TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
TechBuy

welcome

Purchase **Steelcase** furniture using Texas Tech's TechBuy system and the **Steelcase** punchout catalog.

This guide shows you how to:

retrieve **eQuotes,**

select products from an **online catalog,**

add eQuotes and products to your shopping cart,

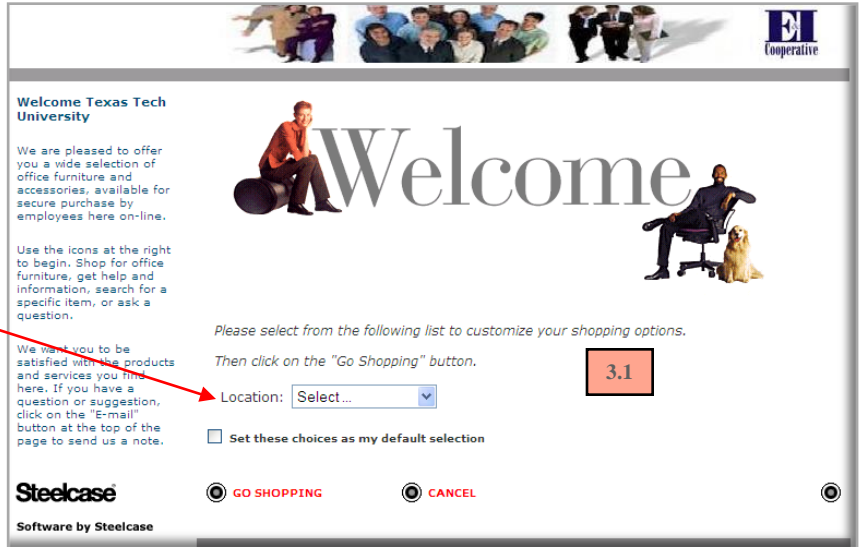submit the cart back to a TechBuy requisition.

Last Revised: May 2010

Step 1. Log into TechBuy

Step 2. Select [Steelcase] from the Punchout Catalog Suppliers list

Step 3. Select your location

On the Welcome page, identify either your campus location, or, the campus location you are buying for.
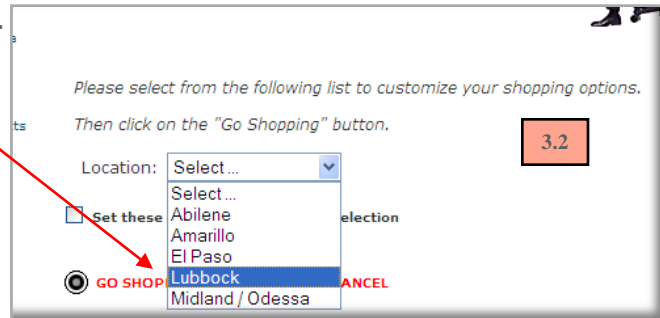
3.1 Click the Location Drop List


3.2 Select the city closest to your campus.
This connects you to the Steelcase dealer who serves that city / market area.

City	Steelcase Dealer
Abilene	Abilene Printing & Stationary
Amarillo	General Office Supply
El Paso	Val Brown Interiors
Lubbock	Baker Office Products
Midland	West Supply
Odessa	West Supply

