



PUNCHOUT CATALOG PROCEDURES

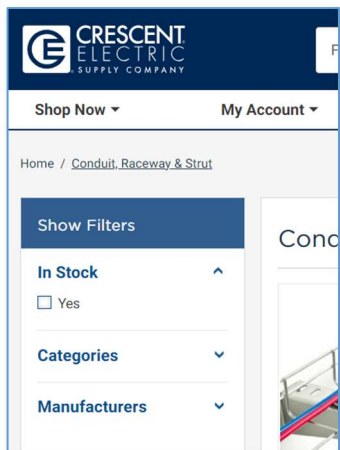
HELPFUL HINTS

University of Nebraska's Crescent Electric Account Number: 124214

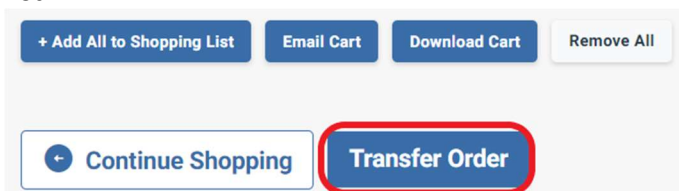
SEARCHING / ORDERING / CHECKOUT PROCEDURE

Crescent Electric's enhanced search feature enables type-ahead searching that offers matched product descriptors, suggested products, categories, and manufacturer names that match search terms.

1. Use the Search field to enter a keyword(s) to find an item, or to enter the item number if known.
2. Use the In Stock filter option to review local branch inventory on hand. Products can be delivered much quicker if the product is available at the local branch.



3. Adjust the quantity field if needed, and click **Add to cart**.
4. Search and add other items to the cart as needed.
5. To return items to the Ariba cart, click **View Cart** at the top of the page on the right.
6. Make any necessary changes and click "Transfer Order" located near the bottom of the product list.





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The item(s) have been added to the active cart in Ariba. Items can be removed from the cart within Ariba, but all items must be removed from the cart. If there is a change in quantity or additional items are needed, delete the items and start over; or go back to the Crescent punchout to bring additional items in.

RETRIEVE QUOTES

Consult the Crescent Electric representative for quotations on products that the local branch may not carry, or items that are not typically purchased with high frequency. The account manager can find the product needed and generate a quote that can be retrieved immediately through CESCO.com punchout.

Once the account manager has generated a quote and provided the number, it can be retrieved from **My Account** ▾ .

1. Click **My Account** ▾ dropdown menu, then **My Orders** link. A list of quotes can be found in the Quotes section.

 The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar has a 'My Account' header and a 'My Orders' section with links for 'All Orders', 'Open Orders', 'Closed Orders', and 'Quotes'. The main content area is titled 'Quotes' and contains a search filter section with a 'Search Keyword' field, a 'Limit results to:' dropdown set to 'ALL', and a 'Date Range:' field. There are 'Clear Filters' and 'Apply Filters' buttons, and links for 'Export to .CSV' and 'Print to PDF'. At the bottom, there is a 'Display:' section with radio buttons for 'Order View' (selected) and 'Line Item View'.

2. For quotes generated on a day prior to the current day, they will be shown on the list (they are transferred from Crescent Electric's ERP system to the website database during a nightly process). To retrieve quotes created on the current day, enter the quote number in the Search Keyword field in the filters section at the top of the list.
3. Review the quote details and click Transfer Quote button to bring the quote back into Ariba.

 The screenshot shows a 'Quote Details' section with two buttons at the top: 'Print' and 'Send Email'. Below these are two columns of text. The left column contains: 'Quote Number: S123456789', 'Quote Date: 05/28/24', and 'PO Number: PO 12345'. The right column contains: 'Bill To: PO BOX 12345 OMAHA, NE 68007', 'Job Number: 405774', and 'Job Account: UNIV OF NE - OMAHA (UNO)'. At the bottom center, there is a blue button labeled 'Transfer Quote'.



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SHOPPING LISTS

Shopping lists are a great way to organize frequent product purchases, and they can be managed from **My Lists** ▾. Two types of shopping lists are available on CESCO.com: custom lists and auto-generated lists. Custom lists allow frequently purchased items to be saved to eliminate the need to search for them again. If the list gets lengthy, use search filtering to find specific items in the list.

