

VWR Punchout – Quote to Order Process

Version Number: 1.0

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Introduction

Overview

The purpose of this manual is to discuss the ability of converting a quote to an order in the VWR punchout catalog. This document will provide step-by-step procedures for converting a quote to an order so that all end-users will have success in submitting the order.

Intended Audience

This manual will be used by super-users and Requestors in the SDezBuy application.

Documentation and Disclaimer

None

Instructions

The Quote to Order Process

The quote to order process begins when a VWR sales associate generates a quote in the VWR quote system which will generate an email to the SDBOR staff member who has requested the quotation.

The email will have a quotation number and an access code, so have the email handy as you access the VWR punchout catalog.

1. While in SDezBuy, click on the VWR punchout catalog icon on the Home/Shop screen.
2. Click on the **My Quotes** link in the left-hand column.

The screenshot shows the VWR website interface. At the top, there is a navigation bar with links for 'VWR #', 'Any #', 'My Account', 'Order Status', and 'Shopping Basket'. Below this is a search bar with a 'GO' button and links for 'Advanced Search', 'MSDS', and 'Certificate of Analysis'. The main navigation bar includes 'Home', 'Products', 'Services', 'Programs', 'Request a Catalog', 'About Us', 'Investors', and 'Contact Us'. On the left side, there are several menu sections: 'MY ACCOUNT TOOLS' with links for 'Open Requisition', 'Shopping Lists', and 'Frequently Ordered Items'; 'Quotes' with a circled link for 'My Quotes'; 'ORDER ENTRY' with a table for 'VWR #', 'Unit', and 'Qty'; and 'MY ACCOUNT' with links for 'Personal Info', 'Shipping Info', 'Billing Info', and 'Order Options'. The main content area features a 'Welcome To VWR' message, a brief description of VWR's services, and a section titled 'Start shopping using one of the methods below:' with links for 'Search', 'Browse our online product catalog', 'Order Entry', 'Shopping Lists', and 'The Oligo Configurator'. The footer contains a copyright notice for 2009 VWR International, LLC.

3. Enter the quote number in the **Quote Number** field. The quote number is found in the subject line of the email received or on the quote document provided by the VWR associate.
4. Enter Access Code: XXXXXX in the **Access Code** field.
5. Click on the **GO** button.

VWR# Any # My Account Order Status Shopping Basket
Order Entry

Items:0 Total:\$0.00
logged in : 929538999 [log out](#)

SEARCH for within All of VWR.com **GO** [Advanced Search](#) [MSDS](#) [Certificate of Analysis](#)

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My Quotes

To view and convert your active quotes, please enter a quote number and access code below.

Quote Number

Access Code

GO

6. All the quoted items are selected by default in the Add column and will be placed in the basket unless the user un-checks them. Click on the **ADD TO BASKET** button. Note the UNCHECK ALL and CHECK ALL buttons are present on the My Quotes screen.
7. Change the quantity of any item and then click on the **UPDATE BASKET** button. Note: Users may not add non-quote items to the basket.

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My Quotes

To add all items to the shopping basket, click "Add to Basket." Otherwise, uncheck the specific product (s) you do not wish to order at this time. Then click "Add to Basket"

To return to the previous page and retrieve a different quote, click cancel.

Quote Number: 1725913
Customer Quote Number: Multi MISC
Expiration Date: 5/13/2010
Quote Comment: External Quote message for the Multiple MISC and No BID quote.

Quote Products

Add	Line Number	Description	VWR Catalog #	Unit	Qty	Price	Extended Price
<input checked="" type="checkbox"/>	1	Mike's MISC Product1	MISC-SUPPLIES	EA	<input type="text" value="1"/>	\$1,200.00	\$1,200.00
External Message: Cost 100 - Sell 153.85							
<input checked="" type="checkbox"/>	2	Mikes MISC Product 2	MISC-SUPPLIES	PK	<input type="text" value="1"/>	\$94.44	\$94.44
External Message: Cost 50 - Sell 83.33							
<input checked="" type="checkbox"/>	3	BATTERY ALKALINE AA	52925-000	EA	<input type="text" value="4"/>	\$1.64	\$6.56
	4		NOBID	NON		\$0.00	\$0.00
External Message: We don't sell This							
	5		NOBID	NON		\$0.00	\$0.00
External Message: We don't sell this either							
<input checked="" type="checkbox"/>	6	VWR SIGNATURE MINI VORTEXER	14005-824	EA	<input type="text" value="2"/>	\$215.88	\$431.76

UNCHECK ALL **CHECK ALL**
ADD TO BASKET **CANCEL**

8. Copy the Quote Number to paste it in the SDezBuy Quote/Contract Number field along with the E&I Contract Number. (In this example the quote number is 1725913 and the SDBOR E&I Contract number is CNR01163).
9. Click on the **CHECKOUT** button below the Extended Price column.

SelectSite Punchout Cancel Punch-out

User:
Shipping Account Number: 2608545

Quote Number: 1725913
Customer Quote Number: Multi MISC
Quote Comment: External Quote message for the Multiple MISC and No BID quote.

Quote Products

Line Number	Description	VWR Catalog #	Unit	Qty	Price	Available	Extended Price
1	Mike's MISC Product1	MISC-SUPPLIES	EA	1	\$1,200.00	N/A	\$1,200.00
External Message: Cost 100 - Sell 153.85							
2	Mikes MISC Product 2	MISC-SUPPLIES	PK	1	\$94.44	N/A	\$94.44
External Message: Cost 50 - Sell 83.33							
3	BATTERY ALKALINE AA	52925-000	EA	4	\$1.64	03/10/2010	\$6.56
*This item is not currently in stock. The date above reflects the estimated shipping date for this item.							
6	VWR SIGNATURE MINI VORTEXER	14005-824	EA	2	\$215.88	03/24/2010	\$431.76
*This item is not currently in stock. The date above reflects the estimated shipping date for this item.							

Line Item Comments: [EDIT](#)

[UPDATE BASKET](#)
[CLEAR BASKET](#)
[OPEN REQUISITION FORM](#)

CHECKOUT

10. After checkout, the VWR basket will auto-populate the SDezBuy requisition. The E&I Contract Number and the Quote Number can now be entered in the Quote/Contract number field, which is a required field.
11. Click on the **Save** button.
12. Click on the **Review** button in the workflow chart above. The rest of the requisition required fields of the requisition can now be filled in as normal.

Supplier / Line Item Details

Show line details For selected line items [Add To Favorites](#) [Go](#)

VWR International [more info...](#)
Fulfillment Address 1 [edit](#)
1310 Goshen Pkwy., West Chester, PA 19380 US

PO Number [edit](#)
Quote/Contract number No value **Required field**
[View/edit by line item...](#)

The items were retrieved from an external supplier site, therefore your ability to edit or view the items in this application may be limited. [Click this message for more details.](#)
The following lines cannot be accessed on the supplier's website. [Click this message for more details.](#) Line(s): 1, 2, 3, 4
[Add non-catalog item for this supplier...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 #6Q0018521#Mike's MISC Product1 more info...	5898/1234	EA	1,200.00	1 EA	1,200.00 USD
2 #6Q0018521#Mikes MISC Product 2 more info...	5899/5531	PK	94.44	1 PK	94.44 USD
3 #6Q0018521#BATTERY ALKALINE AA more info...	52925-000	EA	1.64	4 EA	6.56 USD
4 #6Q0018521#VWR SIGNATURE MINI VORTEXER more info...	14005-824	EA	215.88	2 EA	431.76 USD
Supplier subtotal					1,732.76 USD
Subtotal					1,732.76
Total					1,732.76 USD