



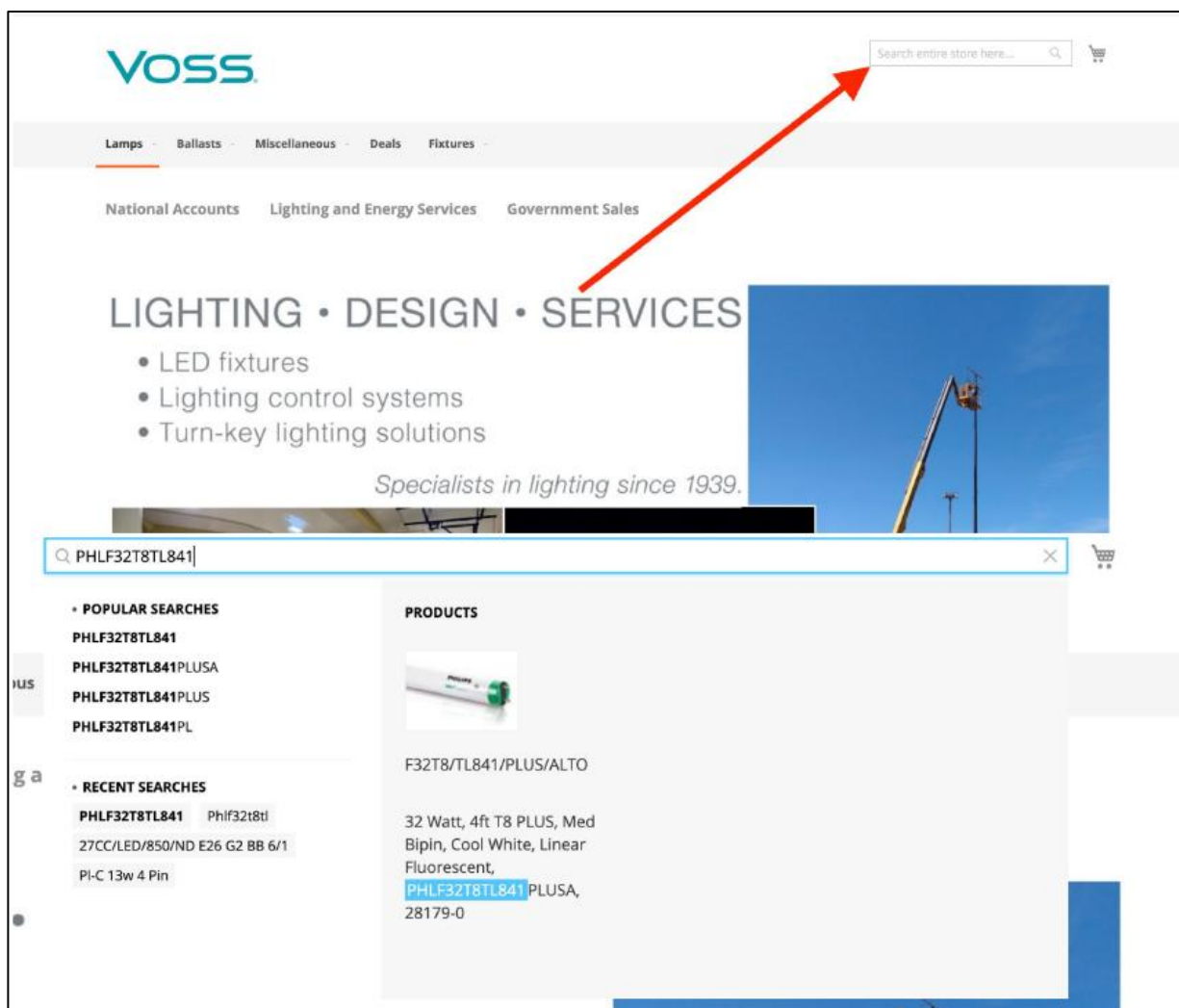
CONTACTS

Sales: Mike Little, mike.little@vosslighting.com; 402-416-4051

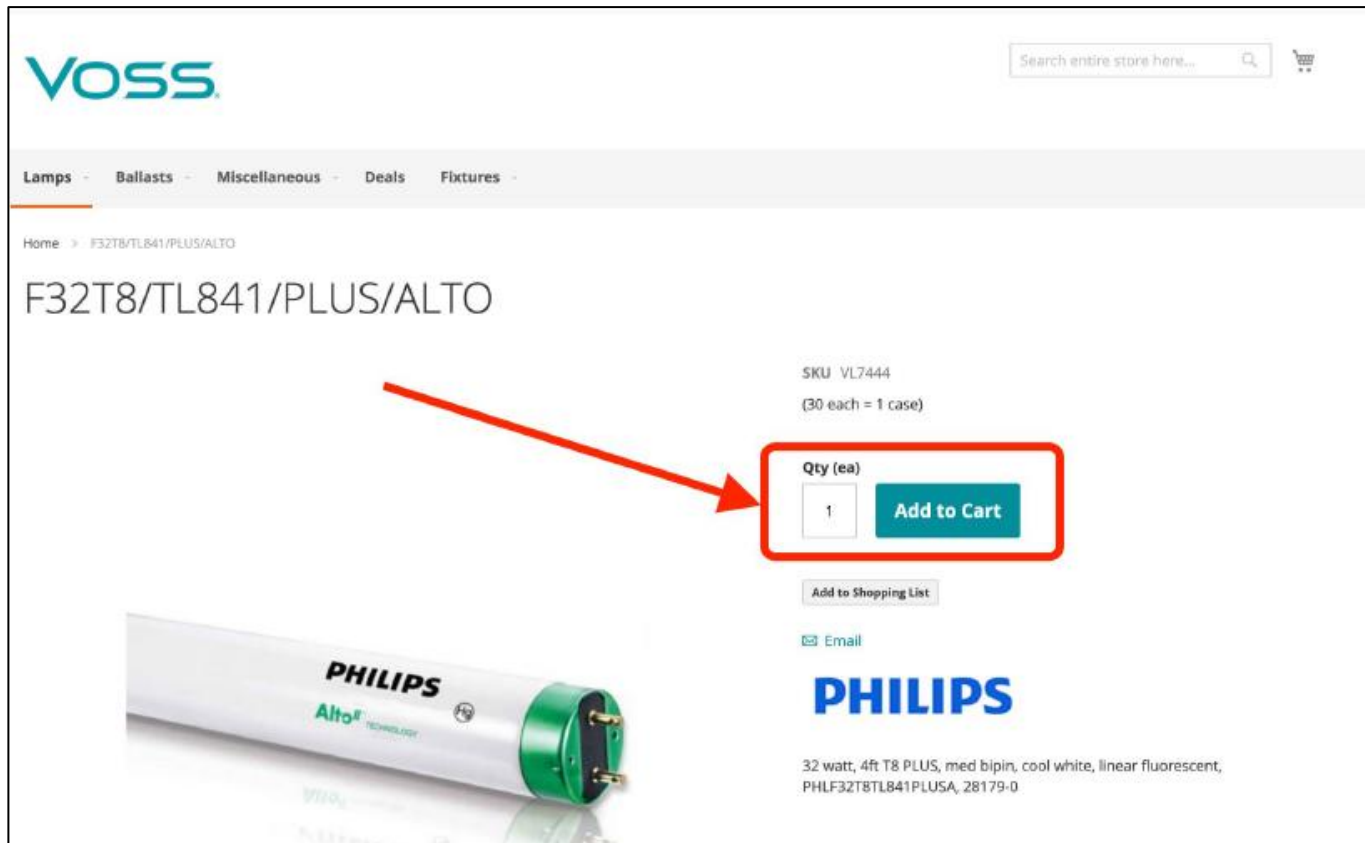
IT Support: Roman Nelson, roman.nelson@vosslighting.com; 402-243-1402

SEARCHING / ORDERING / CHECKOUT PROCEDURE

1. Use the Search field to enter a keyword(s) to find an item, or to enter the item number if you know what it is. Or browse by category.



