
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 button next to this description to avoid delays.

Another option: if you are ordering by item number check the box that says Show Images, which will let you know right away if a product is unavailable. Simply remove the item number and quantity from the list of items.

SEARCHING / ORDERING / CHECKOUT PROCEDURE (SEE PUNCHOUT TUTORIAL GUIDE)

1. If you know the Master Product ID of the item(s) you wish to purchase you can enter them here and adjust the quantity to the number of item(s) you would like to purchase. Then simply click add to the cart.
2. Use the **Search** field at the top left of your page. You can search for items based on keywords, description, product category, vendor, Master Product ID or Alt Code. Then simply enter, or the "Find It" button to the right of the search bar.
3. From the Item Description page, enter the quantity in the **Qty** field.
4. When you are ready to return your items to your Ariba cart, you have two options:
 - **View cart** – to checkout OR
 - **Add to Cart**
5. If you need to add other items, continue searching and adding items to your cart.
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.

RETRIEVE 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.

CREATING / ACCESSING FAVORITES (SEE PUNCHOUT TUTORIAL)

1. When viewing an item, click add to list. You will then be prompted to name your list for future reference, or to add additional items to a list you have already created in the past.
2. Click Saved Lists link at the top of the page at any time to access the shopping lists you have created.

EMERGENCY/WILL CALL ORDERS

1. If you have a non Ariba PO or an emergency PO where you need to pick up items, contact Kevin Griffith at (402) 378-5095. He will direct you to the closest branch and assist in processing the order.
2. If you cannot reach Kevin in a timely manner, visit your closest branch and work with a Ferguson counter associate to process your order. To expedite, please have your acct# ready. Our local branches with different account numbers.
3. UNL acct 112299, UNO, 90548, UNMC 90567, UNK 95518/
4. The following information is needed in order to process the order.
 - Facility/Department Name
 - PO numberIf you do not have the above information you will need a PCARD to purchase the material.

No material will be released without a PO, Facility/Department name or a PPCARD.

ADDITIONAL INFORMATION SENT

Suppliers vary in their ability to accept certain information sent electronically from Ariba. Data entered when creating the Purchase Requisition in Ariba 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, for stock material. Special order/ non-stock items might have a shipping or freight charges, but this will be known before ordering.

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. Under **My Orders**, click on **Order Tracking** or click the **Click Here to check purchase order status** link in the Bulletin Board area.

2. By default, it shows all orders for the University. You can use the additional fields, such as the PO Number, at the top of the screen to narrow the search results or to find orders that are outside that date range.
3. Click on the **Order Number** to view more details.

CANCELLING AN ORDER

1. Use the process above to view the order and click on the Order Number.
2. If the status is "In Process", you should see an option to "Cancel Order". **WARNING:** Clicking this link will immediately cancel the order without asking you to verify.
3. If the order has progressed too far, you will not have the Cancel Order option. In that case, you need to contact our Sales Center @ 888-334-0004 option 1. Please have the order number ready to see if they can cancel the order.

RETURNS

1. Email our Sales Center facilities.supply@ferguson.com. In the subject (Central Returns/ Customer name/ Account#) In the body of the email reference the order#, product and qty. Please let them know where to pickup.

SUPPLIER CONTACT INFORMATION

For sales support, contact:

Kevin Griffith

Kevin.griffith@ferguson.com

(402) 378-5095

Kyle Seck

Kyle.seck@ferguson.com

(913) 202-3489

For Technical Assistance, please email Technology.Solutions@ferguson.com, or call 888-222-1785.

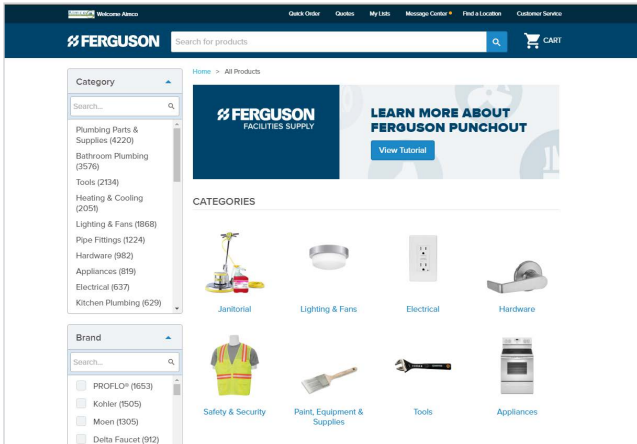
TRANSMISSION METHOD

- PO Transmission Method: Electronic
- Invoice Transmission Method: Electronic
 - Credit memos and emergency orders will likely be sent to invoices@nebraska.edu.

Welcome to the New and Improved PunchOut Solution

Navigate PunchOut

The new and improved PunchOut lets you access a customized web product catalog from your purchasing software – shop, create a cart and order through your purchasing system.

