



# 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.



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

### Step 1. Log into HopkinsSelect eMarketplace

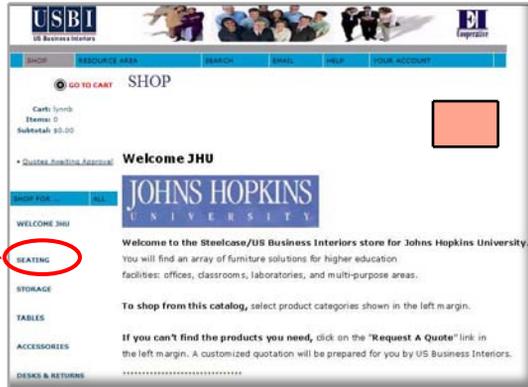
### Step 2. Select



from the Punchout Catalog Suppliers list

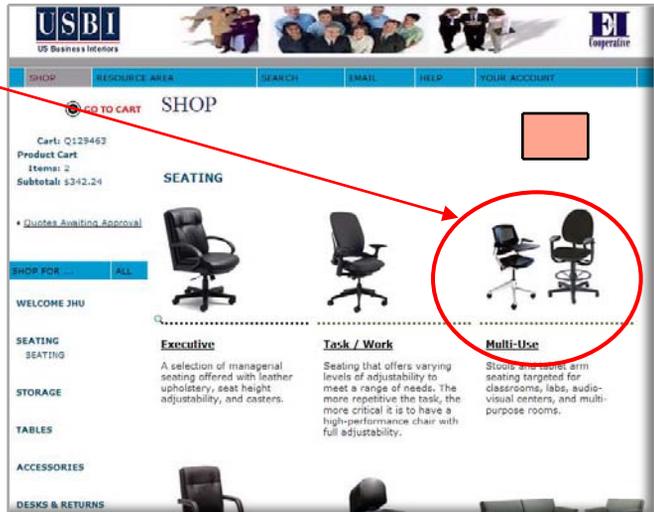
### Step 3. Select Products

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



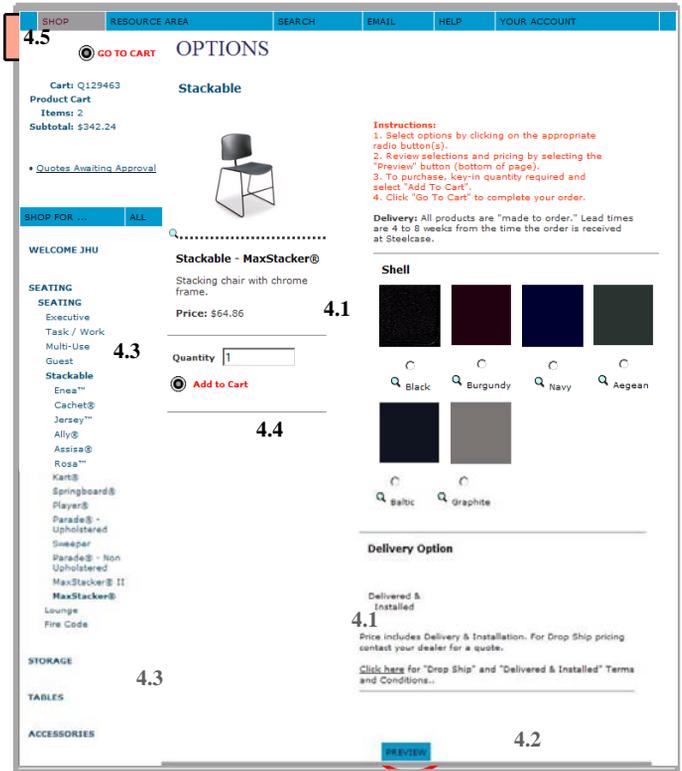
3.2 Clicking on this seating category takes you to the next screen.

Continue to click images or underlined text to select products.



