

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 Weston.Shefcik@vwr.com .
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 <i>iBuy</i> .
6.	Click the VWR sticker under Lab Supplies Punchouts .
7.	Click My Quotes from the menu on the left.
8.	Type in your quote number in the Quote Number field.
9.	Click the Submit button.
10.	Click the Add to Basket button.
11.	Review the quote. If you make any adjustments, click the Update button.
12.	Click the Checkout button. The window will redirect to your updated <i>iBuy</i> shopping cart.
13.	Click Proceed to Checkout .
14.	Finalize and complete the order in <i>iBuy</i> .