

How to Shop from BC Interiors Catalog

Within CU Marketplace Shopping Home page, select BC Interiors punch-out tile:



Use the menu on the left side of the home page to navigate to product categories, sub-categories, and individual products. Select the product categories (Desks, Storage, Tables, Accessories, Seating, Quick Ship) to view the respective product sub-categories. Select product sub-categories to view specific product offerings. Or, select categories or sub-categories and click on images of product options to view product details.

BROWSE FOR...

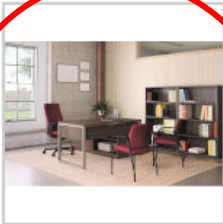
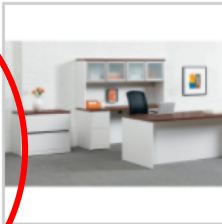
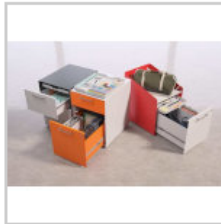

Search

- DESKS
 - RECEPTION
 - PRIVATE OFFICE
 - SIT-STAND
- STORAGE**
 - BOOKCASES
 - LATERAL FILES
 - PERSONAL STORAGE
 - CABINETS
- TABLES
- ACCESSORIES
- SEATING
- QUICK SHIP

Home > Inquiry > Product Catalogs

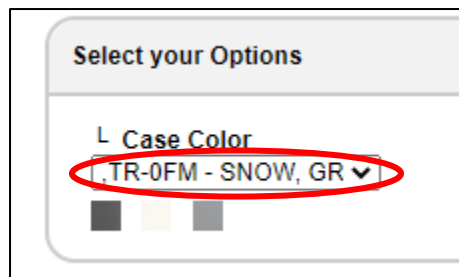
STORAGE

Search within Catalog: Search

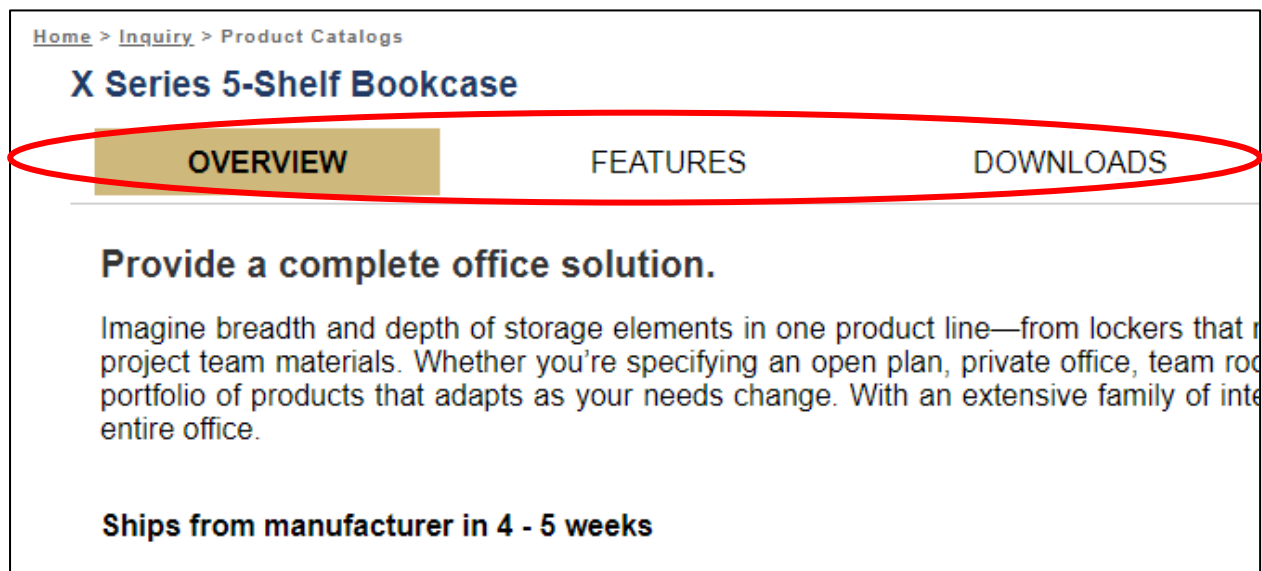
 <p>BOOKCASES Price: \$124.00 - \$483.00</p>	 <p>LATERAL FILES Price: \$211.00 - \$943.00</p>	 <p>PERSONAL ... Price: \$362.00 - \$362.00</p>	 <p>CABINETS Price: \$372.00 - \$1,020.00</p>
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Click on a specific product to view product details, and make selections on color, fabric, etc.

