

## 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.



The image shows a screenshot of the Cornell Procurement Gateway website. On the left, the 'Cornell Procurement Gateway' page is visible, featuring a navigation menu with several options. The 'e-SHOP' link, which includes the text 'Cornell University Online Buying', is circled in red. A red arrow originates from this link and points to a specific section of the e-SHOP interface on the right. This section is titled 'Office Supplies, Equipment and Furniture' and displays a grid of supplier cards. The first card in the grid is for 'Sedgwick Business Interiors', which is highlighted with a blue tooltip. The tooltip lists two options: 'PunchOut' and 'Cornell's Supplier Page'. Other supplier cards visible include 'STAPLES', 'OfficeMax', 'Complete Book', 'Eagle', and 'EASTERN'.

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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.

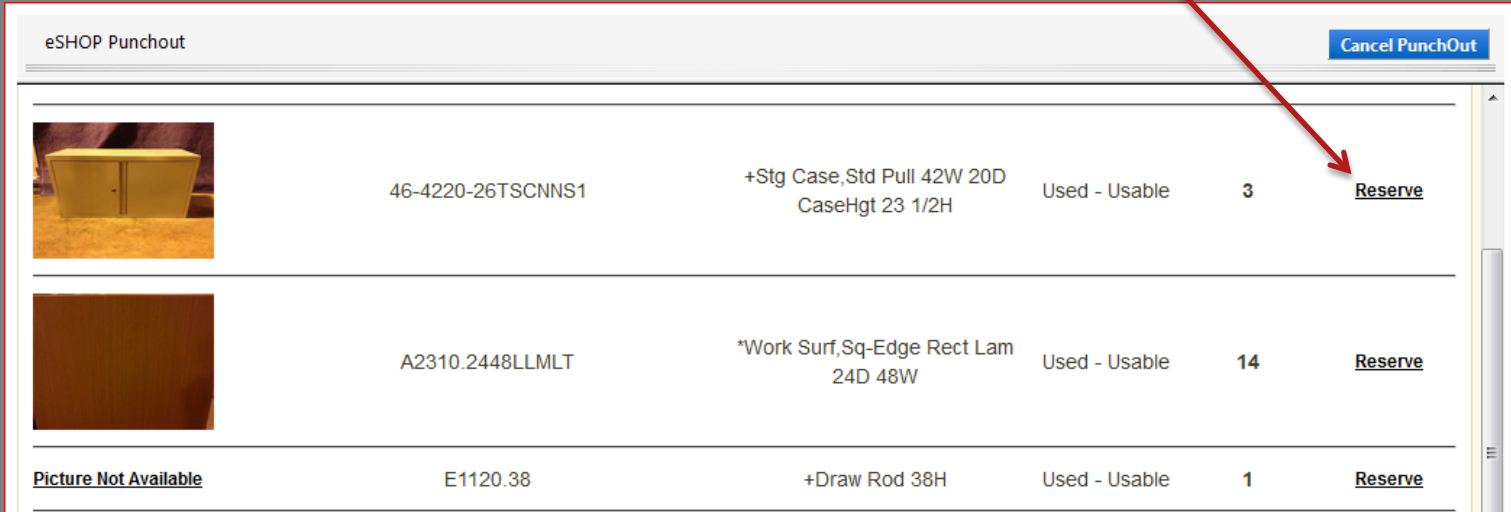
The screenshot shows the Sedgwick eSHOP Punchout homepage. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration'. Below that, there are links for 'action list' and 'doc search'. The main content area features the Sedgwick logo and navigation tabs for 'Home', 'Cornell', and 'Weill'. A red oval highlights the 'CORNELL'S USED FURNITURE INVENTORY' link in the 'FURNITURE OFFERINGS' section. Other sections include 'AIM (ASSET INVENTORY MANAGEMENT)' and logos for Cornell University and Weill Cornell.

The screenshot shows a detailed list of surplus furniture items. A red arrow points from the 'CORNELL'S USED FURNITURE INVENTORY' link in the previous screenshot to the top of this list. The list includes columns for Image, Part Number, Description, Condition, Quantity Available, and Reserve Items.



