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1. Use the  field at the top right of the page to search for items. You can search based on keywords, description, product number, or material number. For example, you can search for the material number 490.00000912.0.612.792 or the description W\*BT/F612.792 re W\*BT.

– By clicking  on the View Cart page, you will be automatically directed back into the SAP Ariba system with the item(s) in your active cart.

6. You can change the quantity and remove items in your cart within SAP Ariba, but to add items you need to click

Suppliers vary in their ability to accept certain information that is sent electronically from SAP Ariba. So, even though you enter the data when you create the Purchase Requisition in SAP Ariba, it may not always be visible to the supplier when they receive the order electronically.

1. - Yes
2. - No
3. - Yes
4. - Yes

1. - No

1. Will I receive a confirmation that my order has been received? Yes
2. Will I receive a confirmation that my order has been shipped? No

1. Under , click on link under the heading.
2. You can view your orders or company orders for the university system, this can be changed by selecting the appropriate radio button. You can use the Keyword Search bar to search by PO Number, Order Number, Model #. You can also Filter the results per contact or location by using the 'Filter By' link.
3. Click on the or to open Order Details. Here you will have the ability to your order.
4. You can also get to the page by using the links.

1. Call to speak to a Uline Customer Service Representative.
2. If the order has progressed too far, the Uline Customer Service Representative will provide instructions for returning the item(s).
3. Fill out and submit a in SAP Ariba.

1. Contact Uline Customer Service at or by email at .
2. The Uline Customer Service Representative will provide instructions for returning your item(s).
3. Fill out and submit a in SAP Ariba if you are returning the item and not asking for a replacement.

Order History, Shopping Lists, Favorite Items and Quote pages can also be downloaded to an EXCEL or CSV file to sort and organize. Click the or link found near the button.