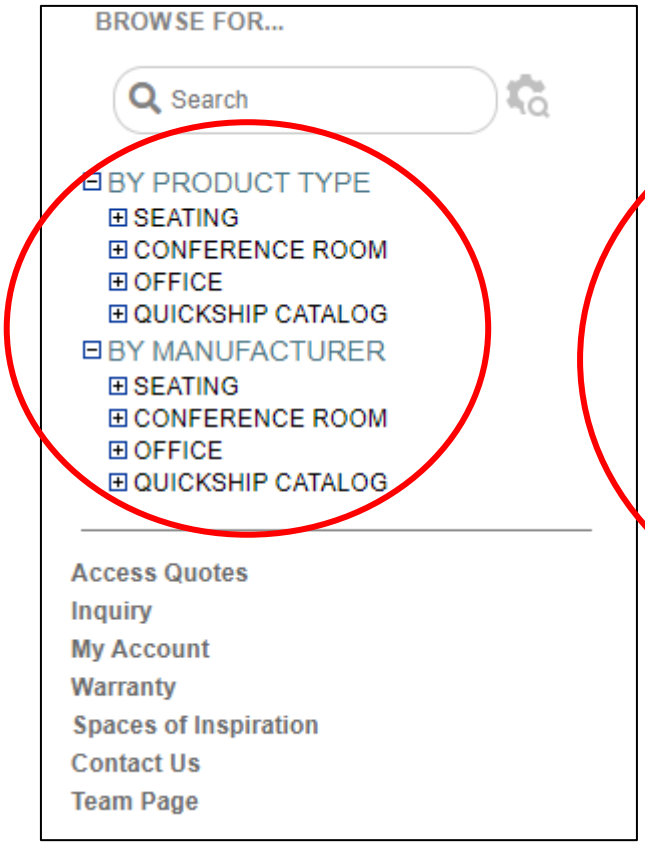
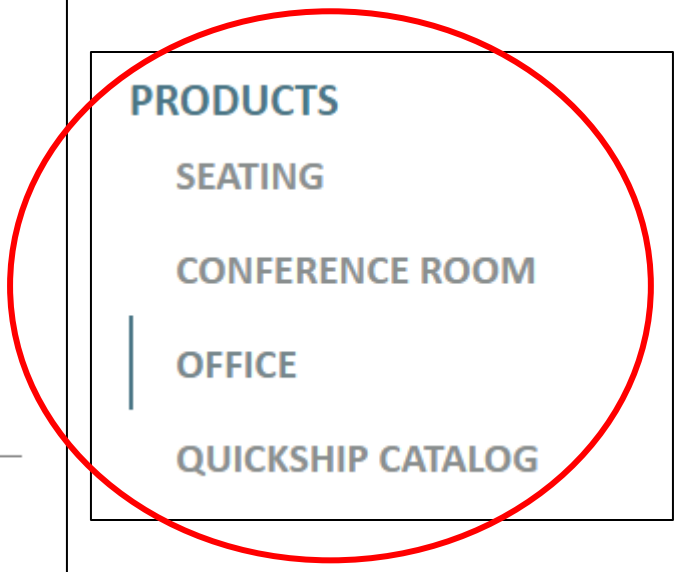
How to Shop from Interior Environments Catalog

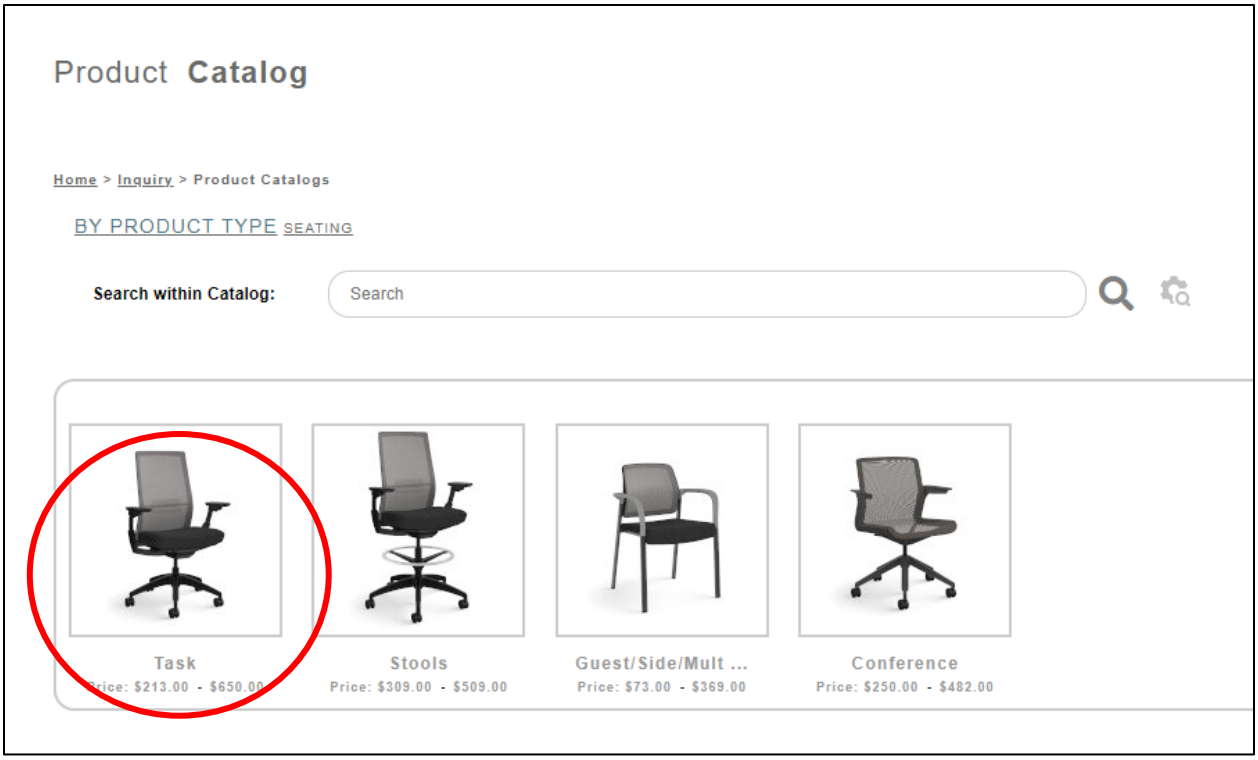
Within CU Marketplace Shopping Home page, select Interior Environments punch-out tile:

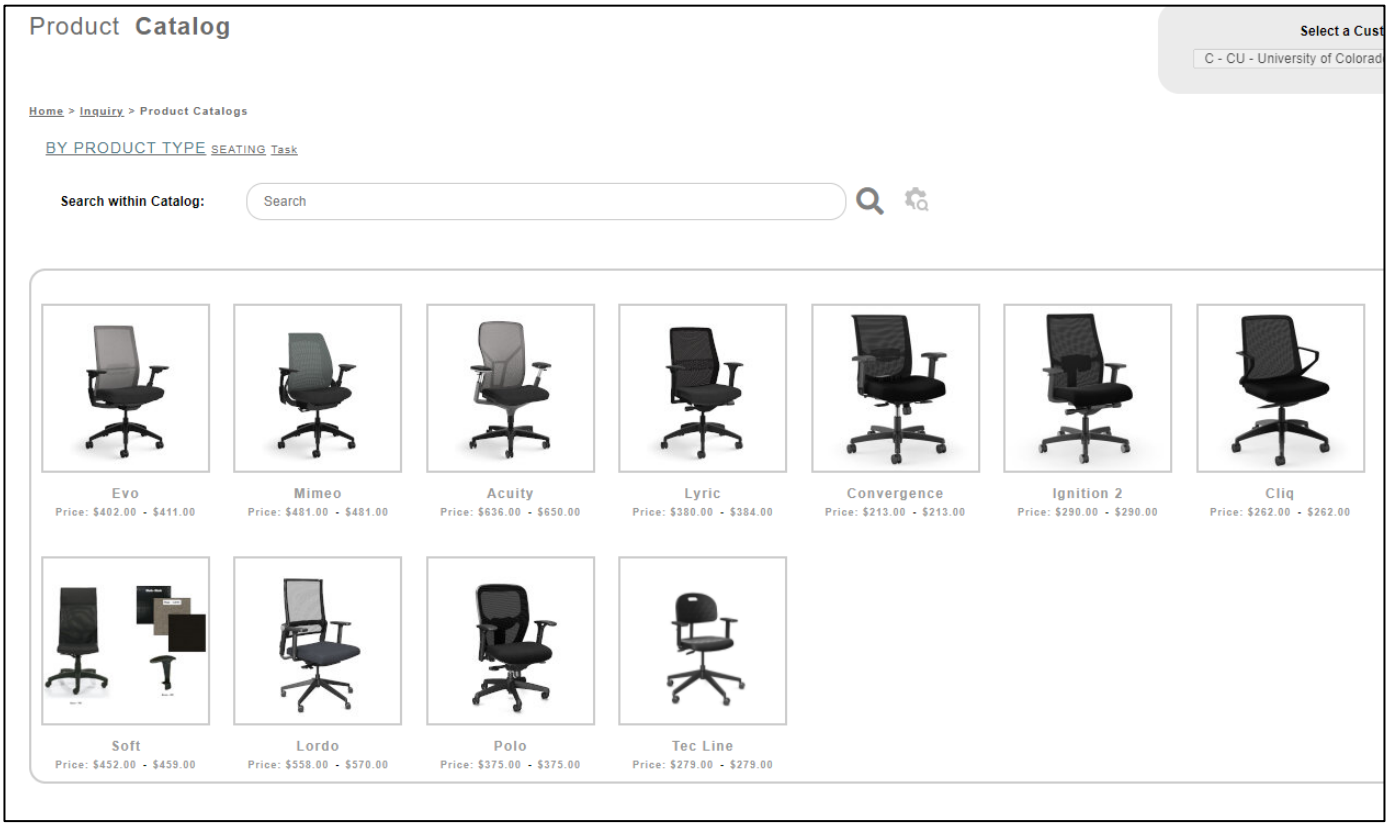
Use the menu on the left side of the home page to navigate to product categories or search products by manufacturer. Select the product category to view the products within that category. Select a specific manufacturer to view the product offerings from that manufacturer. Or, use the Products menu to search by category – Seating, Conference Room, Office, Quickship Catalog. Click on images of specific product subcategories to view product options, and click on specific product images to view product details and make selections on color, fabric, etc.



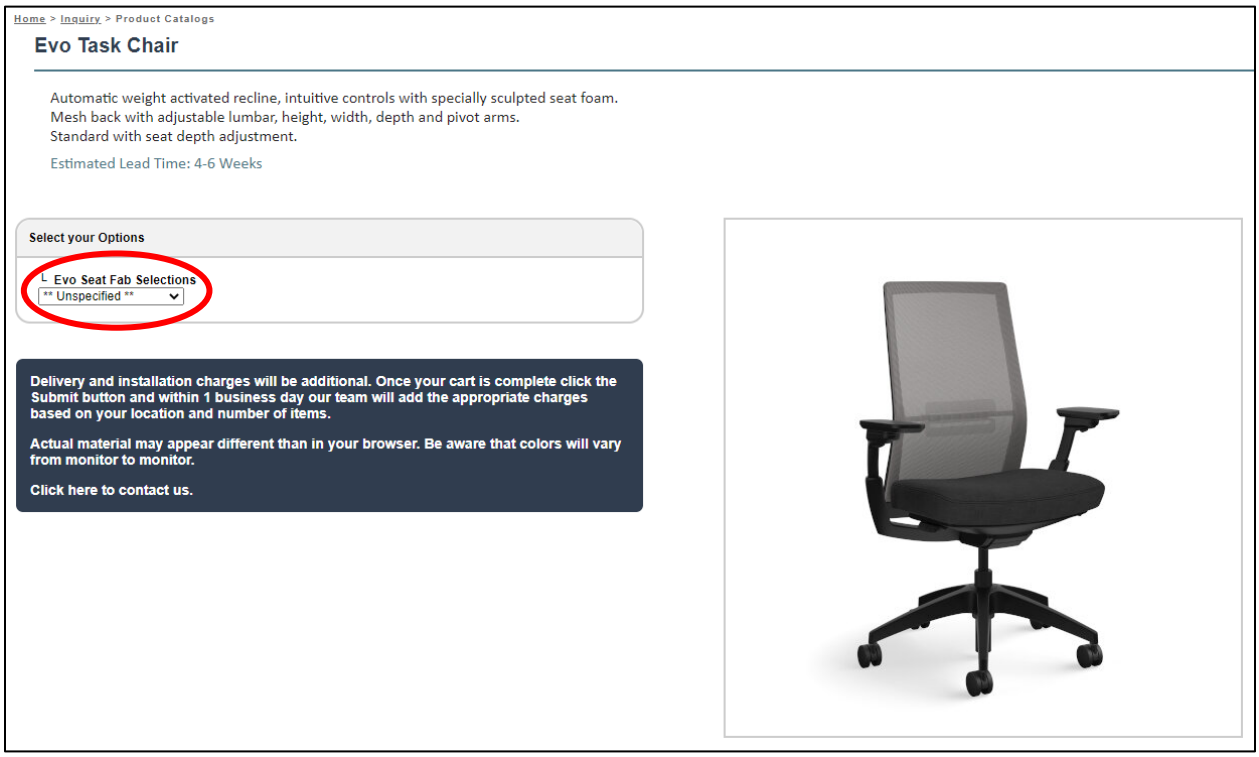


For example, if you select Seating you will see the Seating subcategories (Task, Stools, Guest/Side/Multipurpose, Conference) and if you select Task Seating, then you will see the Task Seating product options.

