

[HELPFUL HINTS](#)

University of Nebraska's Graybar Account No: 602825

For afterhours service contact Josh Hankins at 402-214-0462. The following information is needed to process the order after hours:

- Facility/Department Name
- Employee Name/Identification
- PO number
- If you do not have the above information you will need a P-Card to purchase the material.
- No material will be released without a purchase order or P-Card.

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ADDITIONAL INFORMATION SENT

Suppliers vary in their ability to accept certain information sent electronically from eSHOP. Data entered when creating the Purchase Requisition in eSHOP may not always be accepted by the supplier when they receive the order electronically.

- External Notes: No
- External Attachments: No
- Information in “Ship via” field: No
- Delivery Date: No

SHIPPING CHARGES

1. Material will be delivered prepaid to all campuses.
2. Delivery schedule is based on orders of contract listed items and any items stocked locally at a Graybar warehouse.
3. Orders placed before noon will be delivered either same day or prior to 4:00 PM the following day.

ORDER / SHIPPING CONFIRMATION

Will I receive a confirmation that my order has been received? Yes
Will I receive a confirmation that my order has been shipped? No

VIEWING PREVIOUS ORDERS / ORDER STATUS

1. From _____ choose Order History and select the date range to _____ orders for display.
2. To Select a specific order enter either your purchase order number, Release Number, Additional Order Number, Graybar Sales Order Number, or Graybar Invoice Number and click on the Search button.
3. Click on the Order Number to view more details.

CANCELLING AN ORDER

Call 402-325-2400 to cancel an order.

RETURNS