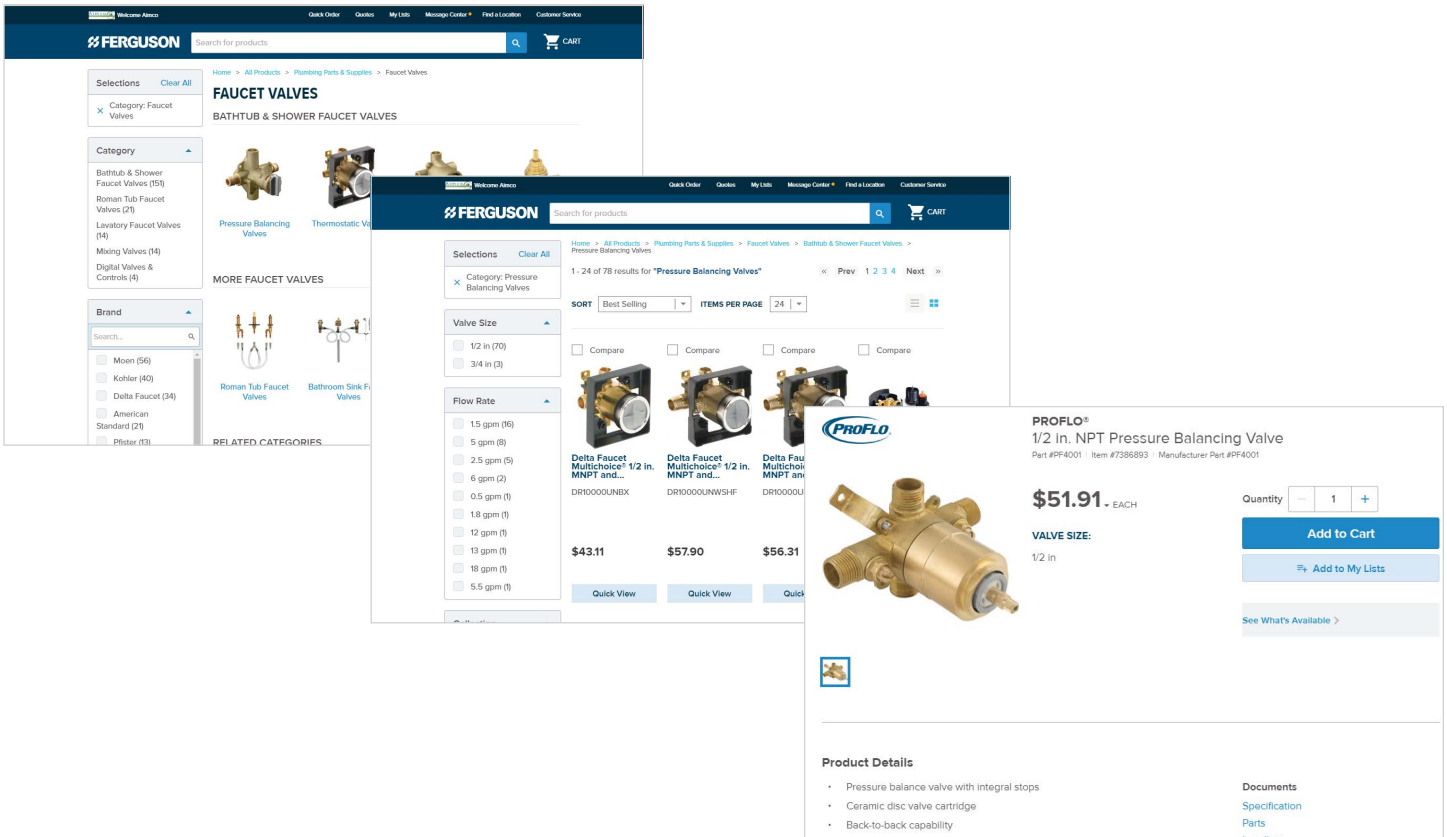


Benefits include:

- Customized product catalog
- Improved search and navigation to enable you to find products faster
- Real-time pricing and up-to-date product information
- Access to images, technical specifications and MSDS sheets
- Streamlined quotations to expedite the approval process
- Integration of purchase orders and invoices with your procure-to-pay process

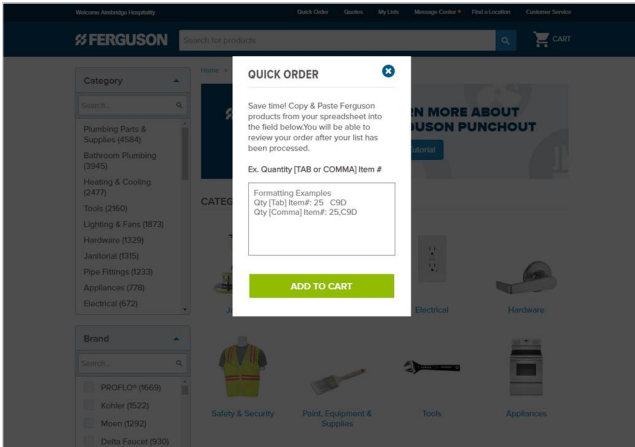
Category Landing Page

You can easily search a product category to quickly find products and view product details (including images and product specs).