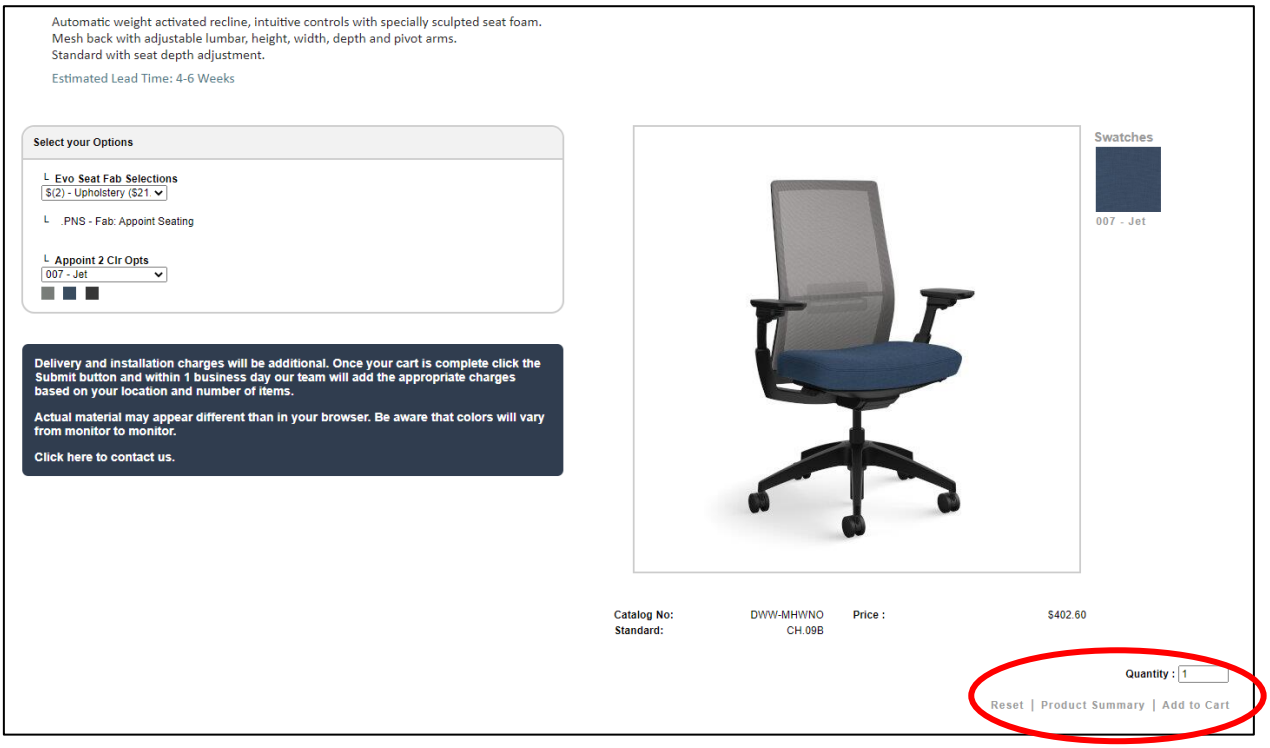

Product Catalog
Home > Inquiry > Product Catalogs
BY PRODUCT TYPE SEATING
Search within Catalog:
Search
Task
Price: $213.00 - $650.00
Stools
Price: $309.00 - $509.00
Guest/Side/Mult ...
Price: $73.00 - $369.00
Conference
Price: $250.00 - $482.00


Product Catalog
Select a Cust
C - CU - University of Colorad
Home > Inquiry > Product Catalogs
BY PRODUCT TYPE SEATING Task
Search within Catalog:
Search
Evo
Price: $402.00 - $411.00
Mimeo
Price: $481.00 - $481.00
Acuity
Price: $636.00 - $650.00
Lyric
Price: $380.00 - $384.00
Convergence
Price: $213.00 - $213.00
Ignition 2
Price: $290.00 - $290.00
Cliq
Price: $262.00 - $262.00
Soft
Price: $452.00 - $459.00
Lordo
Price: $558.00 - $570.00
Polo
Price: $375.00 - $375.00
Tec Line
Price: $279.00 - $279.00

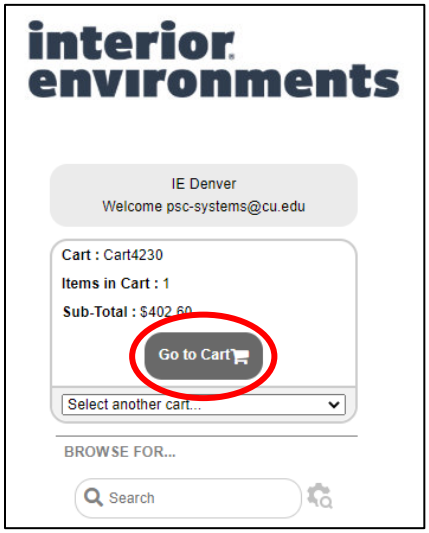
Some products have finish and/or fabric options, which must be selected prior to adding the product to the cart.



