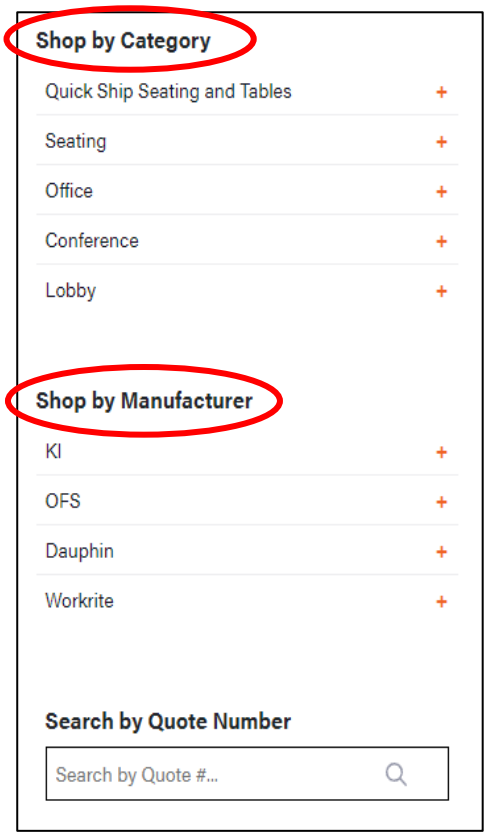
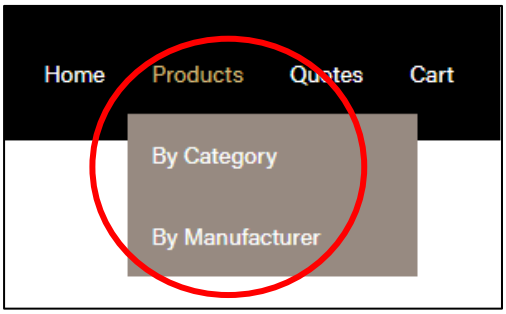
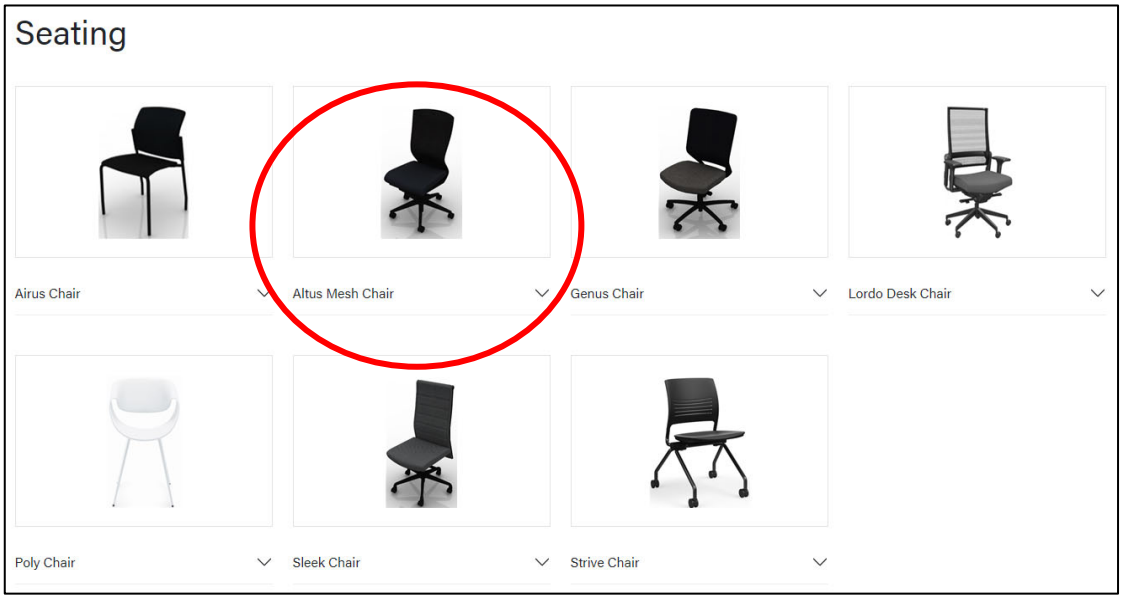
How to Shop from Canter Catalog

