Punch-Out Vendor Ordering Guide

University of Nebraska's Anixter Account No: 225362

Searching / Ordering / Checkout Procedure

1. If you know the Anixter part # or Manufacturer part # enter them into the search bar at the top of the landing page.
2. *Once you have found your item, enter the quantity (be sure to take note of the unit of measure: feet, pound, each)*
3. Click **Add To Cart.**
4. A window will pop up: View Cart & Checkout. It will disappear in few seconds.
5. When you are ready to check out select Proceed to cart or click the shopping cart button to review your cart.
6. Click the Checkout button. Another page will open.
7. Click the Submit Requisition button to complete the SAP Ariba requisition process.

Retrieve Quotes in the Punch-out

1. Contact your dedicated sales representative for item(s) quote. See bottom of this guide.
2. Anixter will load a saved list in the Punch-Out Catalog with your quoted items and pricing. You will be notified when the list is available.
3. Navigate to the punch-out catalog name on the right top corner, click drop down arrow and click **Lists**.
4. Locate the list and begin adding items from your list into the cart.
5. After adding items to the list continue to shop or checkout.

Creating / Accessing Favorites

1. When viewing an item, click **Add to List**. You will be prompted to name your list for future reference or add additional items to a list you have already created.
2. Click drop down arrow at the top right corner of the page, and then **Lists** at any time to access the saved lists you have created.

Delivery / Rush Orders

1. Punch-out catalog orders should arrive within 2 business days of receipt of the PO. If a purchase requires a rush shipment contact your dedicated sales representative for assistance. See bottom of this guide.
2. Anixter DOES NOT have a local warehouse for Will Call in Nebraska.
3. If you can't reach your sales representative in a timely manner please call 800-228-0062 to process your order. The following information is needed in order to rush the order.
   - Account No: 225362
   - PO number
   - Facility/Department Name

   NO MATERIAL WILL BE RELEASED WITH OUT A PO, FACILITY/DEPARTMENT NAME
   If a PO cannot be completed, a PCARD will be required with the Facility & department name.

Additional Information Sent

Suppliers vary in their ability to accept certain information that is sent electronically from SAP Ariba. So, even though you enter the data when you create the Purchase Requisition in SAP Ariba, it may not always be accepted by the supplier when they receive the order electronically.

External Notes – Yes
External Attachments – No
Information in "Ship via" field – Yes
Delivery Date – Yes

Shipping Charges

Free shipping – Yes

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? Yes

Viewing Previous Orders / Order Status

1. Click drop down arrow at the top right corner of the page, and then Orders**.** Account number is defaulted to the University of Nebraska Account number.
2. By default, a list of orders appears for current month/year for the University Account
3. Search by: choose from: PO Number, Anixter Sales Order Number, eOrder Number, Project Name/Number
4. Select a date range if other than the current month/year.
5. Single click on the Order Created date or PO # to view order details such as shipping address, shipping method, order status and tracking information.

Cancelling an Order

Orders are processed as soon as they are received. There is a very short timeframe to cancel. To cancel an order contact one of your sales representatives.

Returns

Contact your sales representatives to get a return authorization. Please have the pickup location and order number available.

Contact Us

1. For sales support, you may contact:

   Name: Bryan Rademacker
   Phone: 402-697-5702
   Email: bryan.rademacker@anixter.com

   Name: Shane Sweet
   Phone: 402-203-3431
   Email: shane.sweet@anixter.com