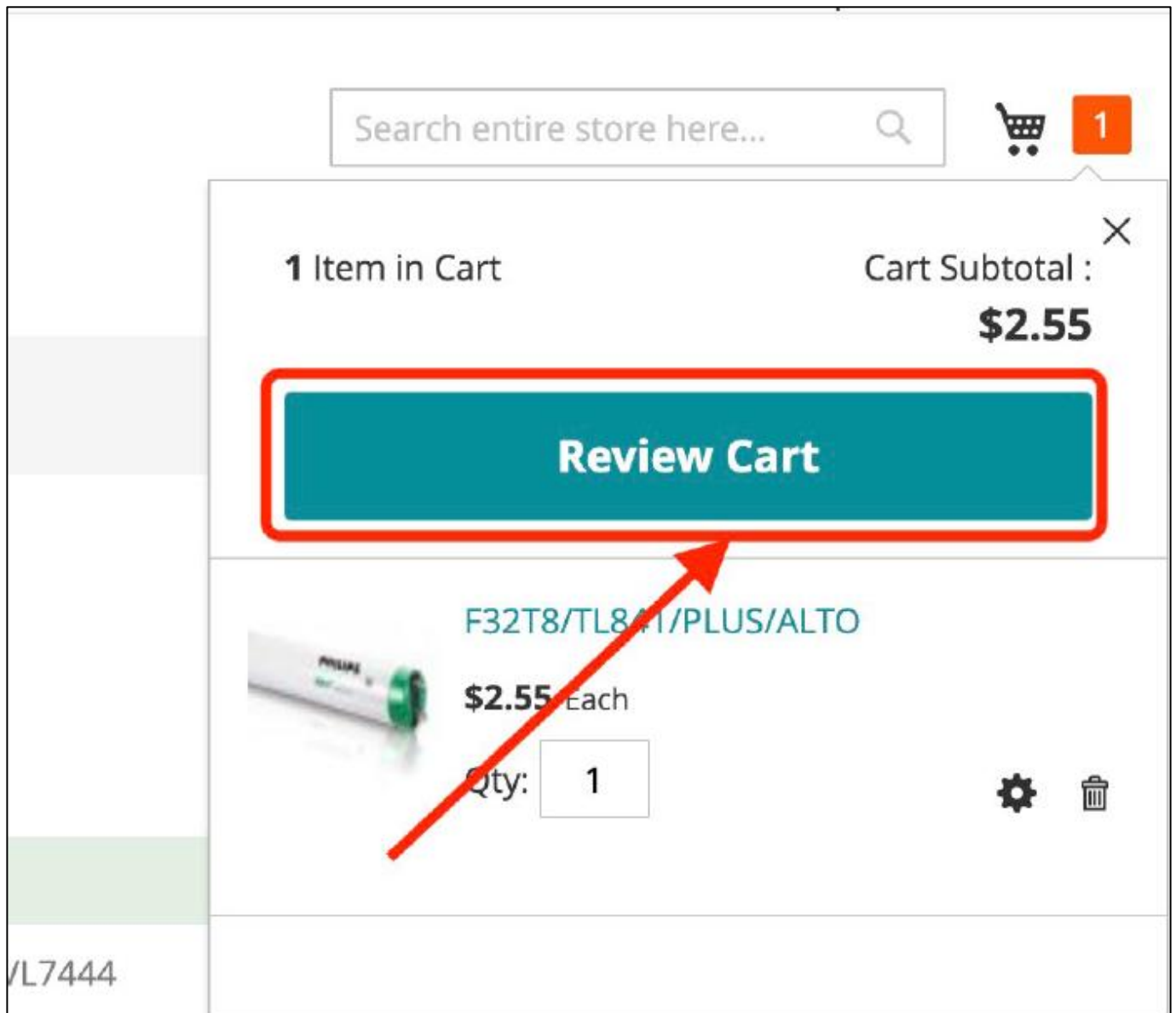
2. Once you find the desired product, click Add to Cart