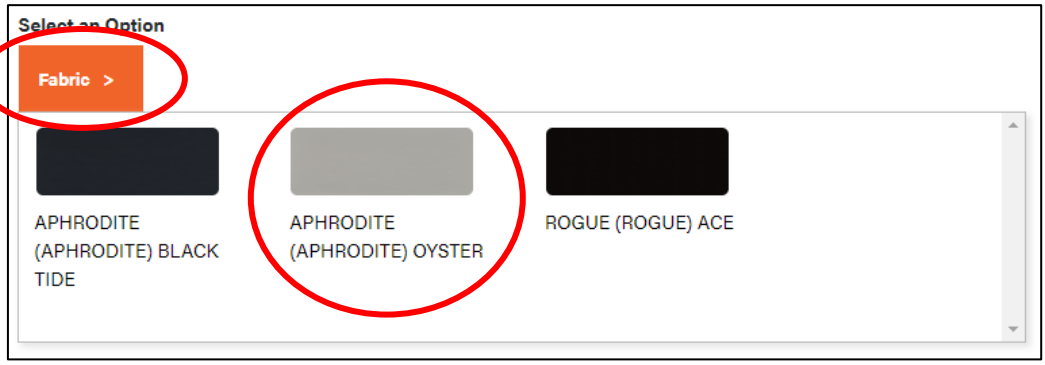
Within CU Marketplace Shopping Home page, select Canter punch-out tile:

Use the menu on the left side of the home page to navigate to product categories or search products by manufacturer. Select the product category to view the products within that category. Select a specific manufacturer to view the product offerings from that manufacturer. Or, use the banner menu on the top right corner of the page – select Products, then click By Category or By Manufacturer. Click on images of specific products to view product details, and make selections on color, fabric, etc.