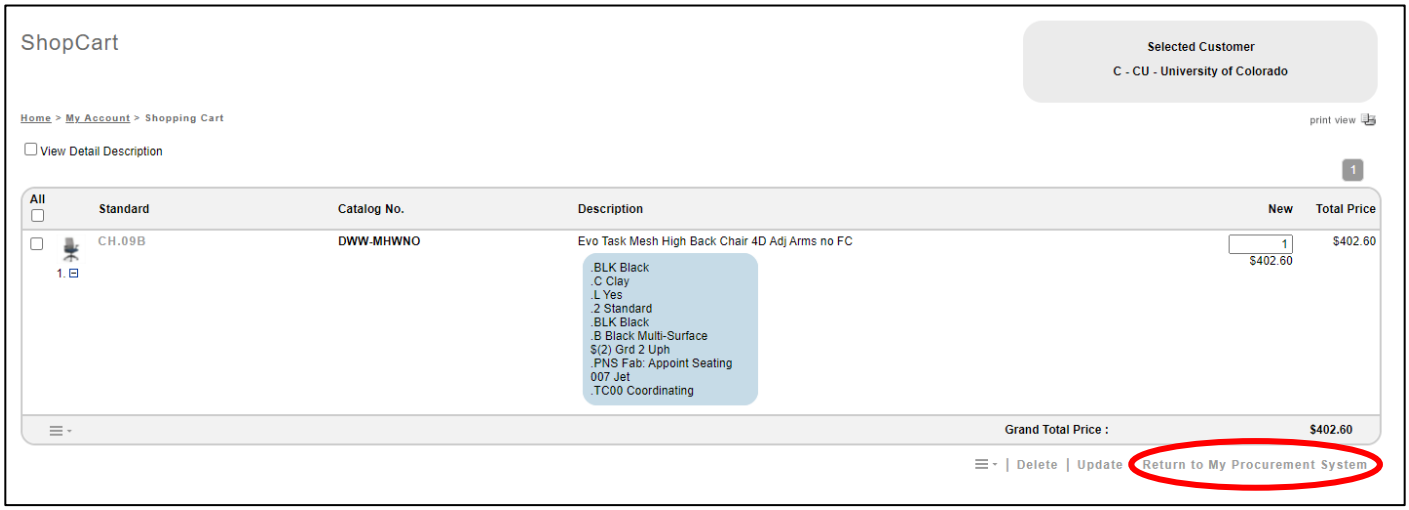
Once all fabric and/or finish choices are selected, add product(s) to your cart by selecting Add to Cart. To add more than 1 of the same product to your cart, edit the Quantity using the text box.

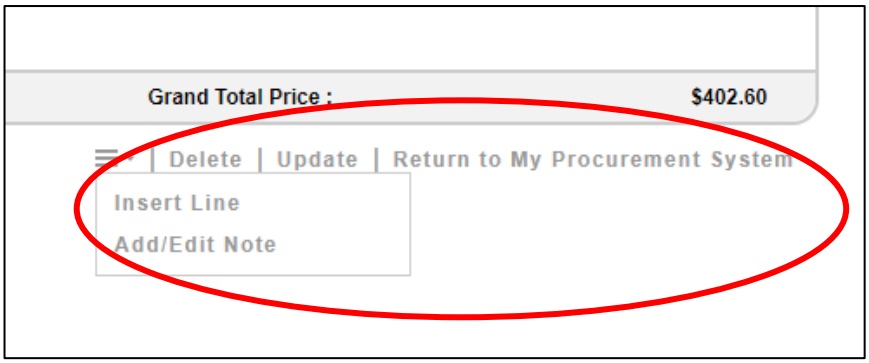


After you have added product(s) to your cart, you can check out by selecting Go to Cart in the upper left corner of the page.

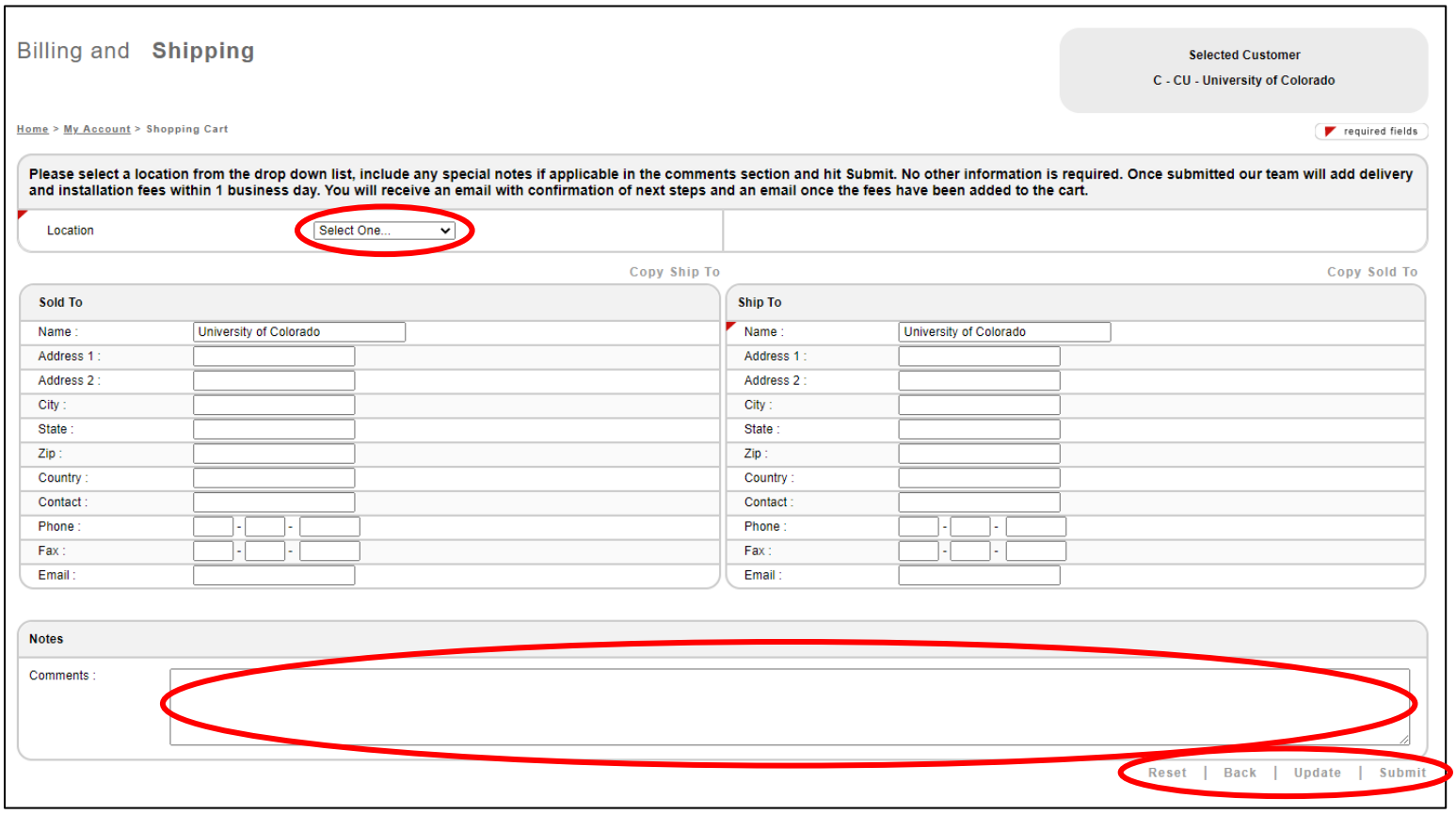


You will see a summary of the items in your cart. Click the + to view cart details. Review your cart and if cart is ready, select Return to My Procurement System. There are also options to Delete cart, Update cart, Insert Line, or Add/Edit Note.

