welcome

Purchase Steelcase office furniture using HopkinsSelect eMarketplace and USBI's 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 HopkinsSelect eMarketplace requisition.

Last Revised: 07/16/2010
Step 1. Log into HopkinsSelect eMarketplace

Step 2. Select from the Punchout Catalog Suppliers list

Step 3. Select Products

3.1 On the Shop page, click links in the left margin to access Catalogs.

3.2 Clicking on this seating category takes you to the next screen.

Continue to click images or underlined text to select products.
**Step 4. Select Options**

4.1 Select options by clicking radio buttons.
4.2 Click **Preview** to view your selection.
4.3 Enter a quantity in the **Quantity** field.
4.4 Click the **Add to Cart** button.
4.5 Click the **Go to Cart** button

**Step 5. Review & Submit Cart**

5.1 Click the **CHECK OUT** button. The cart is returned to your requisition. All line detail in the cart populates separate lines in your requisition.
5.2 End Session. Return to HopkinsSelect eMarketplace to finish the requisition.

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

**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 USBI creates a furniture quote and publishes it to their punchout site.

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

**Step 2. Log into HopkinsSelect eMarketplace**

**Step 3. Select** from the Punchout Catalog Suppliers list

**Step 4. Find Your Quote**

4.1 Select Quotes Awaiting Approval link in the left margin.

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.

4.2 To view your quote, click on the Quote Number 265125.

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.
Step 5. Add the Quote to the Shopping Cart

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

5.2 Confirm Actions
Confirm the transfer to the Shopping Cart by clicking OK.
If you do not want to continue, click Cancel.

Step 6. Submit Cart to HopkinsSelect eMarketplace
Quote #265125 is sent to the Shopping Cart. The Shopping Cart page displays.

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

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

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