3.3 Optional: Set Default
If you are always located in, or buying for, Lubbock, check the box. This sets Lubbock as your default selection. On future visits you by-pass the Welcome screen and go directly to the Baker page.
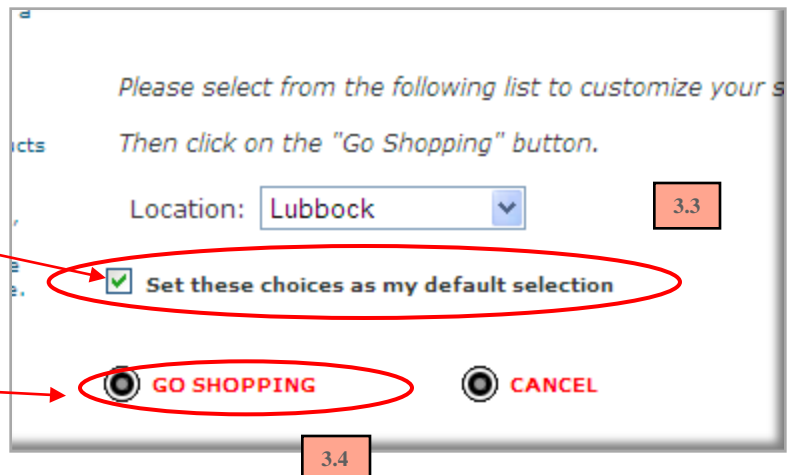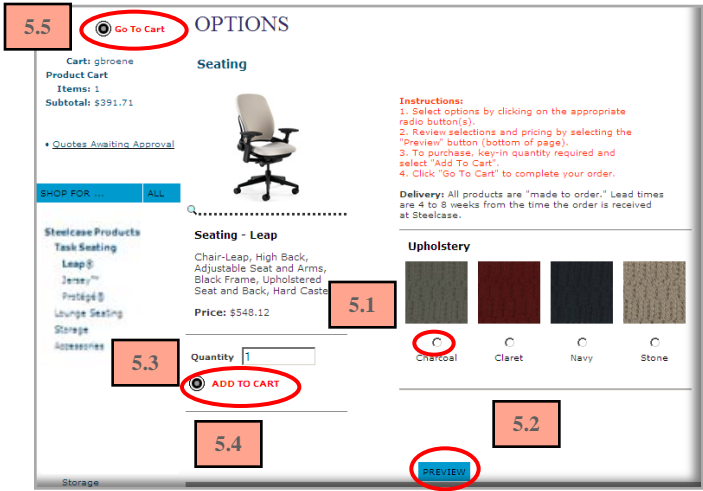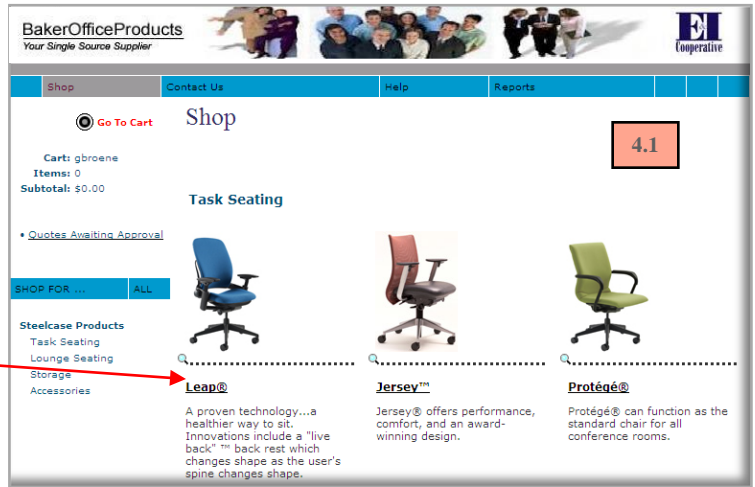
3.4 Click the Go Shopping button to continue.

When you need simple, set-in-place, items like chairs or filing cabinets, shop in the on-line catalog

Step 4. Select Products

On the Shop page, scroll down or click links in the left margin to access Catalogs.

Click images or underlined text to select products.

4.1 Clicking on **Leap** chair takes you to the next screen.

Step 5. Select Options

5.1 Select options by clicking radio buttons.

5.2 Click **Preview** to view your selections.

5.3 Enter a quantity in the **Quantity** field.

5.4 Click the **"Add to Cart"** button.

**5.5** Click the **"Go to Cart"** button

Step 6. Review & Submit Cart

6.1 Click the CHECK OUT **button.**
The cart is returned to your requisition.
All line detail in the cart populates separate lines in your requisition.

