VWR B2B Quote to Order Process
Purpose:

The purpose of this document is to clearly explain the steps needed to generate a B2B Quote, which can be retrieved from a cXML Punchout or OCI RoundTrip and electronically ordered by the customer’s B2B application.

Details:

Step 1: A VWR sales associate will generate the quote in VWR’s quote system. VWR sales needs to ensure the quote is generated on an SAP ship-to that is setup to receive B2B electronic orders. If you are unsure what SAP ship-to’s are attached to be used for B2B electronic orders, please send an email to B2B@vwr.com and provide the following:

1. Customer’s full name
2. If known, name of Customer’s B2B application, such as SciQuest, Ariba, SAP, etc.

Once the quote is generated, an email will go to the customer with the VWR Quote number and the full quote attached.

*** Note: VWR sales can quote core items or MISC parts.

Sample Email:

VWR Workflow  
<workflow@vwr.com>  To  <John_Smith@customer.com>  
05/25/2012 12:13 PM  cc  Subj  VWR Quotation # 8002064365 

Dear Customer,

As requested, please find attached your VWR Quotation. Thank you for this opportunity to earn your business.

IMPORTANT
This is an automated email, please do not reply to workflow@vwr.com.

VWR_Quotation_0000305963_8002064365.PDF
Step 2: The B2B Customer will log onto their B2B application and punchout or RoundTrip to VWR.com. On the left navigation bar, the user will click on “My Quotes”.

![Image of MY ACCOUNT with options]

Step 3: On the “My Quotes” screen, they will enter the Quote Number from the email and click “Submit”.

![Image of Quotes Lookup]

To view and convert your active quotes, please enter a quote number below.

**Quote Number:** 8002064365

![Submit button]

Step 4: The B2B customer may make quantity changes to the quote before placing the order but they may not add non-quote items to the basket.

![Image of Quotes Detail]

**Quotes Detail**

To add all items to the shopping basket, click “Add to Basket”. Otherwise, uncheck the specific product(s) you do not wish to order at this time. Then click “Add to Basket.”

To return to the previous page and retrieve a different quote, click “Cancel.”

**Quote Number:** 8002064365

**Customer Quote Number:**

**Expiration Date:** 06/28/2012

![Quote Products table]

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Step 5: The “Shopping Basket” page shows delivery status and allows more updates to the lines. The user cannot combine quote lines and core part lines in a basket. The user should click “Checkout” next and they will be returned to their B2B Application.

![Shopping Basket Quote](image)

Step 6: The B2B Customer can send the quote order to VWR electronically via EDI, cXML or xCBL. They can also phone, fax or email the order to VWR, but they need to reference the VWR Quote Number. If the order is sent electronically, the order will go directly into VWR’s order entry system and the system will honor the quoted items and prices.

Note: If the B2B customer made any changes to the original VWR quote, such as adding non-quote items within their B2B application, the order will remain on hold until a VWR associate can investigate.

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