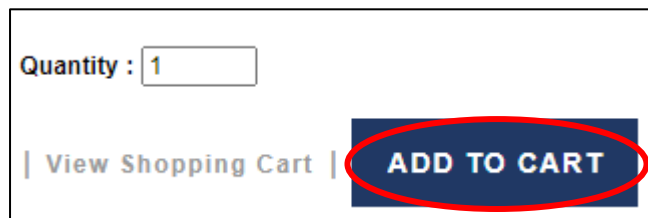




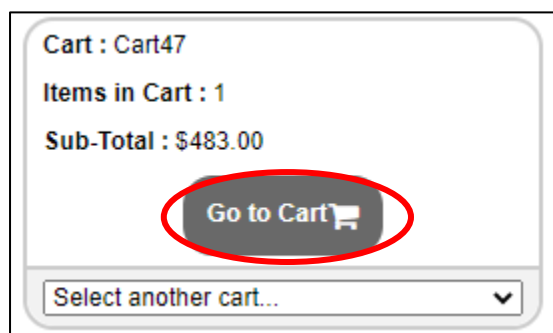
To view product details and features, select “Features” and to view product brochures and spec sheets select “Downloads”.



To add product(s) to your cart, select Add to Cart:




To proceed with purchase, select Go to Cart:



To proceed with purchase, select Request Quote / Checkout. Then fill out required shipping information and then select Submit.

Home > My Account > Shopping Cart print view

☐ View Detail Description

All	Standard	Catalog No.	Description	New	Total Price
<input type="checkbox"/>	 BKC0011	JBCS-0536	X Series, Bookcase, 63.5"H x 36"W, Glides	<input type="text" value="1"/> \$483.00	\$483.00
Grand Total Price :					\$483.00

[Delete](#) | [Update](#) | [REQUEST QUOTE / CHECKOUT](#)

Copy Ship To Copy Sold To

Sold To	Ship To
Name : <input type="text" value="University of Colorado"/>	Name : <input type="text" value="University of Colorado"/>
Address 1 : <input type="text"/>	Address 1 : <input type="text"/>
Address 2 : <input type="text"/>	Address 2 : <input type="text"/>
City : <input type="text"/>	City : <input type="text"/>
State : <input type="text"/>	State : <input type="text"/>
Zip : <input type="text"/>	Zip : <input type="text"/>
Country : <input type="text"/>	Country : <input type="text"/>
Contact : <input type="text"/>	Contact : <input type="text"/>
Phone : <input type="text"/> - <input type="text"/> - <input type="text"/>	Phone : <input type="text"/> - <input type="text"/> - <input type="text"/>
Fax : <input type="text"/> - <input type="text"/> - <input type="text"/>	Fax : <input type="text"/> - <input type="text"/> - <input type="text"/>
Email : <input type="text"/>	Email : <input type="text"/>

Additional Information

Will the delivery be on the ground floor? <input type="text" value="Select One..."/>	Is there access to an elevator? <input type="text" value="Select One..."/>
Will furniture need to be carried up stairs? <input type="text" value="Select One..."/>	If a stair carry is required, how many stairs? <input type="text"/>
Can the delivery take place during normal business hours? (M-F, 8am-5pm) <input type="text" value="Select One..."/>	

Notes

Comments :

[Reset](#) | [Back](#) | [Update](#) | [Submit](#)

IMPORTANT: After you click Submit, you will receive an order number and a note that your order has been sent to BC Interiors for a delivery & installation quote. BC Interiors will notify you by email, within 24 hours, once delivery & installation has been added to your cart and your cart is ready for checkout.