New and Improved PunchOut Solution cont.

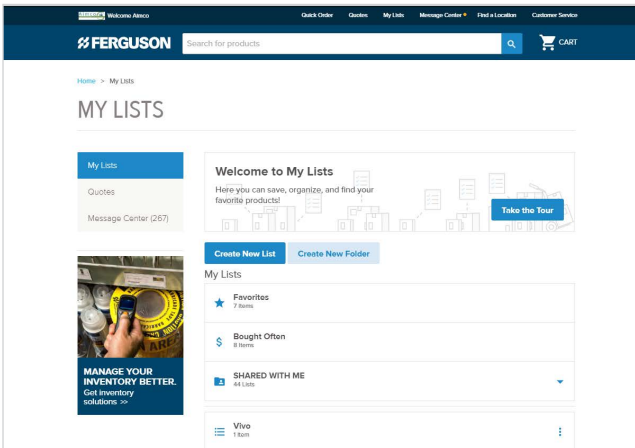
Quick Order



Quick Order allows you to enter item numbers and order quantities into the open field and adds them directly to the cart for fast checkout.

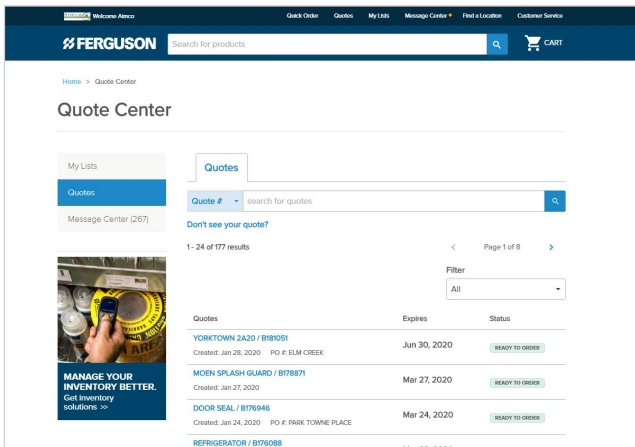
Products and quantities can be keyed in manually or copy/pasted from a spreadsheet using one of the designated formats shown here.

My Lists



My Lists is a tool that helps you organize your most purchased products to save you time. Use My Lists to create orders and quotes with a few clicks instead of individually searching for the products you purchase regularly.

Quote Center and Quotes



The Quote Center allows you to view any quotes that a Ferguson associate has made viewable to you and are in the "Ready to Order" status.

New and Improved PunchOut Solution cont.

Quote Center and Quotes cont.

Quote #: B181051 READY TO ORDER Print

Created: January 28, 2020 | Expires: June 30, 2020

Job Name: YORKTOWN ZA20
PO #: ELM CREEK

Quote Summary
Subtotal: \$4,165.46
[Order Now](#)

	Net Price	Qty	Total Price
1 **PLUMBING-BATH**			
2 Kohler Wellworth® 1.6 gpf Round Toilet Bowl in White	\$90.61	2	\$181.22
3 Kohler Wellworth® Classic 1.28 gpf Toilet Tank in White	\$92.91	2	\$185.82
4 Kohler Lustra® Quick-Release® Round Closed Front Toilet Seat With Cover in White	\$60.90	2	\$121.80
5 Moen Genta® Single Handle Centerset Bathroom Sink Faucet in Polished Chrome	\$127.28	2	\$254.56
6 **BATH HARDWARE**			

You can also quickly convert quotes into POs.

Transfer Cart

SHOPPING CART Print

Select All [Copy to My Lists](#) [Remove](#)

Total \$5.52
[TRANSFER CART](#)

Uponor ProPEX® 1/2 in x 3/8 in Oval Handle Angle Supply Stop Valve
ITEM #: 3795468
\$5.52 EACH QTY: 1 \$5.52
[Copy to My Lists](#) [Check Availability](#)

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Simply click “Transfer Cart” to send the items in your cart back to your procurement system as a requisition. Once the order is approved and a PO is submitted to Ferguson, the order is processed.

Adding Products to Your Product Catalog

If you are unable to find a product or need to have a group of products added to your product catalog, simply contact your Ferguson Sales Associate.