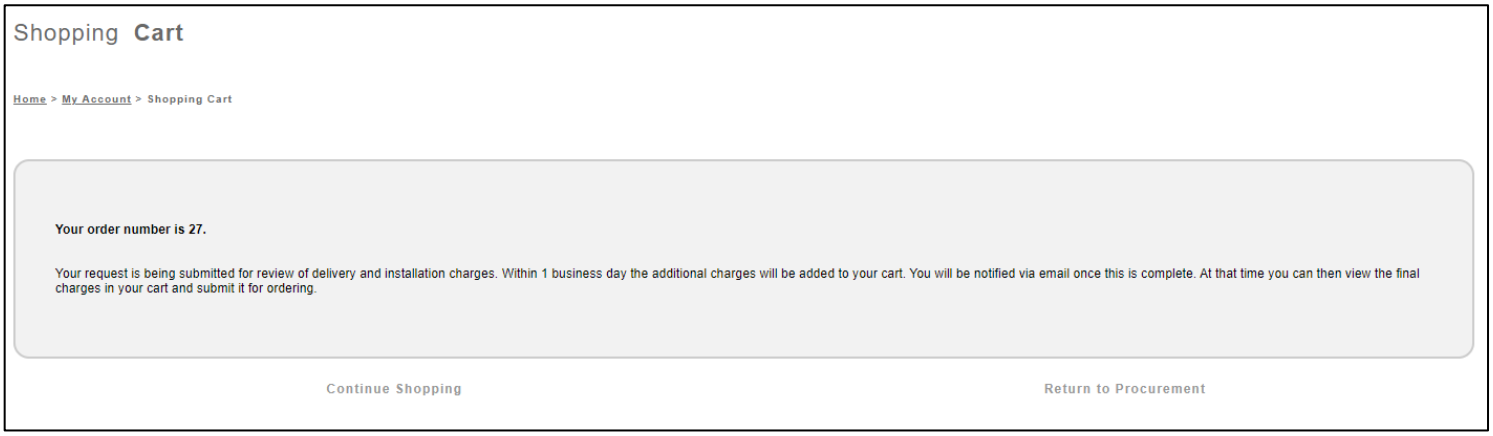




After selecting Return to My Procurement System, select your location from the drop down list and include any special notes (if applicable) in the Comments text box. You do NOT need to populate the Sold To or Ship To fields. After selecting your location, choose Submit.



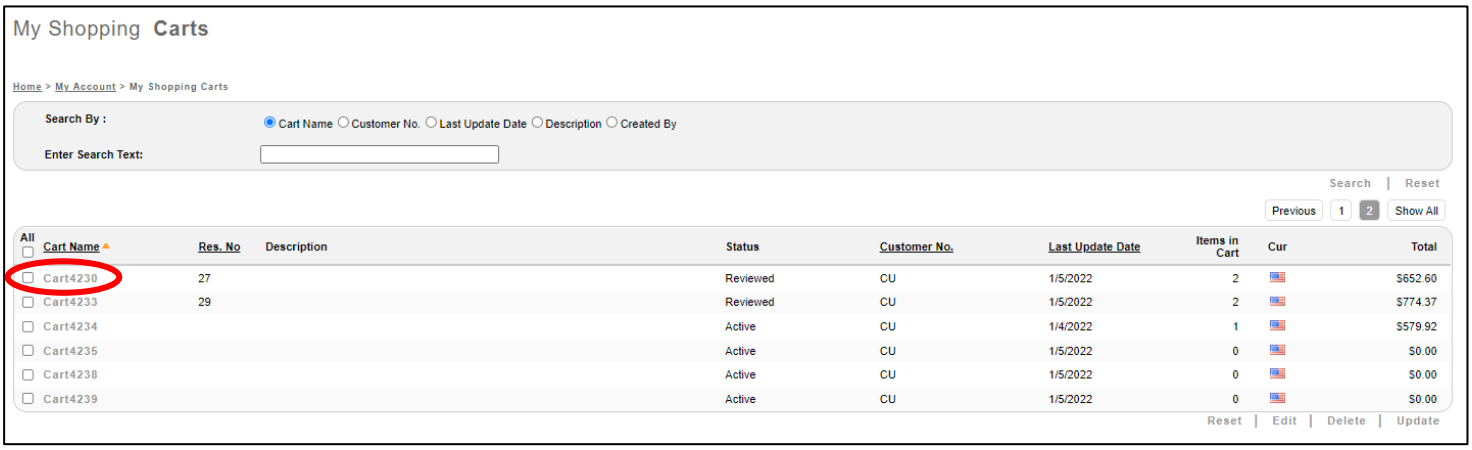
Then, you will receive a confirmation message that your order is being reviewed for delivery and installation fee assessment. Interior Environments will return your cart within 1 business day and you will be notified via email when your cart has been assigned the appropriate fees and is ready for processing.