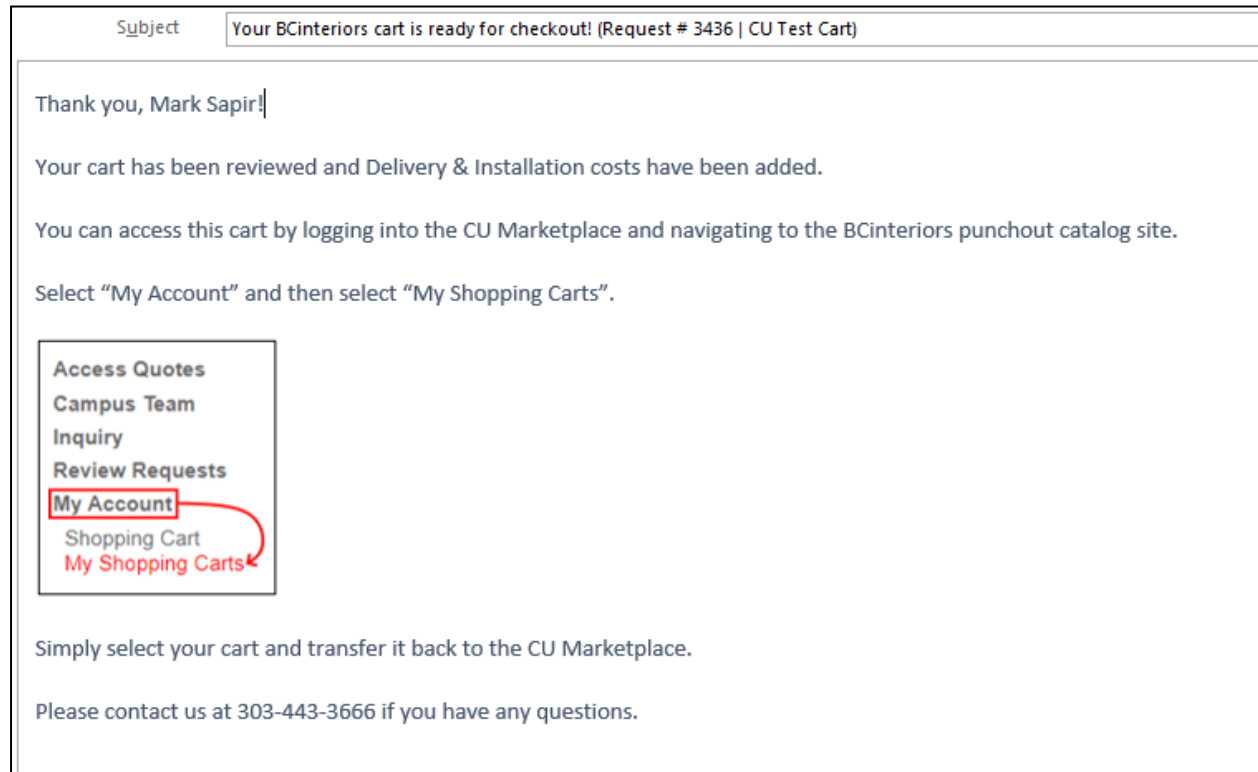
Your order number is 3447.

Your request has been sent to BCinteriors for a Delivery & Installation quote.

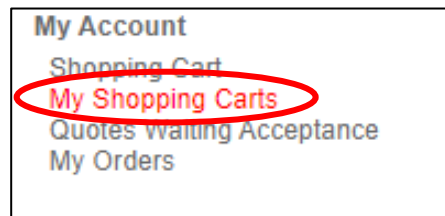
You will receive an email within 24 hours, once your order has been reviewed and is ready for checkout.

How to Access a Revised Cart & Complete Cart Purchase

Once BC Interiors has reviewed your cart, and added the appropriate delivery & installation amounts to your cart, you will receive an email similar to the image below.



Then, to access your revised cart, log into CU Marketplace, select the BC Interiors punch-out tile, and select "My Account" and then "My Shopping Carts".



Select the Cart Name that you wish to proceed with purchasing.

All	Cart Name ▲	Res. No	Description	Status	Customer No.	Last Update Date	Items in Cart	Cur	Total
<input type="checkbox"/>	Cart10			Active	CU001	7/1/2021	0		\$0.00
<input type="checkbox"/>	Cart11			Active	CU001	7/1/2021	0		\$0.00
<input type="checkbox"/>	Cart12			Active	CU001	7/1/2021	0		\$0.00
<input type="checkbox"/>	Cart13			Active	CU001	7/23/2021	0		\$0.00
<input checked="" type="checkbox"/>	Cart16	3426		Reviewed	CU001	7/13/2021	3		\$697.00

You will notice there is now a line in your cart for Delivery & Installation. Review the cart and if you wish to proceed with purchasing, select Request Quote / Checkout.

