How to Buy Surplus Furniture in e-SHOP

Surplus office furniture (e.g., chairs, desks, file cabinets) is available for purchase by any unit for Cornell business use through Sedgwick Business Interiors via e-SHOP.

All Cornell staff can access e-SHOP from the Procurement website or Procurement Gateway or KFS main menu.

- http://procurement.cornell.edu

- https://gateway.procurement.cornell.edu/

- https://kfs-prod.adminapps.cornell.edu/kfs-prod/portal.jsp

To view the items available, use the Sedgwick punch-out site in e-SHOP.

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- From the Sedgwick punch-out site, select "CORNELL'S USED FURNITURE INVENTORY"

- This selection will take you to the detailed surplus furniture list with photos, descriptions, condition, and quantities.
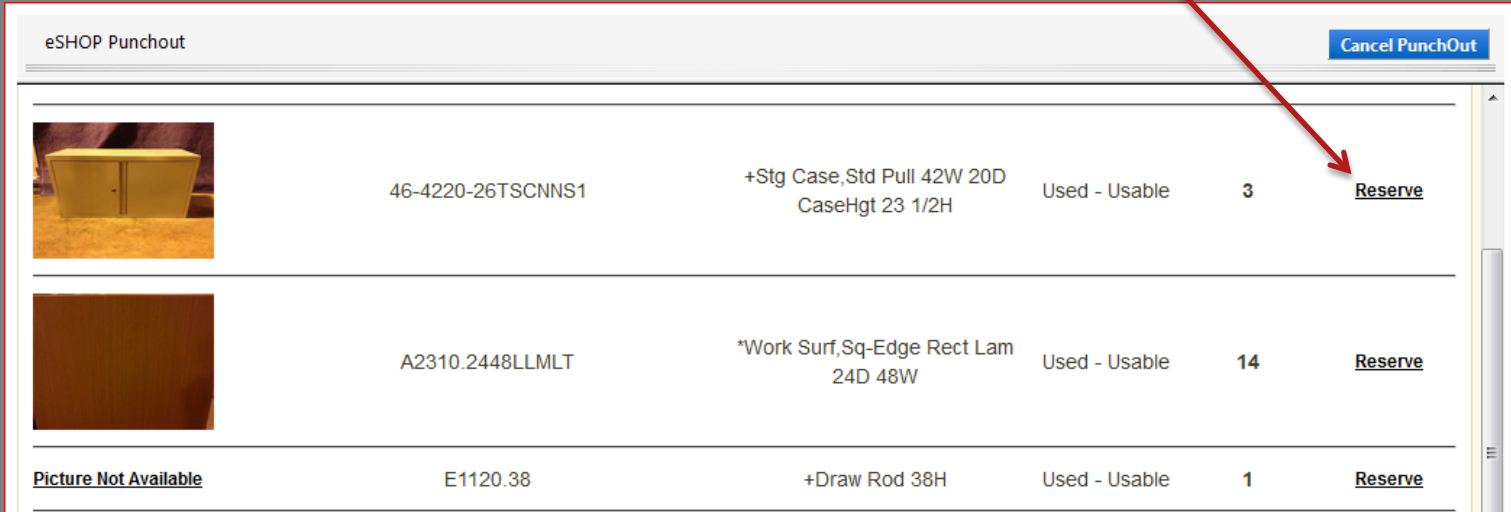
How to Buy Surplus Furniture in e-SHOP

To receive a price quote on any item that you may wish to buy, click the **Reserve** link.

You may reserve all, or a portion of the available inventory by entering the quantity you desire and clicking the Reserve button.

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- Pricing will be provided by Sedgwick within 24 hours.

- Reservations of inventory are held for 72 hours after a quote is provided.

- If an order has not been processed through e-SHOP within 72 hours, the reserved items will be released back into the shared inventory.

You may return to the list to Reserve More Items, or you may Finish Reservation with the items in your cart.

Pricing will be provided by Sedgwick within 24 hours for you to place your order via eshop.

Reservations are held for 72 hours after a quote is provided. If the order has not been processed through eshop the reservation will be released back into the shared inventory.

Image	Part Number	Description	Condition	Quantity Available
	A2310.2448LLMLT	*Work Surf,Sq-Edge Rect Lam 24D 48W	Used - Usable	14

Reserve More Items   Finish Reservation

How to Procure Surplus Furniture in e-SHOP

- To complete your reservation, click the "Finish Reservation" button

- Review your reservation

- Edit or remove items if necessary

- Click "Confirm Quantities" when you are satisfied with your list

Pricing will be provided by Sedgwick within 24 hours for you to place your order via eshop.

Reservations are held for 72 hours after a quote is provided. If the order has not been processed through eshop the reservation will be released back into the shared inventory.

Checkout (6 items)

Image	Part Number	Description	Condition	Total Quantity Available	Additional Quantity Available	Quantity to Reserve	Edit Quantity
	A2310.2448LLMLT	*Work Surf,Sq-Edge Rect,Lam 24D 48W	Used - Usable	14	8	6	Edit Remove

Reserve More Items   Confirm Quantities

How to Buy Surplus Furniture in e-SHOP

- To complete your reservation, enter your contact information and click the "Reserve" button

- Sedgwick Business Interiors will email you with a quote number

- To return to e-SHOP, click the "Cancel PunchOut" button in the top right corner of the screen
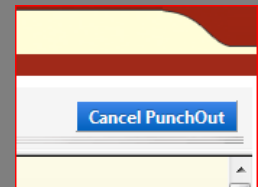
How to Buy Surplus Furniture in e-SHOP

1. Once you receive the quote number from Sedgwick, login to e-SHOP and the Sedgwick punch-out site to view the pricing quote. The quote includes costs for storage fees and delivery.

2. From the Sedgwick site, click the "Cornell" tab.

3. Enter the quote number in the Search window and click the "Search" button.

4. Click on the quote number to retrieve your quote.

5. The quote will then be presented to you in a shopping cart. If you wish to purchase the items, click the "Buy Now" button.

Your shopping cart will then return to e-SHOP and the ordering process will follow all of the standard steps.