Image	Part Number	Description	Condition	Quantity Available	Reserve Items
Picture Not Available	46-3015-OB-68SS1210TFEUNS4B1	+Bkcase,Frstnd.No Doors 30W 65 5/8H	Used - Usable	1	<a href="#">Reserve</a>
	46-4220-26TSCRHS1	+Stg Case,Slid Pull 42W 20D Casehgt 23 1/2H	Used - Usable	3	<a href="#">Reserve</a>
	A2310 2448LLMLT	*Work Surf,Sq-Edge Rect Lam 24D 48W	Used - Usable	14	<a href="#">Reserve</a>

## How to Buy Surplus Furniture in e-SHOP

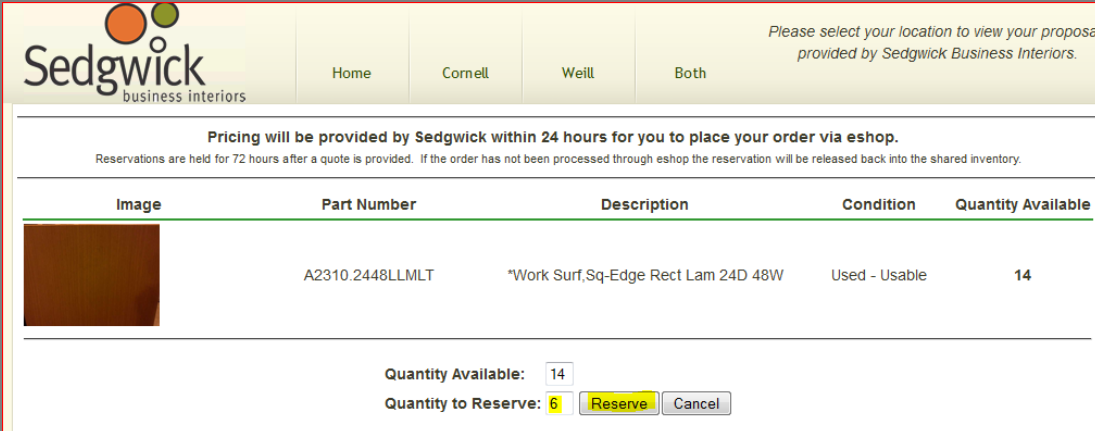
To receive a price quote on any item that you may wish to buy, click the **Reserve** link.



eSHOP Punchout Cancel PunchOut

	46-4220-26TSCNNS1	+Stg Case, Std Pull 42W 20D CaseHgt 23 1/2H	Used - Usable	3	<a href="#">Reserve</a>
	A2310.2448LLMLT	*Work Surf, Sq-Edge Rect Lam 24D 48W	Used - Usable	14	<a href="#">Reserve</a>
<a href="#">Picture Not Available</a>	E1120.38	+Draw Rod 38H	Used - Usable	1	<a href="#">Reserve</a>

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




**Sedgwick**  
business interiors

Home   Cornell   Weill   Both

Please select your location to view your proposal provided by Sedgwick Business Interiors.

**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

Quantity Available:


Quantity to Reserve:  [Reserve](#) [Cancel](#)

## How to Buy Surplus Furniture in e-SHOP

- 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

## 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.** [Checkout \(6 items\)](#)


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	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	<a href="#">Edit</a> <a href="#">Remove</a>

## 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

eSHOP Punchout



Home Co

**Pricing will be provided by Sedgwick**  
Reservations are held for 72 hours after a quote is provided. If the order h

\* Denotes Required Field

\* First Name:

\* Last Name:

\* Email Address:



\* Phone Number:

\* Building Name:

\* Floor Number:

\* Room Number:

Additional Notes:



Home Cornell Weill Both

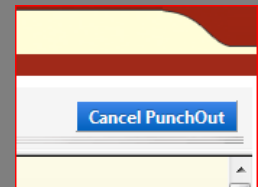
Please select your location to view your proposal provided by Sedgwick Business Interiors.

**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.

**Thank you for your reservation. You will be contacted by a Sedgwick representative to provide you with a quote number to order through eshop.**

If you have any questions prior to receiving your quote, please contact Sedgwick at 315-424-1500 or by email [customerservice@sedgwickbusiness.com](mailto:customerservice@sedgwickbusiness.com)

Quantities are not guaranteed and are subject to change



## 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.

The screenshot illustrates the eSHOP Punchout interface with numbered steps 1 through 5. Step 1 points to the search box. Step 2 points to the 'Cornell' tab. Step 3 points to the 'Search' button. Step 4 points to the quote number '291.043' in a table. Step 5 points to the 'Buy Now' button.

**Search Sedgwick Quotes**

Search

**4** To view the details of your quote, click on quote number below

Quote #	Description	Total Price	Customer Name	Customer Contact
<u>291.043</u>	1300G MVR/K.Mahoney/Labor	\$37.5	Kristine Mahoney	(607) 255-6128

**5** Buy Now Print

**Details for Quote Number 291.043**

Thank you very much for partnering with us.  
We appreciate your support and value your business.

Proposal #	Description	Total Price	Customer Name	Customer Contact
291.043	1300G MVR/K.Mahoney/Labor	\$37.5	Kristine Mahoney	(607) 255-6128