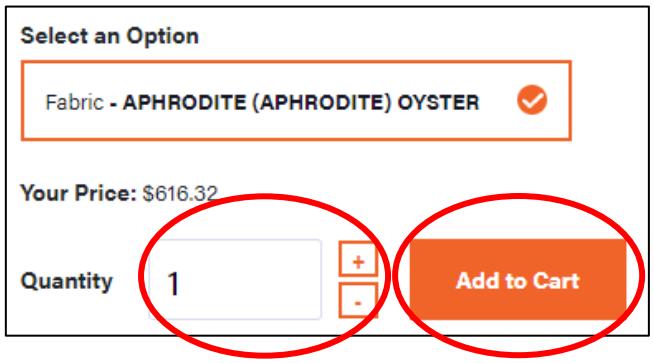




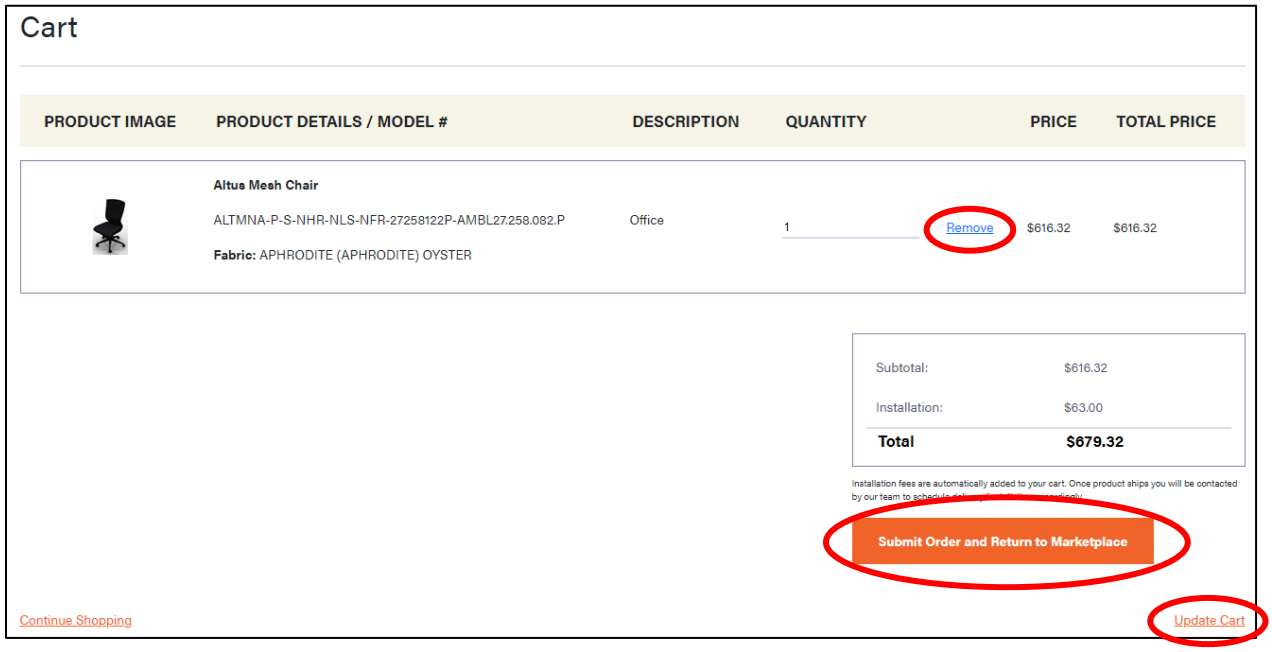




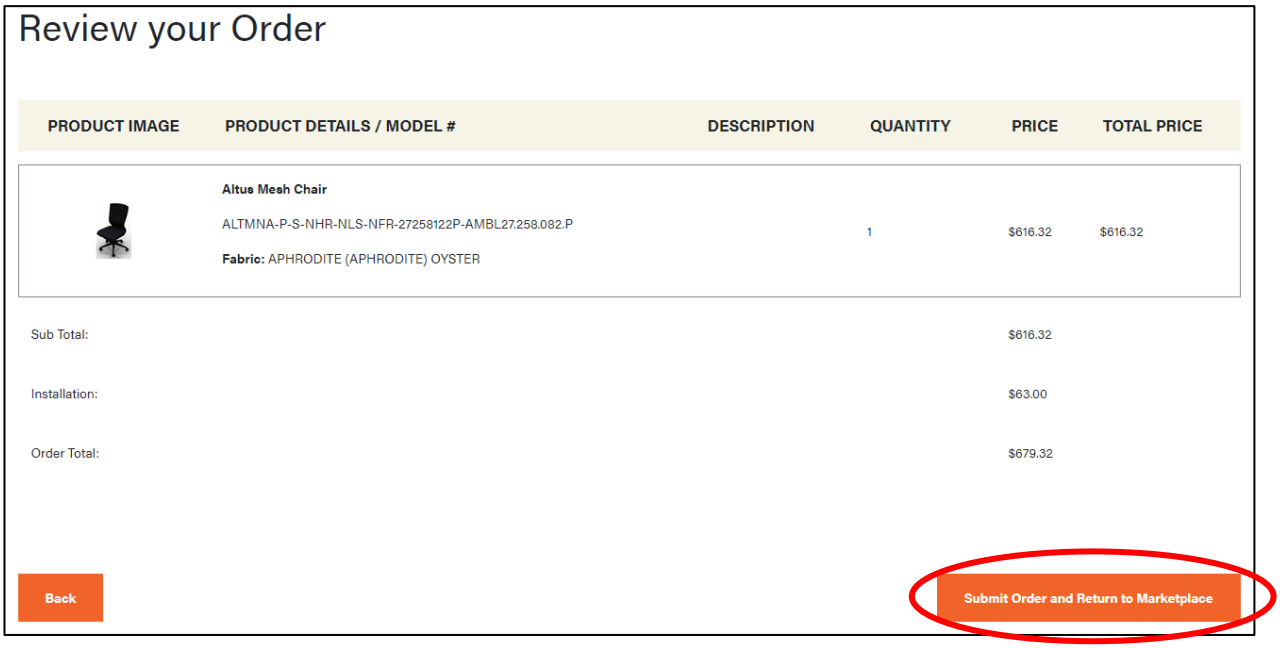
Some products have finish and/or fabric options, which must be selected prior to adding the product to the cart. To add product(s) to your cart, select Add to Cart. To add more than 1 of the same product to your cart, edit the Quantity using the text box or click the + and – buttons.



Once a product or products have been added to the cart, you may proceed to checkout. First, review your cart and if you'd like to proceed with the purchase, select Submit Order and Return to Marketplace. If necessary, make changes by clicking Remove or Update Cart.



Review your cart again and if everything is correct, click Submit Order and Return to Marketplace. Note: installation fee (listed under Subtotal) is automatically calculated based on installation rate and the number of hours each product in the cart requires.



Review your Order

PRODUCT IMAGE	PRODUCT DETAILS / MODEL #	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
	Altus Mesh Chair ALTMNA-P-S-NHR-NLS-NFR-27258122P-AMBL27.258.082.P **Fabric:** APHRODITE (APHRODITE) OYSTER		1	$616.32	$616.32

