



PREFERRED SCIENTIFIC SUPPLIER AGREEMENT

VWR Punchout in Workday

Third virtual training session will be held in the near future

Things to keep in mind:

- Instructions provided herein are intended for use in the [VWR portal](#) on Workday only.
- The VWR supplier portal on Workday is **separate** from the traditional VWR website; therefore, quotes, orders and invoices obtained through Workday may **not** be accessible through the VWR website/online account and *vice versa*.
- For orders using credit cards, please use your original VWR online profile on <https://ca.vwr.com/store/login.jsp>, send your PO to email Canada_orders@vwr.com, or call into UBC customer service (855) 745-2681.

How to request quotes and submit PO through VWR punchout on Workday:

For punchout quotes and orders, please log into your Workday account and follow the steps below:

1. Log into Workday using your UBC log-in
2. In the top left-hand-side search bar, type in "Connect to Supplier Website"
3. Select "Connect" on the right-hand side of VWR option (although the VWR punchout portal looks the same as the VWR website, account information are different)
4. Select "Request for a quote" or Go to "My quote"
5. Search for the quote number you received
6. Convert quote to shopping cart; adjust quantity if needed and/or remove lines you do not want
7. Proceed to check-out
 - Note:** after this step, quoted discount pricing will be loaded automatically; there's no need to attach PDF quote
8. Submit punchout PO request for approval (if applicable)
9. Once PO is approved on Workday as punchout order, it will be sent to VWR system directly

Note: do not re-send your PO through email as it will duplicate the order

For support on Workday-specific issues, please visit <https://isc.ubc.ca/> or contact your department buyers for assistance.



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How to track orders and retrieve invoices on punchout

- 1) Log into Workday
- 2) Navigate to VWR supplier punchout
- 3) Go to "My Orders"
- 4) Click on the order # that has been either completely shipped or partially shipped
- 5) Click on Billing Documents. A link with the invoice # will appear. A PDF file can be downloaded when you click on the Invoice #

My Orders

Check out the [My Orders Video](#) that highlights our order status functionality.

My order filters Open Order Filters Clear all Filters

Search by Number Search (Order Number, Purchase Order Number, Catalog Number, Web Tracking Number, Invoice Number, Delivery Number, Return Number, Return Request Number, Credit number)

Search by Orders Created Since

Filter Current Result by Status

Filter by who placed the order

[Don't see your order? Click here.](#) Recently placed orders take up to 1 hour to appear below

Showing 2 of 2 Entries You can sort all the columns by double clicking on the header

Date	Order Number	Order Method	Web Tracking Number	PO Number	Shipping Account	Number of Lines	Total	Order Status
03/01/2021	8612139532	Electronic		PO-0000009686	86080637 BC UNIV OF...	1	\$ 27.32	Completely Shipped
02/26/2021	8612138249	Electronic		PO-0000009496	86080637 BC UNIV OF...	2	\$ 95.80	Partially Shipped

Order Number	Order Date	PO Number	Web Tracking Number	Shipping Account	Order Method	Total
8612139532	03/01/2021	PO-0000009686		86080637	Electronic	\$27.32

[Print...](#)

[Reorder Items](#)

[Request Return](#)

Ship To 86080637 BC UNIV OF CHEMISTRY PHYSICS BLDG 2036 MAIN MALL VANCOUVER BC V6T 1Z1	Sold To 86080458 BC UNIV OF B2B ACCT PAYABLE UBC 2329 WEST MALL VANCOUVER BC V6T 1Z4	Totals Item total \$24.39 GST/HST \$1.22 PST/QST \$1.71 Total \$27.32
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Ship-To Attention: Condurache Vacariu

[Billing Documents](#)

View Invoices

8653899614 03/03/2021 Total: \$27.32

[Order Comments and Messages](#)