How to Access a Cart that has been Assigned Install/Delivery Fees

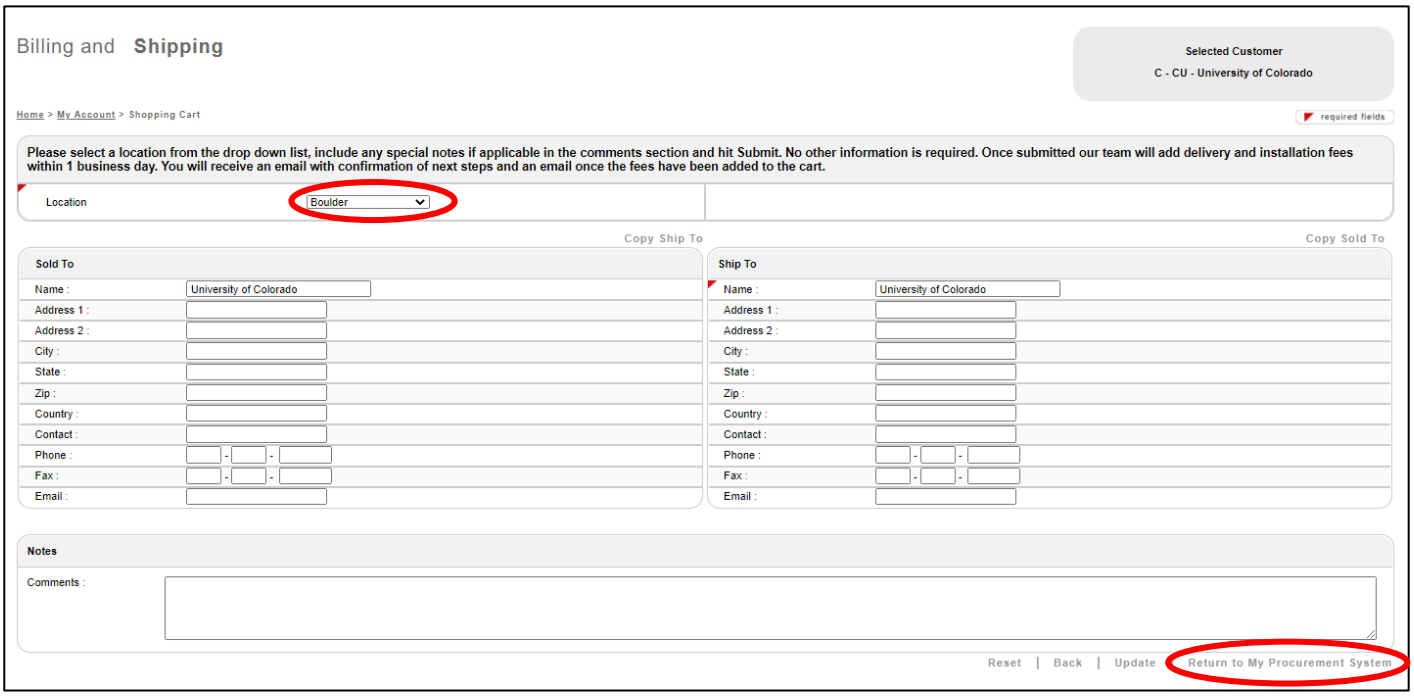
After you are notified via email that Interior Environments has returned your cart, go back into the Interior Environments punch-out catalog and select My Account and then My Shopping Carts (from either the left side menu or from the My Account page).

You will see a list of your shopping carts. Select the cart you'd like to review and process by clicking on the Cart Name.



Then, review the cart details by selecting the + button. You may see a Labor line item added by Interior Environments. If cart is accurate and you wish to proceed, select Return to My Procurement System. There are also options to Delete cart, Update cart, Insert Line, and Add/Edit Note.

After selecting Return to My Procurement System, select location from the drop down list and include any special notes (if applicable) in the Comments text box. You do <u>NOT</u> need to populate the Sold To or Ship To fields. After selecting your location, choose Return to My Procurement System (again).

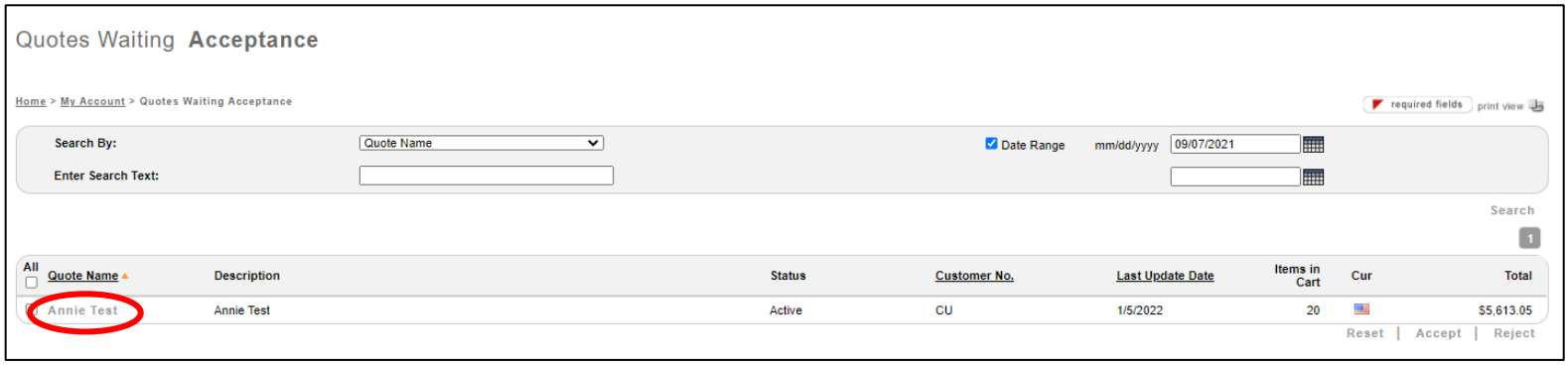


After you select Return to My Procurement System (for the second time), you will be transferred back to CU Marketplace where you should see your Interior Environments product(s) in your CU Marketplace cart. After you submit the purchase requisition and it becomes a purchase order, it will be sent to Interior Environments for processing.