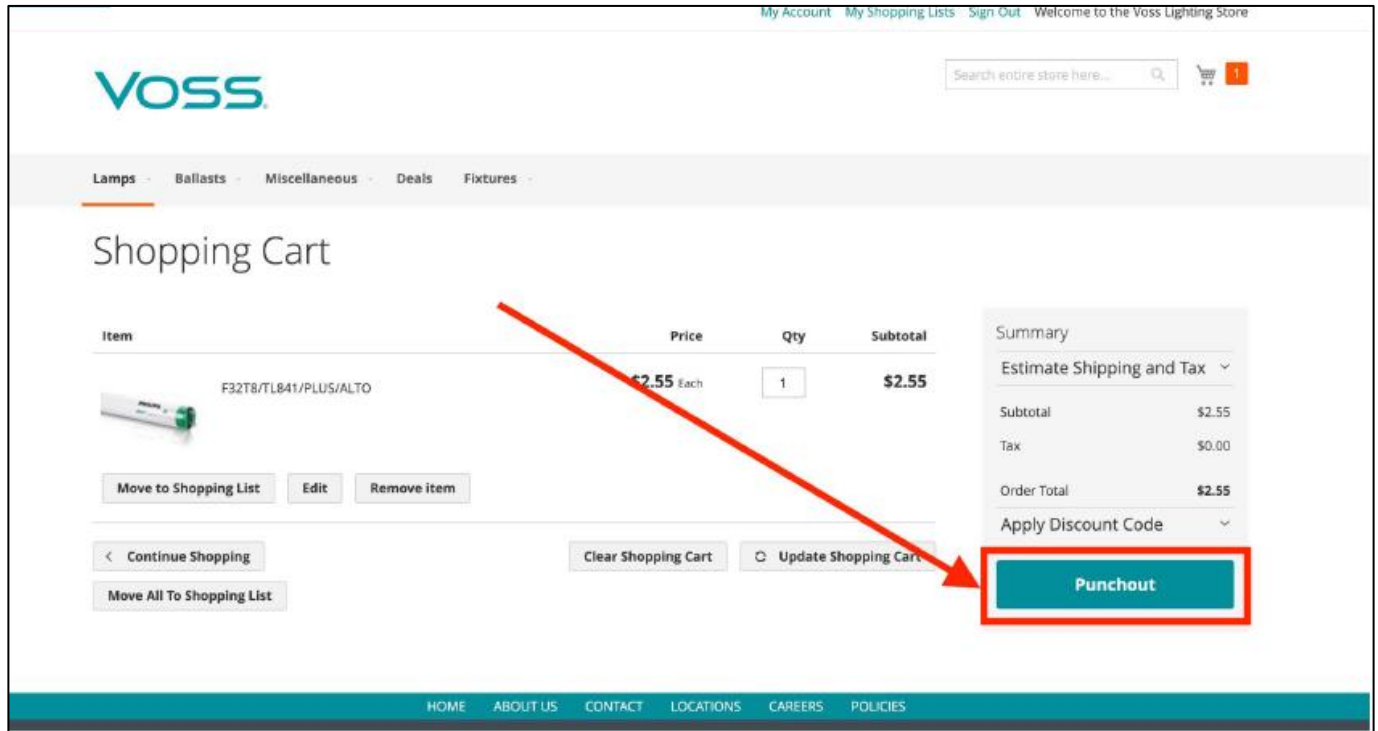
Voss Lighting

Updated February 20, 2026

- When all items are added to cart, click on the cart icon at top right of screen to preview the cart and then click on review cart to proceed to the cart



4. Click on Punchout



RETRIEVE QUOTES

If items are not available in the catalog or if a large quantity is being ordered a special quote may be needed. To obtain a quote call Voss Lighting at 402-328-2283 (Lincoln) or 402-592-1930 (Omaha).

CREATING / ACCESSING FAVORITES

1. Use the search field to enter a keyword(s) to find an item, or to enter the Product Code if known or shop by Category.
2. Once you find the desired product, click Add to Shopping List. You may add to an existing shopping list or name a New Shopping List.
3. To view all shopping lists, click on My Shopping Lists in the menu bar.

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

Call Voss Lighting and request the status of an order by providing the PO Number.

- Lincoln location 402-328-2283
- Omaha location 402-592-1930

CANCELING AN ORDER

Some orders may not be able to be canceled. Voss Lighting will be able to provide more details, but you will need to provide your PO Number.

- Lincoln location call 402-328-2283 | Omaha location call 402-592-1930

RETURNS

Call Voss Lighting and request a return. You will need to provide the PO Number.

- Lincoln location 402-328-2283 | Omaha location 402-592-1930

TRANSMISSION METHOD

- PO Transmission Method: Order via Ariba
- Invoice Transmission Method: Electronic
- Credit Memo Transmission Method: Paper