

As of May 21, 2018, FW Webb is now a punch out Vendor in BuyWays

FW Webb sells industrial products. This punch-out should reduce/eliminate the need for blanket orders issued to FW Webb.

1. Using State Contract FAC100
2. Prompt Pay 2% on the 10<sup>th</sup>
3. eQuote Feature – Users would reach out to their store who would provide a quote# and upload it to the punchout.
4. Shipping - free on state contract items, otherwise freight charged.
5. CXML PO and Invoicing for catalog orders
6. Paper invoicing for non-cat orders
7. Paper credits
8. Cart does not save in punchout
9. Browsers – major. Issues with IE9 and below.
10. Attachments accepted for non-cat orders

### **OUTSTANDING ISSUE: (FYI)**

For 'per measurement' items (wire, sold by foot for example), there is a rounding issue on Order Confirmations.

Order confirmation pricing for these items will be slightly off, but can assure you that pricing in FW system and BuyWays is in synch.

The invoices do come through with correct price. FW is working on a fix, but didn't have an ETA of when that would be done.

### **WANT YOUR ORDER DELIVERED?**

Simply select your desired UMASS SHIP-TO address. Entire order must be delivery.

### **PICK UP OPTION: (IMPORTANT TO PASS ONTO USERS!!!)**

Since pick-up option is not available in Webb's punch-out, we had to create SHIP-TO codes for each Webb store.

If a user would prefer to pick-up their order, they must select a FW Webb SHIP-TO code. (see chart below)

### **FYI's:**

- These SHIP-TO codes should never be defaulted in user profiles, and only used for pickup services for FW WEBB punch-out orders.
- In punch-out, users can check to see if an item is in stock at their desired location.
  - If items are in stock, orders are generally ready for pick-up in an hour. Users can also call store to check on status.
  - If items are NOT in stock, item will be shipped there.

- Store will communicate with user regarding backordered items, or when to expect the 'not in stock' items to arrive for pickup.
- Entire order must be pick-up.
- Please make sure users have their phone and email address saved in their profile.

**FW WEBB ship-to codes for Store Pickup:**

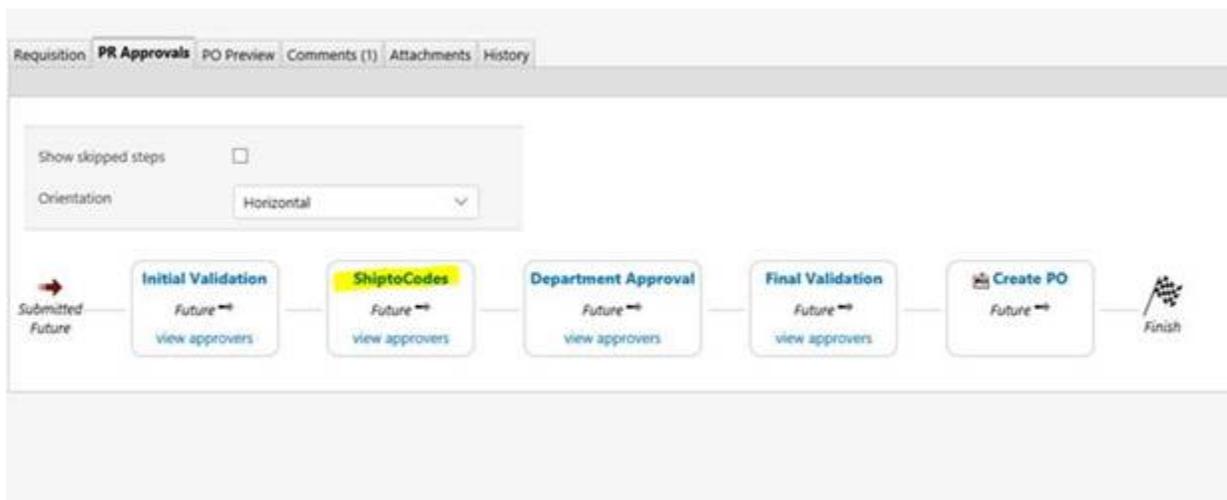
CAMPUS	SHIP TO CODE	Contact line 2	Address line 1	Address line 3	City	State	Zip
DARTMOUTH	FW Webb New Bedford	STORE PICKUP	FW Webb New Bedford	915 Church Street	New Bedford	MA	02745

**SHIP-TO WORKFLOW:**

To avoid mistaken use of these ship-to's, workflow step has been put in place. Folks from each Procurement office has been assigned to this step.

If an order contains FW Webb ship-to, and vendor is NOT FW Webb, these folks will be notified, and then REQ can be returned to user to fix.

Procurement approvers should know who they are by now – I've attached a sample copy of work-flow notification. As you can see Office Depot is the vendor, and ship-to address is FW Webb.



**REFUNDS:**

Return item to store, or call store to process return. Users MUST provide store PO# to process return.

**STORES AND CONTACT INFORMATION:**

**Contacts**

**DARTMOUTH CAMPUS**

Webb Branch	<b>NEW BEDFORD</b>	915 Church St.	
Account Manager	Jonathan Pacheco	<a href="mailto:Sls376@fwwebb.com">Sls376@fwwebb.com</a>	401.339.2272
Sales/Store Contact	508.995.9533		
SHIP TO CODE:	FW Webb New Bedford		