



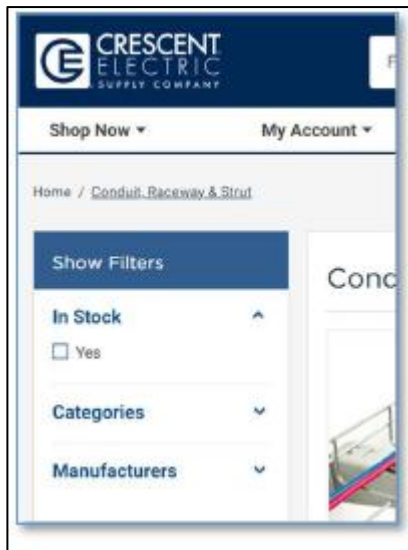
University of Nebraska's Crescent Electric

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.



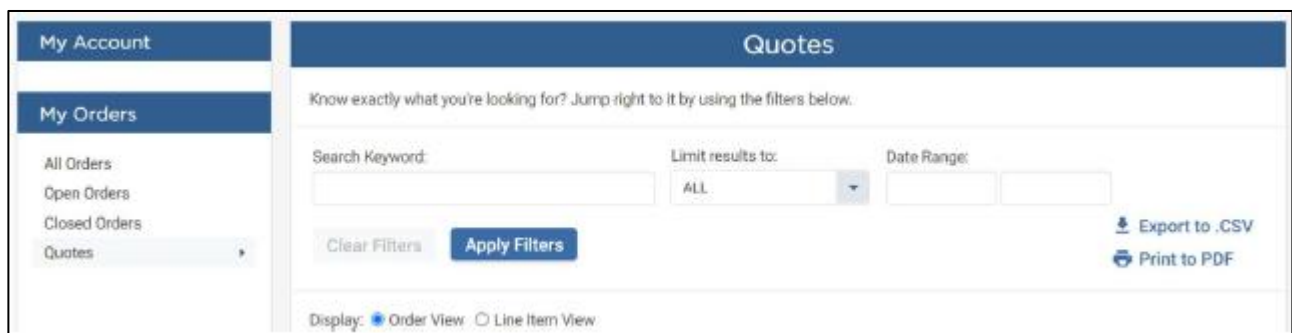
The item(s) have been added to the active cart in Ariba. Items can be removed from the cart within Ariba, but all items must be removed from the cart. If there is a change in quantity or additional items are needed, delete the items and start over; or go back to the Crescent punchout to bring additional 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 dropdown My Account menu, then My Orders link. A list of quotes can be found in the Quotes section.



Crescent Electric

Updated February 20, 2026

- 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.
- Review the quote details and click Transfer Quote button to bring the quote back into Ariba.

Quote Details

[Print](#) [Send Email](#)

Quote Number:	S123456789	Bill To:	PO BOX 12345
Quote Date:	05/28/24		OMAHA, NE 68007
PO Number:	PO 12345	Job Number:	405774
		Job Account:	UNIV OF NE - OMAHA (UNO)

[Transfer Quote](#)

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 autogenerated 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.

My Shopping Lists

- + Create New List
- 200 AMP Meter Socket
- Fan Contactors
- OUTDOOR LIGHT
- Wire for Laser

Auto-Populated Shopping Lists

- My Part Numbers
- Frequently Purchased

My Shopping List

Fan Contactors - Shopping List

[Email List](#) [Rename List](#) [Delete List](#)

[Upload Items](#) [Download List](#)

Search this list: [Search](#) [Clear Filters](#)

Sort by: [Last Purchased](#) Show: [10 items](#)

[Add Selected to Cart \(0\)](#) [Add List to Cart \(8\)](#)

All	Quantity	Available	Description
<input type="checkbox"/>	3	OMAHA, NE: 0	Schneider Electric / Square D 9999D10 Auxiliary Contact Kit
Remove Item	Add to Cart	View Inventory	Manufacturer: Square D by Schneider Electric Mfr. #: 9999D10

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 dropdown menu to edit.



2. 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.



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.

Crescent Electric

Updated February 20, 2026

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.

My Account

Open Orders

My Orders

All Orders

Open Orders

Closed Orders

Quotes

Know exactly what you're looking for? Jump right to it by using the filters below.

Search Keyword:

Limit results to: ALL

Date Range:

Clear Filters Apply Filters

Export to .CSV

Print to PDF

Display: Order View Line Item View

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.

Shipment 1

Invoice No.: **5123456789.001**

Phone Number: 999-999-9999

Order Status: Ship When Available

Ordered By: KEARNEY USER


Written By: CRESCENT

Ship From: LINCOLN, NE

Ship Method: OUR TRUCK

Ship To: UNIVERSITY OF NEBRASKA 942 N 22ND
LINCOLN, NE 68503-2409

Special Shipping Instructions: DELIVER TO LOADING DOCK

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