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COMPANY OVERVIEW

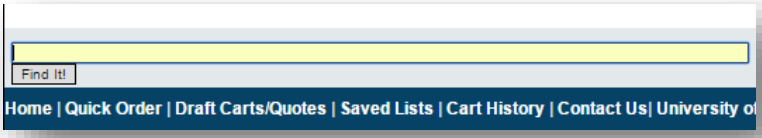
Ferguson is a leading supplier of plumbing supplies, heating and cooling equipment and waterworks products.

ACCESSING THE CATALOG

To access Ferguson from within the M@rketplace, navigate to the "Shopping Home" and click the Ferguson catalog sticker:

SEARCH

Ferguson provides a robust search function that is located on every page within their punch-out site. You can search via plain text or product number, and the dynamic search will return possible matches as you type.



Type your search text, and select the search icon or press the "enter" key.

SHOPPING

ADD TO CART

To add an item to your cart:

- Update the item quantity

- Select

Once your item is added to the cart you will be directed to your shopping cart.

VIEW YOUR CART

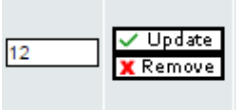
You may view your cart at any time by scrolling to the top of the Ferguson punch-out page and selecting the

icon.

MODIFY CART

You may update or remove items in your cart.

- Following your desired changes, select "Update" under the items quantity box.
- To remove an item, select "Remove" under the items quantity box.

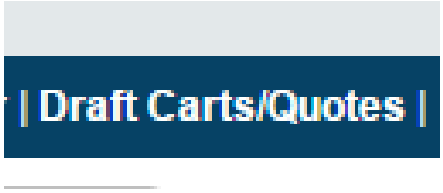


CHECKOUT

To checkout view your cart, select the

button to send your order to M@rketplace.

RETRIEVE A QUOTE



If you have received a quote select "Orders" > "Quotes" from the top navigation bar in the Ferguson punch-out catalog. The quotes page will load, and you can simply select your quote from the list to view the "Quote Order Detail".

FAVORITES

While in the Ferguson punch-out saving Favorites are referred to as **Lists**.

Lists are a great way to store frequently purchased items and quickly add them to your cart.

TO ACCESS YOUR LIST

1. Select "Saved Lists" from the top navigation
2. Select your list
3. Navigate to your list, and select

All of the list items will be transferred to your cart, so you may need to Remove Items once in your Shopping Cart

TO CREATE A LIST:

1. Navigate to the desired product and select

2. You will then have the option to "Add to existing list" or "Create a new list".

a. If you elect to create a new list please use the following naming format when creating your list. Campus-Department-Identifier (eg. SYS-PSC-Chemicals).

3. Once you have created your list, select Add to List

QUICK ORDER

To access the quick order section, select "Quick Order" from the top navigation bar. Simply enter your item number and a quantity, and select either Add to Cart or Add to List .

HELPFUL HINTS

CART HISTORY

You can view your previous shopping carts by selecting "Cart History" from the top navigation bar and clicking on the desired cart.

UNIVERSITY OF COLORADO FAQ'S

To access CU specific frequently Asked Questions (FAQ's), simply select "University of Colorado FAQ's from the top navigation bar within the Ferguson punch-out.

SUPPORT

For assistance, please contact FinProHelp@cu.edu / (303) 837-2161 or use the FinProHelp Chat.