The screenshot shows the 'My Shopping List' interface. On the left, there is a sidebar with 'My Shopping Lists' and 'Auto-Populated Shopping Lists'. The main area displays a list titled 'Fan Contactors - Shopping List'. Below the title are options to 'Email List', 'Rename List', and 'Delete List', along with 'Upload Items' and 'Download List'. A search bar is present with a 'Search' button and 'Clear Filters' link. Below the search bar are buttons for 'Add Selected to Cart (0)' and 'Add List to Cart (8)'. A table shows the list items with columns: All, Quantity, Available, and Description. The first item is 'Schneider Electric / Square D 9999D10 Auxiliary Contact Kit' with a quantity of 3 and an available status of 0. The table also includes 'Remove Item' and 'Add to Cart' buttons for each item.

CREATING A CUSTOM SHOPPING LIST

1. From within the product search results, click on the **⊕ Add To My List** button.
2. Add the item to an existing list or create a new list by supplying the name for the new list. Click the **ADD TO LIST** button.

EDIT CUSTOM SHOPPING LISTS

1. Select the shopping list from the **My Lists** ▾ dropdown menu to edit.

The screenshot shows the 'My Lists' dropdown menu. It is divided into two columns: 'My Shopping Lists' and 'Auto-Populated Shopping Lists'. The 'My Shopping Lists' column contains three items: 'OUTDOOR LIGHT (2) Created: 11/03/2023', 'Fan Contactors (8) Created: 10/28/2022', and '200 AMP Meter Socket (3) Created: 10/20/2022'. The 'Auto-Populated Shopping Lists' column contains two items: 'My Part Numbers' and 'Frequently Purchased'.



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- Options available for working with the shopping list include: email the list to an email address, rename the list, delete the list, upload items into the list, remove or adjust items, add the entire list to the cart, add individual items and quantities to the cart, among other things to help manage the lists.

OUTDOOR LIGHT - Shopping List

[Email List](#) | [Rename List](#) | [Delete List](#)
[Upload Items](#) | [Download List](#)

SHIPPING CHARGES

Free shipping: Yes, except for expedited orders where inventory is not at the local branch within the district, or orders from non-standard or non-stock vendors that Crescent does not deal with on a regular basis.

An email confirmation will be sent if an email address is supplied in the contact information of the order. An email will be sent to confirm the order has been received and when the product(s) have shipped.

VIEWING PREVIOUS ORDERS / ORDER STATUS

The status of orders can be found in **My Account** dropdown under **Open Orders**.

 The screenshot shows a user interface for viewing orders. On the left is a 'My Account' sidebar with a 'My Orders' section containing links for 'All Orders', 'Open Orders' (highlighted), 'Closed Orders', and 'Quotes'. The main area is titled 'Open Orders' and includes a search prompt: 'Know exactly what you're looking for? Jump right to it by using the filters below.' Below this are three filter fields: 'Search Keyword:' with an input box, 'Limit results to:' with a dropdown menu set to 'ALL', and 'Date Range:' with two input boxes. There are 'Clear Filters' and 'Apply Filters' buttons. At the bottom left, there are radio buttons for 'Display: Order View' (selected) and 'Line Item View'. On the bottom right, there are links for 'Export to .CSV' and 'Print to PDF'.

The list of open orders (orders that have at least one item that has not shipped) displays the number of items shipped as well as the remaining items left to be delivered.


Click on an open order to show the current order status and the local branch phone number in case of questions regarding the order.



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Shipment 1

Invoice No.:	S123456789.001	Ship From:	LINCOLN, NE
Phone Number:	999-999-9999	Ship Method:	OUR TRUCK
Order Status:	Ship When Available	Ship To:	UNIVERSITY OF NEBRASKA 942 N 22ND LINCOLN, NE 68503-2409
Ordered By:	KEARNEY USER	Special Shipping Instructions:	DELIVER TO LOADING DOCK
Written By:	CRESCENT		

All	Description	Price	Quantity	Total
<input type="checkbox"/>	 Brady M21-750-499 High Adhesion Label Cartridge; 0.750 Inch Width x 16 ft Height, Black/White Item #: 140508	\$xx.xx	2	\$xx.xx

RETURNS

Contact Crescent Electric to return an order at the email listed below, or the number located on the How Can We Help? page of the website: OnlineSupport@cesco.com or (855) 999-2372.

The University of Nebraska’s Crescent Electric account number is 124214.

TRANSMISSION METHOD

- PO Transmission Method: email via Ariba
- Invoice Transmission Method: Paper
- Credit Memo Transmission Method: Paper