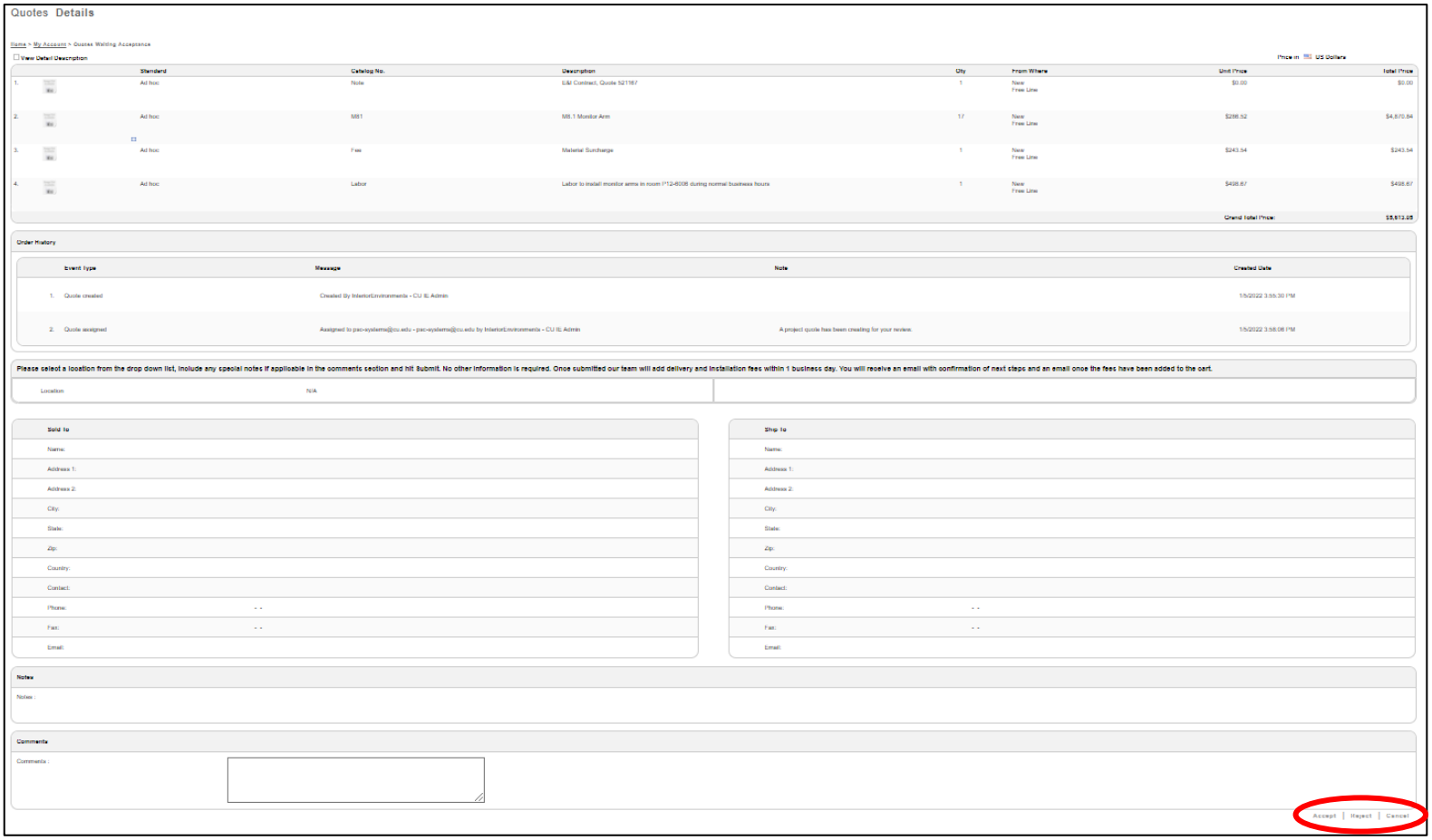
How to Access an Interior Environments Project Quote

If Interior Environments has prepared a project quote for you and uploaded it into their catalog, go into the Interior Environments punch-out catalog and select My Account and then Quotes Waiting Acceptance (from either the left side menu or from the My Account page).

Here you should see your project quote(s). You can use the filters on the top to narrow your search results, or just select the Quote Name of the quote you'd like to review and process.



After you select the Quote Name, review all quote details and select Accept, Reject, or Cancel. If the quote is accurate and you wish to proceed with the purchase and transfer the quote back into CU Marketplace, select Accept.



Quotes Details

Home > My Account > Quotes Waiting Acceptance

View Detail Description

Price in US Dollars

	Standard	Catalog No.	Description	Qty	From Where	Unit Price	Total Price
1.	Ad hoc	Note	E&I Contract, Quote 521187	1	New Free Line	$0.00	$0.00
2.	Ad hoc	M81	M8.1 Monitor Arm	17	New Free Line	$286.52	$4,870.84
3.	Ad hoc	Fee	Material Surcharge	1	New Free Line	$243.54	$243.54
4.	Ad hoc	Labor	Labor to install monitor arms in room I*12-6008 during normal business hours	1	New Free Line	$498.67	$498.67
						Grand Total Price:	$5,613.05

Order History

	Event Type	Message	Note	Created Date
1.	Quote created	Created By InteriorEnvironments - CU IE Admin		1/5/2022 3:55:30 PM
2.	Quote assigned	Assigned to pac-systems@cu.edu - pac-systems@cu.edu by InteriorEnvironments - CU IE Admin	A project quote has been creating for your review.	1/5/2022 3:58:08 PM

Please select a location from the drop down list, include any special notes if applicable in the comments section and hit Submit. No other information is required. Once submitted our team will add delivery and installation fees within 1 business day. You will receive an email with confirmation of next steps and an email once the fees have been added to the cart.

Location N/A

Sold To	
Name:	
Address 1:	
Address 2:	
City:	
State:	
Zip:	
Country:	
Contact:	
Phone:	- -
Fax:	- -
Email:	

Ship To	
Name:	
Address 1:	
Address 2:	
City:	
State:	
Zip:	
Country:	
Contact:	
Phone:	- -
Fax:	- -
Email:	

Notes

Notes :

Comments

Comments :

