



How to Flip an eQuote to a Requisition or PO

Open Bearbuy, Click Fastenal, then click Punchout

All - Search (Alt+0) 0.00 USD 👿 🤍 🏴 🌲 🛔 Bearbuy Supp Char Manageme ñ Advanced Simple 6 8 Campus Related Services Welcome to UCSF BearBuy 盦 DM BearBuy will not be available from 3:00 PM to 11:00 PM on Saturday, Ju 10 for system maintenance 0 * nance related to PeopleSoft Notice impacted by maintenance on the PeopleSoft Financial 1000 PM on Saturday, June 10. Bearbay will be acces purchase orders will not be processed during this tin Lab Sunnlies (Resea DIO RAD X Agilent Support - For BearBuy support, contact IT Service Desk at appsupport@ucsf (415) 514-4100 option 2 (8 a.m.-5 p.m.) - Contact SCM Response Team for help with payments, purchasing Small & Diverse log & Pun Contact or liens (C) Fichar GLOBAL LIFE SCIENCES Part and atalog & Punch () Canada Training • BearBuy Training • Procurement 101 and Procurement CheckIst • CA Partial Sales Tax Rate Exemption for research equipment • Payment Status 44_ O'NETA IDT BioLabs_ attan Ilumina' Small & Diverse Business orts and Other Resources Request a New Supplier Catalog Suppliers 411 and UC Contract Suppliers Find your Department-Assigned Buyer Sigma P Promotion RAININ PATTERNIN OLAGEN Catalog & Punch Supplier Diversity • SCM Supplier Diversity and Indusion Program • Use balance Professional tool to search for Small and Diverse Suppliers • UCSF Certified Small and Diverse Supplier List spectrum 956 wne (III) TaKaRa Promate | M Small & Divers Catalog & Punc ral Purchases and Supp blaisdell's BH (THE AND FASTENA 0 n odb-XIE Computer Software/Ha tware (preferred su

1.

2.

Open up the Fastenal punchout catalog, click eQuote request (top right).

• The subject line of the email notification will indicate eQuote vs ePO request







3.

You will see a list of every location's open requests.

• Search by quote number to easily identify your open request.

FASTENAL			United States	- English 🛩 eQuote	6 ePO Requests (25)	Order Templates
O Products Browse	Keyword, Part Number or X-Ref		<u>Q</u> 2	My Account CSGRP03635	• My Branch Martinsburg	Hy Cart Items(0)
Home > eQuotes						
eQuotes						
Find Quote Number:	Quote Number					
Branch Location:	All Locations					
	Pending Rejected Approve	ed				
eQuotes represent sugg	ested orders from your local Fastenal branch(s	s). Please locate your Fastenal branch's city and	state, or if provide	d a quote number applic	able to your location.	

eQuotes are typically inventory replenishment recommendations based off of a site visit or in response to a quote request. These quotations will not be processed until a valid Purchase Order is submitted. Unless otherwise stated, all quoted prices are subject to expiration after 30 days.

These results are for pending eQuotes created in the past 30 days. For a more complete list of results, with up to 180 days of eQuote history, perform a search.

Results: 1 - 20 of 29

1	2	»
	Filt	or

4

Find

Once you have found your quote, click 'Add to Cart'.

Quote Number:	Quote Number	
ch Location:	WABASH, IN (INWAB)	~
	Pending 🗌 Rejected 🗌 A	pproved
	Search	

eQuotes represent suggested orders from your local Fastenal branch(s). Please locate your Fastenal branch's city and state, or if provided a quote number applicable to your location.

eQuotes are typically inventory replenishment recommendations based off of a site visit or in response to a quote request. These quotations will not be processed until a valid Purchase Order is submitted. Unless otherwise stated, all quoted prices are subject to expiration after 30 days.

Displaying search re	sults. Clear Results																
Results: 1 - 20 of 69												1	2	3	*	Last	
																Filter	1
Reject Quote	Quote Number 斗	Quote Date 4	Account Number	†↓	PO	†↓.	Release/Job	†Ļ	Total	†↓	Status		†↓	Qu	ote Ac	tions	
Reject	77915	2019-11-25	INWAB0263						(USD) \$80.	00	Pending Approv	al			Add to	Cart	
Reject	77913	2019-11-25	INWAB0263						(USD) \$8 .	00	Pending Approv	al			Add to	Cart	ľ
Reject	77865	2019-11-22	INWAB0263	Ch	ad				(USD) \$252.	00	Pending Approv	al			Add to	Cart	





5.

6.

Review the cart and verify your order, then click 'Check Out'.

date Cart Show/Hide Line Details Empty Cart Check Out Qty Image Description Qty/Pkg Ext Qty Price Total 100 XL Series 814.4 mil Blue Nitrile Food Handling Industrial Grade Powder Free Disposable Glove 1 100 Your Price: \$0.08 \$8.00 100 KL Series 814.4 mil Blue Nitrile Food Handling Industrial Grade Powder Free Disposable Glove 1 100 Your Price: \$0.08 \$8.00 100 Ames. IA Branch: Available now at your local branch Ames. IA Branch: Available now at your local branch 1 100 Your Price: \$0.08 \$8.00	ric op	ioau - copy	/ rasic				
Qty Image Description Qty/Pkg Ext Qty Price Total 100 XL Series 814.4 mil Blue Nitrile Food Handling Industrial Grade Powder Free Disposable Glove 1 100 Your Price: \$0.08 \$8.00 Remove Ext Qty Price 1 100 Your Price: \$0.08 \$8.00 Remove Ext Grade Item Ext Addition Item Price: \$0.08 \$8.00	odate Cart	Show/Hide Line	a Details			Empty Cart C	heck Out
100 XL Series 814.4 mil Blue Nitrile Food Handling Industrial Grade Powder Free Disposable Glove 1 100 Your Price: \$0.08 \$8.00 Remove Imanufacturer: Body Guardi® Imanufacturer: Body Guardi®	Qty	Image	Description	Qty/Pkg	Ext Qty	Price	Total
	100 Remove	YE	XL Series 814.4 mil Blue Nitrile Food Handling Industrial Grade Powder Free Disposable Glove SKU: 1334811 Manufacturer: Body Guard® Catalog Item Ames IA Branch: Available now at your local branch	1	100	Your Price: \$0.08	\$8.00

Click 'Complete Checkout'

• This creates the requisition in your system so that a PO can be sent to Fastenal.

Order Confirmation

						Filter
Qty	Image	Description	Qty/Pkg	Ext Qty	Price	Total
100	¥	XL Series 814.4 mil Blue Nitrile Food Handling Industrial Grade Powder Free Disposable Glove SKU: 1004811 Manufacturer: Body Guard®	1	100	Your Price: \$0.08 (Save 99% off wholesale)	\$8.00
					Freigh	nt: \$0.00
					Total (USI	0): \$8.00
ack To Ca	art				Complete	Checkout

For additional Fastenal integration training please contact <u>ecommercesupport@fastenal.com</u>. For follow-up or assistance please contact <u>CABUR@stores.fastenal.com</u>. Please include requisition number.