Sub Total:	$616.32
Installation:	$63.00
Order Total:	$679.32

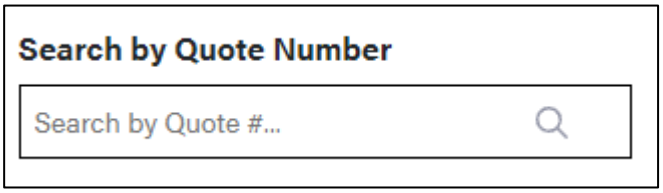
Back

Submit Order and Return to Marketplace

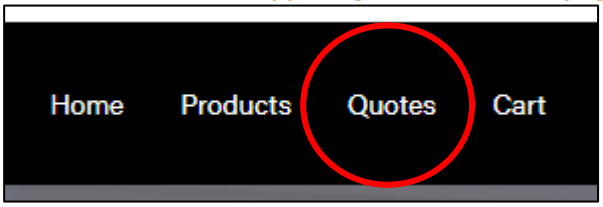
Then, you will be transferred back to CU Marketplace where you should see your Canter product(s) in your CU Marketplace cart. After you submit the purchase requisition and it becomes a purchase order and is sent to Canter, you will receive an order confirmation email from Canter.

How to Access a Project Quote & Complete Project Quote Purchase

To access a Canter project quote that has been assigned to you, enter the quote number into the Search by Quote Number text box on the sidebar of the home page. The quote number must be an exact match, and the user must be assigned to the quote by Canter to be able to view it.



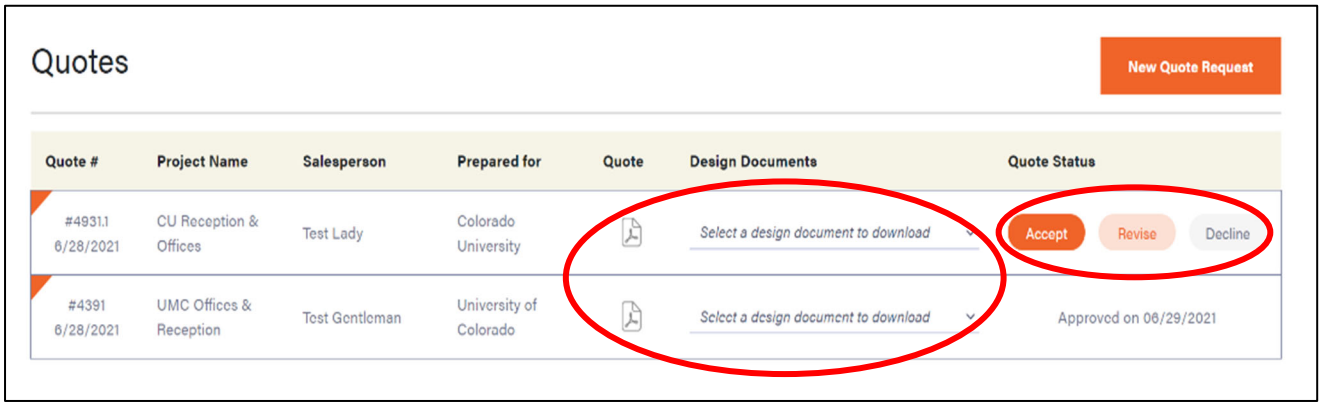
Users are also able to view quotes which are assigned to them by clicking the Quotes link in the banner menu in the upper right corner of the page.



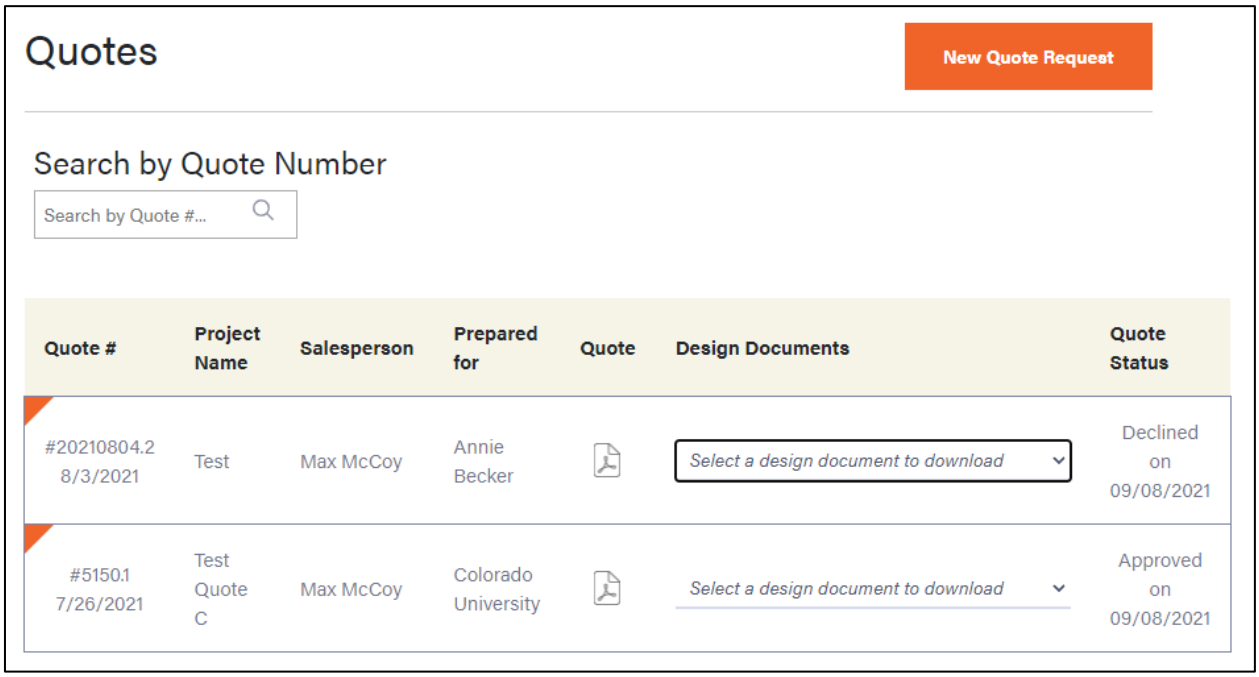
The quotes will appear with any design documents Canter has attached to the quote. Review the quote and design documents provided by clicking on these items.

