

# Punch-Out Vendor BO the virtual catalog will

/ Ordering / Checkout Procedure

left side of the webpage, the **BOK** button . After clicking the **BOK** button,

product page, enter a quantity and click on . Beneath the ADD to CART button

your shopping cart, you have the choice to

on the site, you can click the shopping cart button to get to the

the

items to your shopping cart if you already know the MSC part numbers. Below the Search  
additions/changes there.

is the . After you are done entering the MSC part number, enter the

er Items are now added to the shopping cart, and you can access  
1. Contact the Omaha branch at (402) 331-5540 or (800) 223-8195, or send a quote request via email to [branchomh@mscdirect.com](mailto:branchomh@mscdirect.com). We also  
have a national customer service department at (800) 777-2200, [pubusector@mscdirect.com](mailto:pubusector@mscdirect.com). Tell them the items that you wish to get a  
quote on the University of Nebraska  
the Quote you requested.

Before you hit SECURE CHECKOUT, you can modify the products by line items under the  
From this screen you can also SAVE CART for later, ADD to LIST,  
You can add the entire Quote to your Shopping Cart by clicking a checkmark on the right side of the  
review the items on the (v) 33 (e) 5 (t) (i) 10 6 ((v) 7 (t) 13 395 (v) 52862 (p) 2 (e) 1 (ie) 5) 2.3ett #



1. Use the process above to view the order and click on the **Order Number**.