

## Processing E-Quotes for VWR

VWR may offer an additional discount for special orders. Usually these are custom orders, or they are for a large quantity or a large dollar amount. To obtain and retrieve a quote:

Step	Task
1.	Contact your VWR representative, Weston Shefcik, directly by calling 217-418-5716 or email <a href="mailto:Weston.Shefcik@vwr.com">Weston.Shefcik@vwr.com</a> .
2.	Inform the representative that you would like an e-quote and that you are from the University of Illinois. Provide your order details to the representative.
3.	Obtain your quote number.
4.	If you decide to purchase the items, ask the representative to add your e-quote to the punchout catalog.
5.	Log in to iBuy.
6.	Click the <b>VWR</b> sticker under <b>Lab Supplies Punchouts</b> .
7.	Click <b>My Quotes</b> from the menu on the left.
8.	Type in your quote number in the <b>Quote Number</b> field.
9.	Click the <b>Submit</b> button.
10.	Click the <b>Add to Basket</b> button.
11.	Review the quote. If you make any adjustments, click the <b>Update</b> button.
12.	Click the <b>Checkout</b> button. The window will redirect to your updated iBuy shopping cart.
13.	Click <b>Proceed to Checkout</b> .
14.	Finalize and complete the order in iBuy.