6.2 End Session.
Return to TechBuy to finish the requisition.

Note: The order is not placed until submitted and fully approved.
The PO will be sent to Baker electronically.
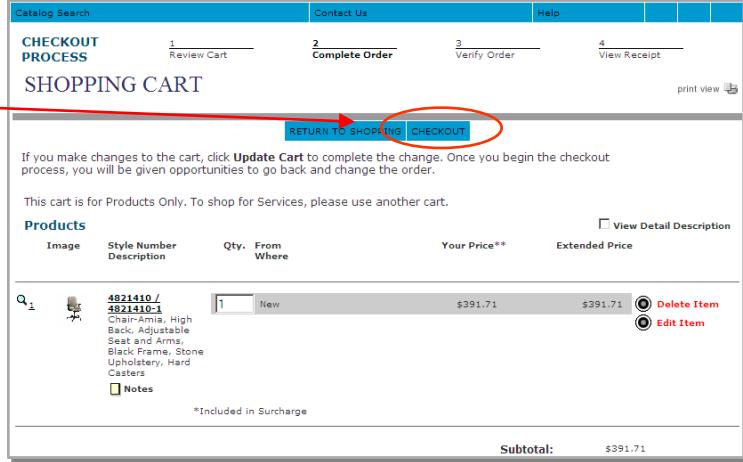
When you need furniture planning expertise or prefer a product/color that isn't in the on-line catalog, ask for a furniture quote and retrieve it from the punchout catalog. We use Baker Office Products in this example. Here's how it works:

Step 1. Have a Quote Prepared

1.1 Request a furniture quote for a project or for products that aren't in the on-line catalog.

1.2 Baker creates a furniture quote and publishes it to their punchout site.

1.3 Baker notifies you by e-Mail.
The email explains that your eQuote is ready to be reviewed and how to load it to your requisition.

> **Sample e-Mail Notification**   **1.3**
>
> To: Greg Broene (Texas Tech Requestor)
> From: Katie Vander Veen (Baker Office Products)
> Subject: Quote #265125
>
> Quote #265125 is ready to retrieve from our punchout site and place in your TechBuy requisition.
>
> Follow these steps:
> 1) On the punchout supplier page, select "Steelcase"
> 2) On our site, select the "**Quotes Awaiting Approval**" link
> 3) Quotes Awaiting Approval page, select "**Add to Cart**"
> 4) Shopping Cart page, select "**Checkout**"
>
> The cart will be returned to your requisition.

Step 2. Log into TechBuy

Step 3. Select [Steelcase] from the Punchout Catalog Suppliers list

Step 4. Select your location (see Page 2 for details)

Step 5. Find Your Quote

**5.1 Select Quotes Awaiting Approval link in the left margin.**   **5.1**
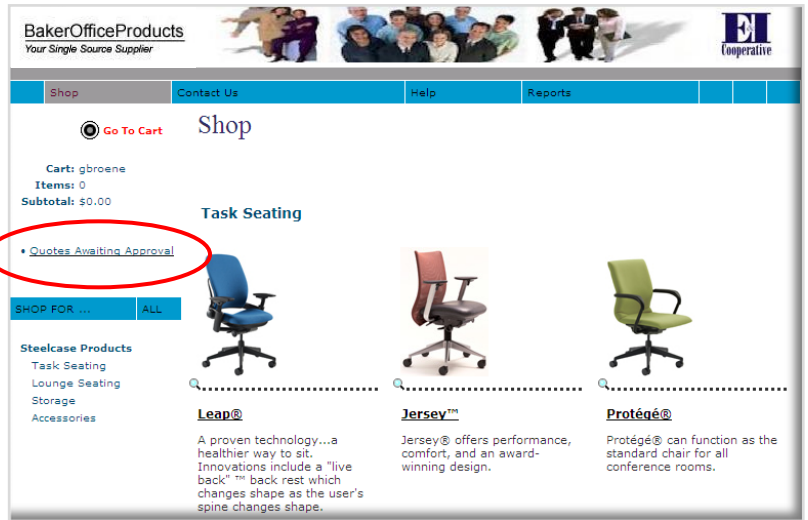
The system searches for all quotes assigned to your email address in the past 60 days.

They appear at the bottom of the Quotes Awaiting Approval page.