### Step 4. Select Options

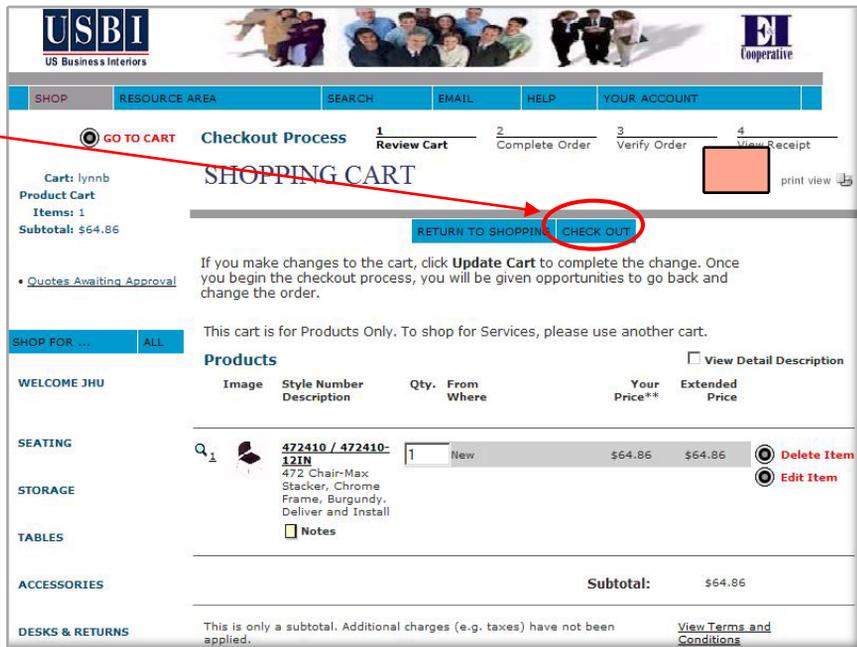
- 4.1 Select options by clicking radio buttons.
- 4.2 Click **Preview** to view your selection.
- 4.3 Enter a quantity in the **Quantity** field.
- 4.4 Click the **“Add to Cart”** button.
- 4.5 Click the **“Go to Cart”** button



### 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.

#### Sample e-Mail Notification

1.3

To: Greg Broene (JHU Requestor)  
 From: Christa White (USBI)  
 Subject: Quote #265125

Quote #265125 is ready to retrieve from our punchout site and place in your HopkinsSelect eMarketplace requisition.

Follow these steps:

- 1) On the punchout supplier page, select "USBI/ 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 HopkinsSelect eMarketplace

