


HELPFUL HINTS

University of Nebraska's CDW•G Account Number: **11756403**

Account representatives are committed to assisting with questions or issues. CDW•G contact information is located on the CDW•G punchout site.

Use CDW•G to purchase Dell, HP, Lenovo, Apple products, technology accessories, or peripheral equipment. Standardized computer configurations were designed by the University. Staff and faculty purchasing new hardware should begin moving to the new standard units on the CDW•G punch-out through eSHOP.

SEARCHING / ORDERING / CHECKOUT PROCEDURE

1. Use Search to find products by keyword(s), Manufacturer part number, and CDW•G item number.
2. From the Item Description page, enter the quantity in the **Qty** field and click **Add To Cart**.
3. Use Search to continue shopping.
4. When finished shopping, return the items to eSHOP cart to continue the checkout process.
5. Confirm the items are correct by viewing the shopping cart.
6. Click **Checkout**. 
7. Click **Transfer Shopping Cart**.
8. The item(s) have been added to the active cart in eSHOP. Changes to quantities or deletions can be made from the cart within eSHOP; however, to add items, click **MODIFY ITEMS** to add additional items from the CDW•G punchout.

RETRIEVE QUOTES

1. Enter the **Quote** number in at the top left.
2. The items will be presented to add to the cart.
3. Follow the checkout steps above.
4. In eSHOP, enter the quote number in the Quote Number field by following the steps below:
 - Click Proceed to Checkout.
 - Click the **Requisition** tab and the **Summary** tab.
 - Click the **edit** button in the **General** section.
 - Enter the quote number in the **Quote Number** field and click **Save**.

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: Yes
- External Attachments: No
- Information in "Ship via" field: No
- Delivery Date: No



SHIPPING CHARGES

Free shipping: **Yes**. The only time freight will be charged is for expedited orders. In that event, notify CDW•G once the order has been placed and notify the Procurement office. They will amend the freight and then send CDW•G an order confirmation including the freight charge.

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. Enter the Purchase Order number in **Search Quote/Order**
2. Details of the Purchase Order are displayed.

CANCELLATIONS AND RETURNS

1. Contact the Account Manager – details can be found on the home page
2. The University of Nebraska’s CDW•G account number is **11756403**.
3. Have the purchase document closed and commitment removed by submitting a Change Order Request form.

CDW’s return policy: http://webobjects.cdw.com/webobjects/docs/PDFs/Return_Policy.pdf

SUPPLIER CONTACT INFORMATION

For assistance or product related questions, contact the CDW•G Account Manager:

Brett Johnson
CDW-G Executive Account Manager
Toll Free: (866) 465-9917
brejohn@cdwg.com

To discuss project requirements or guidance with solution needs, contact the CDW•G Field Account Executive:

John Menning
CDW-G Advanced Technology Account Executive
John.menning@cdw.com

TRANSMISSION METHOD

- PO Transmission Method: Electronic
- Invoice Transmission Method: Electronic
- Credit Memo Transmission Method: Electronic