at the number located at top left of website. Call 1-855-999-2372

Contact OnlineSupport@cesco.com or call (855) 999-2372. The University of Nebraska’s Crescent Electric account number is 124214.