There are three possible actions with respect to each quote, initiate one by clicking one of the three action buttons:

- **Accept: Will move the quote into an "Accepted" state and put the quote into the user's cart to check out and push the order through to CU Marketplace**
- **Revise: Will launch a form which asks the user to submit a request for revision, including details as to what about the quote should be revised. Upon submitting, the quote will turn to a "Revision Requested" status and send an email to the appropriate Canter rep informing them of the status change**
- **Decline: Will launch a form which asks the user to provide feedback as to why the particular quote was declined. Upon submitting, the quote will turn to a "Declined" status and send an email to the appropriate Canter rep informing them of the status change**



Once an action item has been selected by the end-user, the quote is still visible but is not able to be modified further. Future revised quotes will appear as new items in this table.



After selecting Accept, you will be returned to CU Marketplace and the quote will populate your CU Marketplace cart. After the purchase requisition is submitted and it becomes a purchase order and is sent to Canter, you will receive an order confirmation email from Canter.

How to View CU Campus Project Manager Contact Info and Canter Campus Team Contact Info

CU Campus Project Manager contact information, and Canter Campus Team contact information, is located on the shopping home page of the Canter catalog.

CU **Boulder**

Contact Your Canter Campus Team:
Carl Canter
ccanter@ccanter.com
303.909.3025

Reach out to your CU project managers to discuss projects, remodels, furniture standards, or questions:
Trisha Hallerberg
PM & FF&E Specialist Facilities Management Planning, Design & Construction
303.735.6794
trisha.hallerberg@colorado.edu

CU **Colorado Springs**

Contact Your Canter Campus Team:
Derek Walker
303.688.8024
dwalker@ccanter.com

Reach out to your CU project managers to discuss projects, remodels, furniture standards, or questions:
Carolyn Fox
Executive Director of Planning, Design & Construction
719.255.3588
carolyn.fox@uccs.edu

Mariness Falcon
Project Manager Planning, Design & Construction
719.255.3073
mfalcon@uccs.edu

CU **Denver**

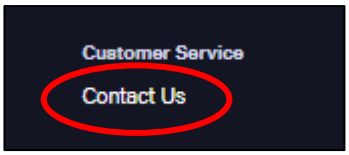
Contact Your Canter Campus Team:
Matt Freeman
mfreeman@ccanter.com
920.619.5799

Reach out to your CU project managers to discuss projects, remodels, furniture standards, or questions:
Todd Akey
Engineering and Architect Associate
720.670.0427
todd.akey@cuanschutz.edu

CU **Anschutz Medical Campus**

Contact Your Canter Campus Team:
Matt Freeman
mfreeman@ccanter.com
920.619.5799

Reach out to your CU project managers to discuss projects, remodels, furniture standards, or questions:
Todd Akey
Engineering and Architect Associate
720.670.0427
todd.akey@cuanschutz.edu

Please note that you can return to the home page (which shows all contact information) at any time by clicking on either of the CU logos or the Canter logo in the upper left corner of the page.

You can also access the CU Campus Project Manager and Canter Campus Team contact information by clicking Contact Us (under Customer Service) in the bottom left corner of the catalog.