Home > My Account > Shopping Cart print view

☐ View Detail Description

All	Standard	Catalog No.	Description	New	Total Price
<input type="checkbox"/>	TA S0042	HCLQT	HON Cliq Task Chair	1 \$309.00	\$309.00
<input type="checkbox"/>	TA S0046	HCLQT	HON Cliq Task Chair	1 \$323.00	\$323.00
<input type="checkbox"/>	Ad hoc	Delivery & Installation	Delivery & Installation	1 \$65.00	\$65.00
Grand Total Price :					\$697.00

[Delete](#) | [Update](#) | [REQUEST QUOTE / CHECKOUT](#)

Verify shipping information, make any necessary changes, and then select Request Quote / Checkout.

Sold To	Ship To
Name : University of Colorado	Name : University of Colorado
Address 1 :	Address 1 : 1800 Grant Street
Address 2 :	Address 2 : Suite 400
City :	City : Denver
State :	State : CO
Zip :	Zip : 80213
Country :	Country :
Contact :	Contact : Annie
Phone : - -	Phone : 303 - 764 - 3405
Fax : - -	Fax : - -
Email :	Email : annie.becker@cu.edu

[Copy Ship To](#) [Copy Sold To](#) [Search or call](#)

Additional Information	
Will the delivery be on the ground floor? Yes	Is there access to an elevator? Yes
Will furniture need to be carried up stairs? Yes	If a stair carry is required, how many stairs?
Can the delivery take place during normal business hours? (M-F, 8am-5pm) Yes	

Notes

Comments :

[Reset](#) | [Back](#) | [Update](#) | [REQUEST QUOTE / CHECKOUT](#)

Then, your cart (and the items in it) will transfer back into CU Marketplace, where you can complete your order as you normally would by assigning speedtype information, assigning the cart to an approver, etc.

Shopping Cart for PSC Requestor

Continue Shopping

3 Item(s) for a total of **697.00** USD
subtotal: 697.00 USD
estimated tax, shipping & handling: 0.00 USD

Add Speedtype/Shipping/etc. or Assign Cart

Name this cart: 2021-08-19 request 03

Have you made changes? Update

Empty Cart Create New Cart

Perform an action on (0 items selected) Select All

Bottom Line Design LLC more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: 8/19/2021 5:55:03 PM

Line(s): 1, 2, 3


Product Description	Unit Price	Quantity	Total
HON Cliq Task Chair Part Number TAS0042 Manufacturer Info HCLQT - (HON) Commodity Code 08 - Furniture	309.00 EA Update	1	309.00 Shipping Handling 0.00 USD
HON Cliq Task Chair Part Number TAS0046 Manufacturer Info HCLQT - (HON) Commodity Code 08 - Furniture	323.00 EA Update	1	323.00 Shipping Handling 0.00 USD
Delivery & Installation Part Number Delivery & Installation Manufacturer NA Commodity Code 08 - Furniture	65.00 EA Update	1	65.00 Shipping Handling 0.00 USD
Supplier subtotal			697.00 USD

Have you made changes? Update

3 Item(s) for a total of **697.00** USD
subtotal: 697.00 USD
estimated tax, shipping & handling: 0.00 USD

Add Speedtype/Shipping/etc. or Assign Cart


After PO is created in CU Marketplace, you will receive a confirmation email similar to the image below. You will also receive another email from BC Interiors indicating your expected delivery timeframe.

punchout-support@greenwingtechnology.com

Jaime Mendez

6/29

BC Office Interiors - **TEST** PO:1100003117

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

University of Colorado ***TEST** PO Number: 1100003117

Order: 594122538

Description	SKU	Price	Qty	Item Total
60x30x25-1/2 Dbl Ped Desk rect top flush mod	DSK0004	754.00	1	754.00
Delivery AND Installation		250.00	1	250.00
PIERCE MESH BACKHEIGHT ADJUSTABLE ARMS,SEAT SLIDE,BLACK	TAS0001	270.00	1	270.00
Height Adjustable Table 30D x 60W	HAT0002	657.00	1	657.00
Rack Shell Stool	STL0003	252.00	3	756.00
Sub-Total:				\$2,687.00
Tax:				\$0.00
Shipping:				\$0.00
Total:				\$2,687.00