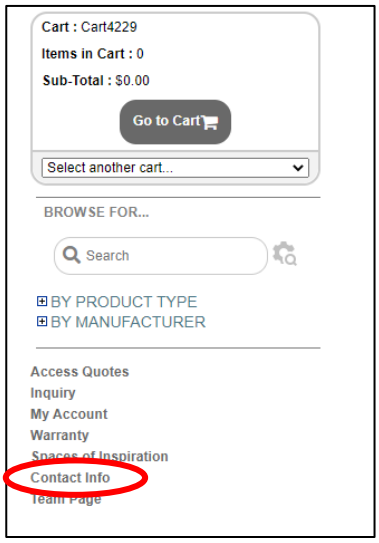
Accept | Reject | Cancel

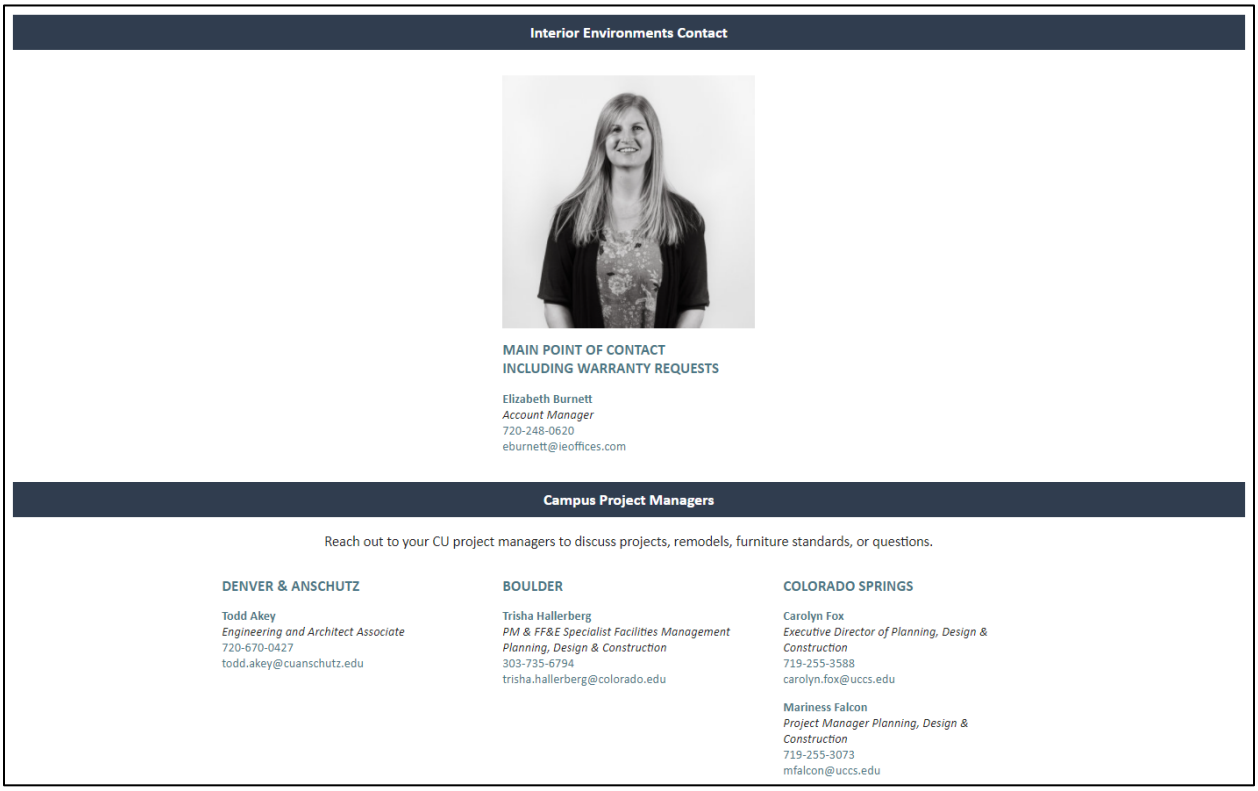
After you select Accept, you will be transferred back to CU Marketplace where you should see your Interior Environments product(s) in your CU Marketplace cart. After you submit the purchase requisition and it becomes a purchase order, it will be sent to Interior Environments for processing.

How to View CU Campus Project Manager Contact Info and Interior Environments Contact Info

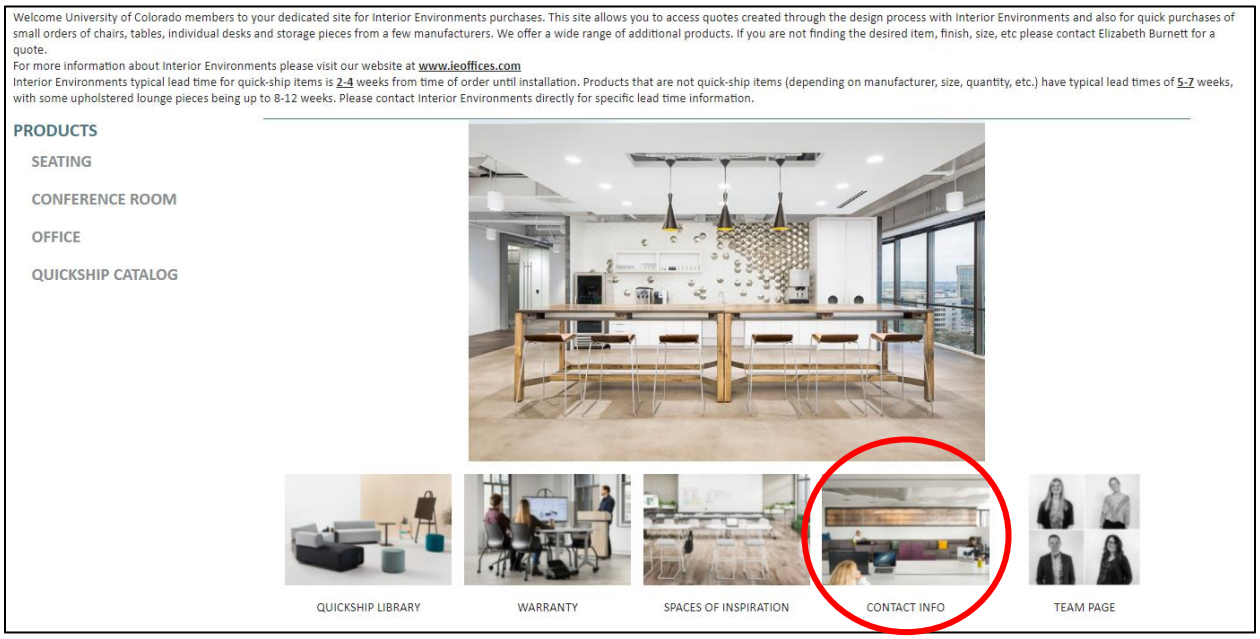
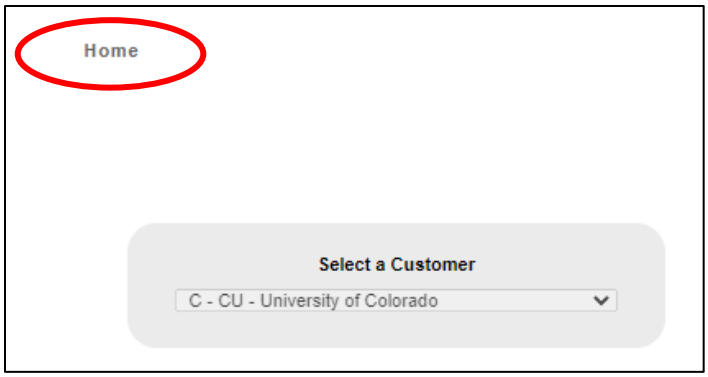
CU Campus Project Manager contact information and Interior Environments contact information can be accessed from the shopping home page of the Interior Environments catalog.

Select Contact Info from the menu on the left side of the catalog to view CU Campus Project Manager and Interior Environments contact info.





Or, select Contact Info from the bottom of the catalog Home page to view all contact info.



Also, please note that you can return to the Home page at any time by clicking on Home in the upper right corner of any catalog page.