HELPFUL HINTS

University of Nebraska-Lincoln Ferguson Account No: 250712
University of Nebraska-Omaha Ferguson Account No: 250715
University of Nebraska-Kearney Account No: 250718
University of Nebraska Med Center Account No: 250714

If you order by item # be sure that if the punch-out site tells you a product is no longer available that you remove it from your cart. If you do not remove items from your cart, processing of the order will be delayed by at least 2 business days. If you did not remove it from your cart in Ferguson's punch-out, you can also remove it in Ariba. These items will have no product description (the description will look like this: null). Click the Remove button next to this description to avoid delays.

If you need to add other items, continue searching and adding items to yo[redacted]

6. You can check availability, change qty, or remove the item(s).
7. When ready to checkout, hit "Transfer Cart" to send the items in your cart back to Ariba as a requisition. Once the order is approved and a PO is submitted to Ferguson, the order is processed.

R ETRIEVE QUOTES (SEE PUNCHOUT TUTORIAL)

1. Contact our sales team Facilities.supply@ferguson.com for quotes. Preferably, in the subject enter Central Quotes/Customer name/Account# ex.(Central Quotes/Univ of NE Lincoln/250712).
2. A system generated quote will be sent informing you a Draft Cart/Quote has been created and is ready to view on the Punch-Out site.
3. Navigate to the Punch-Out storefront and click the Quote button on the top navigation bar.
4. In the Quotes Center locate the draft cart you requested.
5. Click into this Draft Cart and review the items you requested. You can now simply click "Order Now" to proceed with these items to checkout.

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Welcome to the New and Improved PunchOut Solution

Navigate PunchOut

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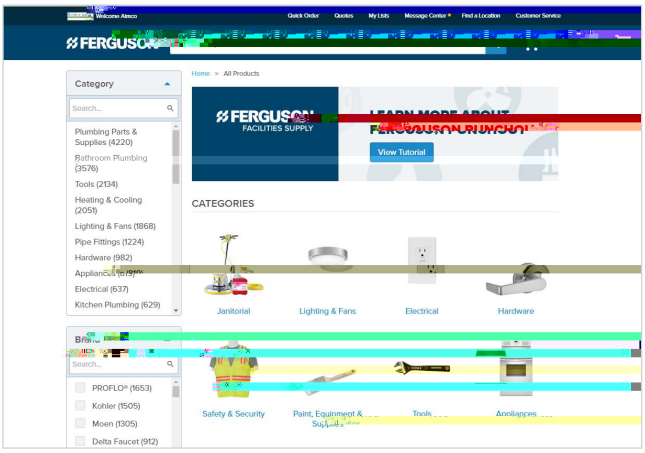

Benefits include:

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Category Landing Page

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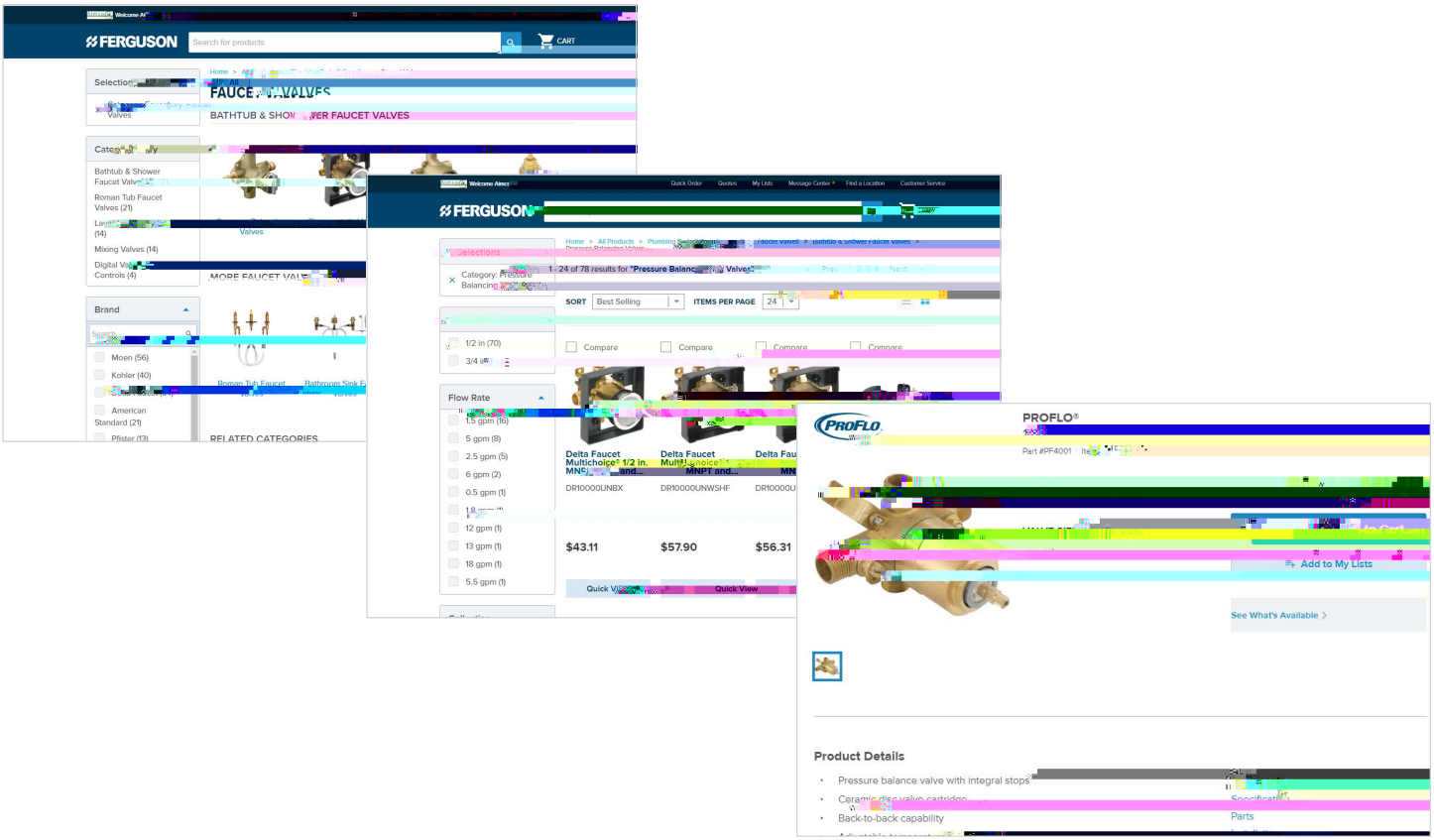
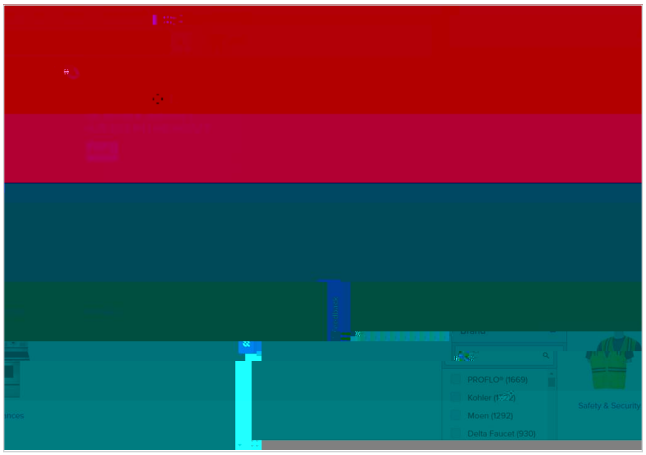


New and Improved PunchOut Solution cont.

Quick Order



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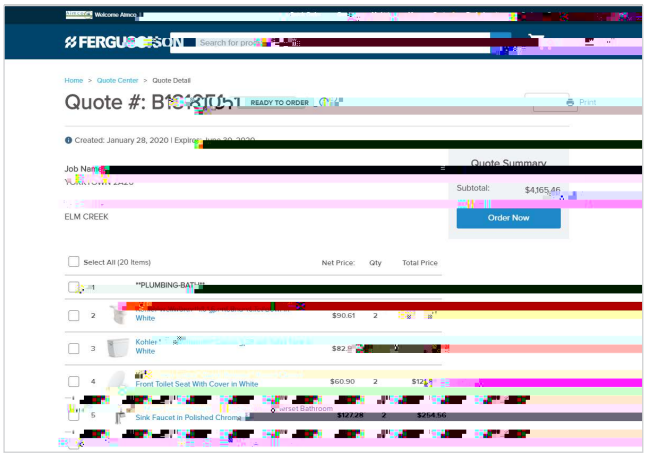
My Lists

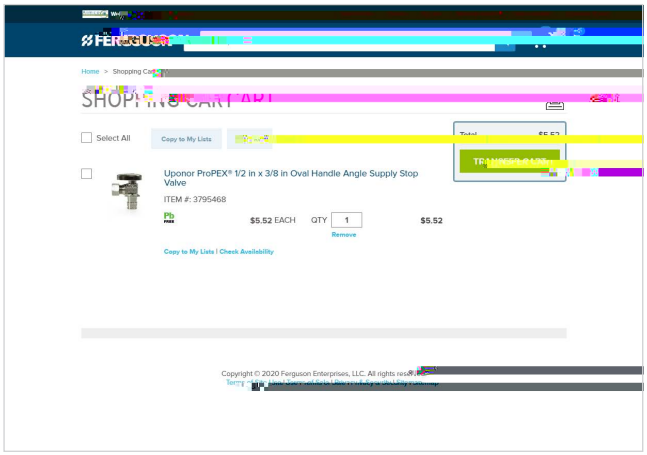
New and Improved PunchOut Solution cont.

Quote Center and Quotes .



PO .

Transfer Cart



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Adding Products to Your Product Catalog

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