Billing Address Information

Account: University of Colorado

E-mail: Jaime.Mendez@cu.edu

Mail and Street: MAIL TO: University of Colorado - Procurement Service Center

Payable Services

1800 Grant Street, Suite 400

City: Denver

Province/State: CO

Zip Code: 80203-1148

Phone: 1 303-837-2161

Shipping Information

Ship to Name: University of Colorado

Deliver To Address: Jaime Mendez / 4

990 Cokerell Dr

Business Bldg

City: Boulder

Province/State: CO

Postal/Zip Code: 80309-0419

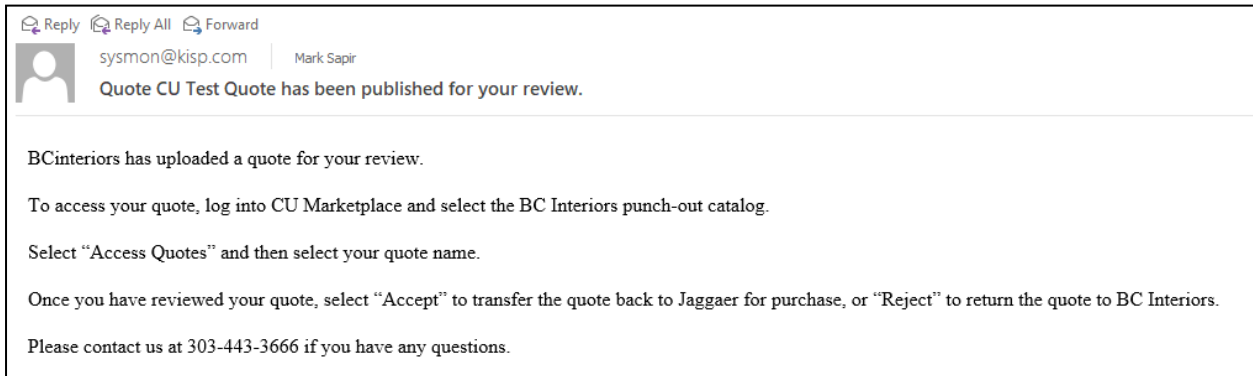
Order Date Timestamp: 06/29/2021

Payment Information

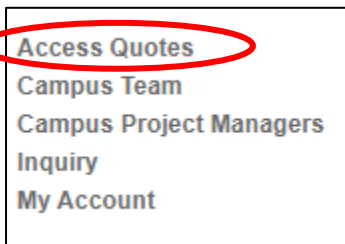
PO Number: 1100003117

How to Access a Project Quote & Complete Project Quote Purchase

When a quote is uploaded to the BC Interiors catalog for your review, you will receive an email similar to the image below:



To access a project quote that BC Interiors has uploaded to their catalog for you, log into CU Marketplace and select the BC Interiors punch-out catalog tile. Then, select Access Quotes and click on your quote name.



All	Quote Name ▲	Description	Status	Customer No.	Last Update Date	Items in Cart	Cur	Total
<input type="checkbox"/>	BCI-CU Sample Quote		Active	CU001	8/23/2021	21	US	\$18,325.00
Reset Accept Reject								

Once you have reviewed your quote, select Accept to transfer the quote to CU Marketplace for purchase, or Reject to return the quote to BC Interiors.

Notes



Notes :

Comments

Comments :

Accept | Reject | Cancel

After PO is created in CU Marketplace, you will receive a confirmation email similar to the image below. You will also receive another email from BC Interiors indicating your expected delivery timeframe.

	punchout-support@greenwingtechnology.com	Jaime Mendez	6/29																																																		
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Order: 504122538																																																					
<table><thead><tr><th>Description</th><th>SKU</th><th>Price</th><th>Qty</th><th>Item Total</th></tr></thead><tbody><tr><td>60x30x29-1/2 Dbl Ped Desk rect top flush mod</td><td>DSK0004</td><td>754.00</td><td>1</td><td>754.00</td></tr><tr><td>Delivery AND Installation</td><td></td><td>250.00</td><td>1</td><td>250.00</td></tr><tr><td>PIERCE MESH BACK, HEIGHT ADJUSTABLE ARMS, SEAT SLIDE, BLACK</td><td>TAS0001</td><td>270.00</td><td>1</td><td>270.00</td></tr><tr><td>Height Adjustable Table 30D x 60W</td><td>HAT0002</td><td>657.00</td><td>1</td><td>657.00</td></tr><tr><td>Rack Shell Steel</td><td>STL0003</td><td>252.00</td><td>3</td><td>756.00</td></tr><tr><td colspan="4"></td><td>Sub-Total: \$2,687.00</td></tr><tr><td colspan="4"></td><td>Tax: \$0.00</td></tr><tr><td colspan="4"></td><td>Shipping: \$0.00</td></tr><tr><td colspan="4"></td><td>Total: \$2,687.00</td></tr></tbody></table>				Description	SKU	Price	Qty	Item Total	60x30x29-1/2 Dbl Ped Desk rect top flush mod	DSK0004	754.00	1	754.00	Delivery AND Installation		250.00	1	250.00	PIERCE MESH BACK, HEIGHT ADJUSTABLE ARMS, SEAT SLIDE, BLACK	TAS0001	270.00	1	270.00	Height Adjustable Table 30D x 60W	HAT0002	657.00	1	657.00	Rack Shell Steel	STL0003	252.00	3	756.00					Sub-Total: \$2,687.00					Tax: \$0.00					Shipping: \$0.00					Total: \$2,687.00
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Deliver To Address: Jaime Mendez / 4																																																					
990 Cokerell Dr																																																					
Business Bldg																																																					
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How to View CU Campus Project Manager Contact Info