5.2 To view your quote, click on the Quote Number.

Note: If quote(s) do not appear on this page, remove your email address from the "Search By" field, and enter the quote number in the "Quote Number" field.   **5.2**
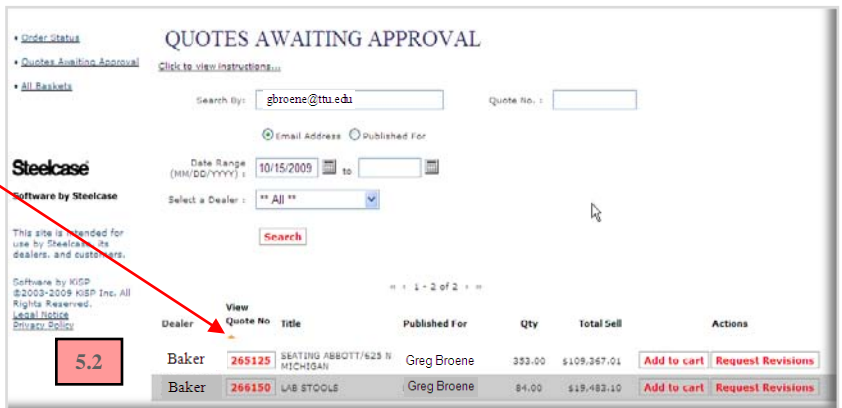
Step 6. Add the Quote to the Shopping Cart

6.1 View line item detail.
If the quote is acceptable, add it to a shopping cart by clicking **Add to Cart**.

QUOTE DETAILS

Order No :	265125 - SEATING ABBOTT/625 N MICHIGAN	PO Number :	SEATING ABBOTT/625 N	PO Date :	N/A
Customer No :	070778 - NORTHWESTERN UNIVERSITY			Project No :	1319

Sold To
NORTHWESTERN UNIVERSITY
2020 RIDGE
ROOM 260
Evanston
IL
60208
ACCOUNTS PAYABLE
Phone: 1 (847)4917339
Fax: 1 (847)4914738

Ship To
NORTHWESTERN UNIVERSITY
2020 RIDGE
ROOM 260
Evanston
IL
60208
ACCOUNTS PAYABLE
Phone: 1 (847)4917339
Fax: 1 (847)4914738

HIGH BACK CRITERION FOR MONIQUE

Show Detailed Description

Line No	Catalog No	Description	UNSPSC	Qty	Unit Sell	Ext. Sell
1	4535331DP	Chair-Criterion, High Back, Height/Width/Pivot Arm, Seat De	56112102	1.00	$538.15	$538.15

Quote Total :	$538.15
Misc. Charges Total :	$0.00
Sales Tax :	$0.00
Grand Total :	$538.15

6.1

Add to Cart Request Revisions Close

Windows Internet Explorer

The contents of this quote will be added to cart for further action.

Click OK to proceed.
Click Cancel to return to the Quote Details page.

6.2

OK   Cancel

6.2 Confirm Actions
Confirm the transfer to the Shopping Cart by clicking **OK.**

If you do not want to continue, click **Cancel.**

Step 7. Submit Cart to TechBuy

Quote #265125 is sent to the Shopping Cart. The Shopping Cart page displays.

7.1 Click the CHECK OUT **button.**
The cart returns to your requisition.
All line item detail in the cart populates separate lines in your requisition.

7.2 End Punch-out Session.
Return to finish the requisition.

| Catalog Search | | Contact Us | | Help | | | |

CHECKOUT PROCESS

1	2	3	4
Review Cart	Complete Order	Verify Order	View Receipt

SHOPPING CART   print view

RETURN TO SHOPPING   CHECKOUT

If you make changes to the cart, click **Update Cart** to complete the change. Once you begin the checkout process, you will be given opportunities to go back and change the order.

This cart is for Products Only. To shop for Services, please use another cart.

Products   ☐ View Detail Description

Image	Style Number Description	Qty.	From Where	Your Price**	Extended Price	
🔍	**4821410 / 4821410-1** Chair-Amia, High Back, Adjustable Seat and Arms, Black Frame, Stone Upholstery, Hard Casters ☐ Notes	1	New	$391.71	$391.71	⦿ Delete Item ⦿ Edit Item

*Included in Surcharge

Subtotal:	$391.71

Note: The purchase order is not placed until submitted and fully approved in TechBuy. The PO will be sent to the Baker electronically.