Step 3. Select

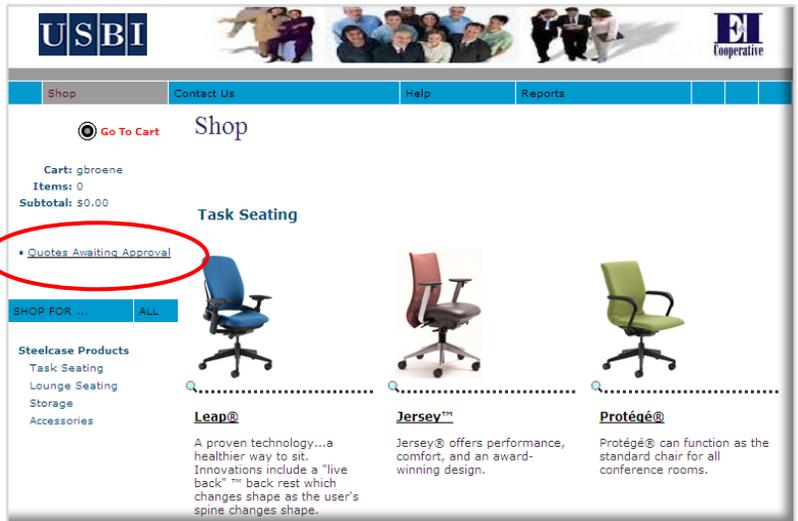


from the Punchout Catalog Suppliers list

### Step 4. Find Your Quote

**4.1 Select Quotes Awaiting Approval link in the left margin.**

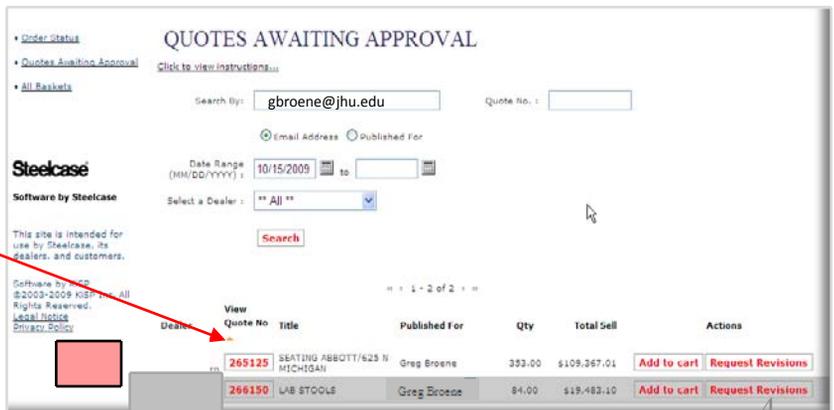
4.1



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.

**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**.

**QUOTE DETAILS**

Order No : 265125 - SEATING ABBOTT/625 N MICHIGAN      PO Number : SEATING ABBOTT/625 N      PO Date : N/A  
 Customer No : 070776 - NORTHWESTERN UNIVERSITY      Project No : 1319

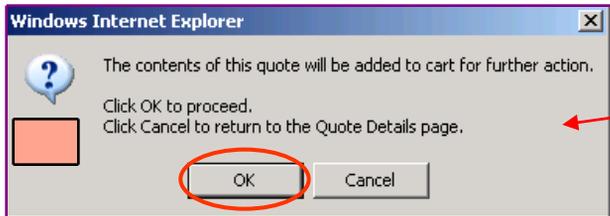
Sold To NORTHWESTERN UNIVERSITY 2000 RIDGE ROOM 260 Evanston IL 60208 ACCOUNTS PAYABLE Phone: 1 (847)4917339 Fax: 1 (847)4914738	Ship To NORTHWESTERN UNIVERSITY 2000 RIDGE ROOM 260 Evanston IL 60208 ACCOUNTS PAYABLE Phone: 1 (847)4917339 Fax: 1 (847)4914738
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HIGH 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**



#### 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

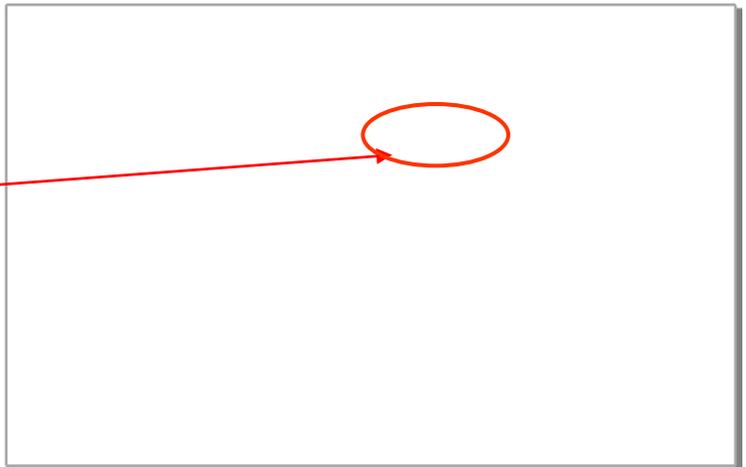
Quote #265125 is sent to the Shopping Cart. The Shopping Cart page displays.

#### 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.