


## Level 2 Punch-Out Vendor Ordering Guide

University of Nebraska's VWR Account Number: 80230386

### Searching / Ordering / Checkout Procedure

1. Use the **Search** field to enter a keyword(s) to find an item, or to enter the part number if you know what it is. Or, use the categories across the top of the page to browse available items.
  - If you have a large amount of items that you know that item numbers for, click the Order Entry link in the upper right corner of the page. Enter the Part Number, Unit and Quantity for each item and click  when you are finished.
2. From the Item Description page, enter the quantity in the **Quantity** field and click .
3. If you need to add other items, continue to add them to your cart.
4. When you are ready to return your items to your eSHOP cart, either click  after adding an item to your VWR cart, or click  at the top of the page at any time which will display the items in your cart. You can then review the items, make any necessary changes and click  from your cart.
5. 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 make additional changes, you will need to return to the VWR punch-out site and bring additional items in that way.

### Retrieving a Quote

1. Click the My Account drop-down and choose My Quotes.
2. Enter the Quote Number and click Submit.
3. Click .
4. 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**.

NOTE: If you need a new quote for items, contact Ian Cawley at [ian\\_cawley@vwr.com](mailto:ian_cawley@vwr.com).

### Creating / Accessing Shopping Lists

1. When viewing an item, add a Quantity and choose to add the item to an existing Shopping List, or enter a name for a new list.
2. Click .
3. Click **My Account** and choose **Shopping Lists** at any time to access the shopping lists you have created. You can also manage your lists from this location.

### Shipping Charges

1. Free shipping? – **Yes**, except for orders for products labeled as "Market Source," which are 3rd party, non-discounted items.

### 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. Click the **My Account** drop-down and choose **Order Status**.
2. Enter your PO or Order number in the **Search** box.
3. Click the "**View Details**" link to view order status.

## Cancelling an Order

1. Contact VWR International Customer Service at 800-932-5000. The University of Nebraska's VWR account number is **80230386**.
2. Fill out and submit a Change Order Request Form in eSHOP.

## Returns

1. Contact VWR International Customer Service at 800-932-5000. The University of Nebraska's VWR account number is **80230386**.