From the BC Interiors Shopping Home page (once you are already in the BC Interiors punch-out catalog) select [Click Here to Contact Your CU Campus Project Manager](#) to locate contact information for CU campus project managers.

REACH OUT TO YOUR CU PROJECT MANAGERS TO DISCUSS PROJECTS, REMODELS, FURNITURE STANDARDS, OR QUESTIONS.

[CLICK HERE TO CONTACT YOUR CU CAMPUS PROJECT MANAGER](#)

You can also find the CU campus project manager contact information by selecting [Campus Project Managers](#) from the menu on the left side of the catalog.

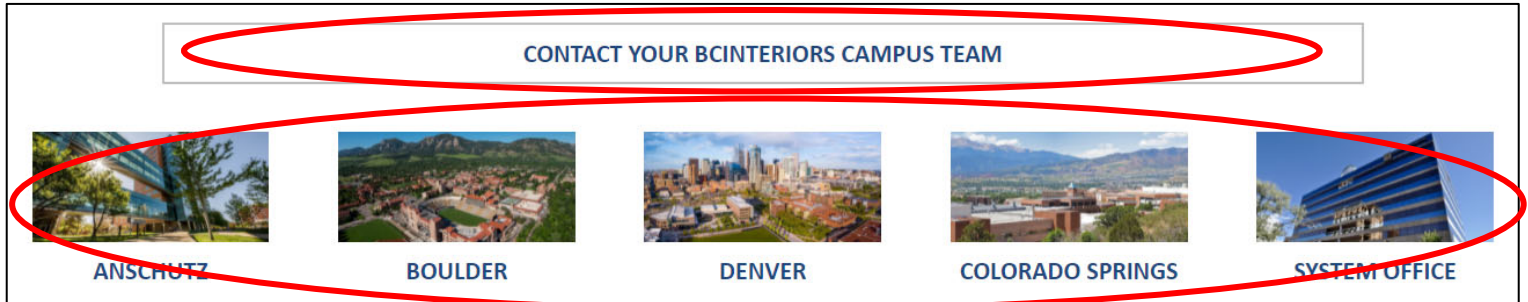
[Access Quotes](#)
[Campus Team](#)
[Campus Project Managers](#)
[Inquiry](#)
[My Account](#)

If you are not on the BC Interiors Shopping Home page but want to navigate back to the Home page, click on the Home button in the upper right corner of the BC Interiors catalog.

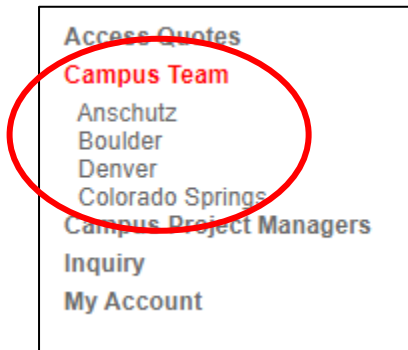
[Home](#)

How to View BC Interiors Campus Team Contact Info

From the BC Interiors Shopping Home page (once you are already in the BC Interiors punch-out catalog) select Contact Your BCInteriors Campus Team for all BC Interiors campus contact information. Or, select your campus to view BC Interiors contact information for your campus.



You can also find the BC Interiors campus contact information by selecting Campus Team and your respective campus from the menu on the left side of the catalog.



If you are not on the BC Interiors Shopping Home page but want to navigate back to the Home page, click on the Home button in the upper right corner of the BC Interiors catalog.

