

How to order from United Rentals in cyBUY:

Note: Please allow a minimum of 48 (business) hours for cyBUY rental orders to be processed by United Rentals.

*Have a *short notice/quick turn-around rental request*? See the notes after the main instructions for more information.

We highly recommend that you contact our dedicated sales representative, John King (515-208-6016 or johnking@ur.com) before placing your order to ensure the rental is available for the time frame needed.

- 1) Select the account: Iowa State University
- 2) Select a job site from the drop down or create a new job site by clicking the pencil icon
- 3) Pricing Agreements will be the default category of items that will populate below which are all the items currently available to rent.
 - a. If the item you are looking to rent doesn't show up, please contact either individual below to see if the item can be added to the list of available equipment.
 - i. Wendy Foster with ISU Procurement Services at 515-294-8806
 - ii. cyBUY help desk at 515-294-7568 ; cyBUY@iastate.edu

The screenshot shows the United Rentals cyBUY interface. At the top, it says "Welcome Iowa State Punchout". The main area is titled "PunchOut Order Catalog". It displays the following information:

- Order Setup • Account: 390901 • Job Site: 101 • Branch: Q18 • Rental Start: Mon, Aug 17 2020
- Account: IOWA STATE UNIVERSITY
- Start Date: Mon, August 17 2020
- Job Site: 2105 E LINCOLN WAY, AMES (101)
- End Date: (empty)
- Job Site details: ISU WAREHOUSE, 2105 E LINCOLN WAY, AMES, IA 50010-6527, BRANDON, 515-294-0307
- Branch: Q18, 2105 E LINCOLN WAY, AMES, IA 50010-6569, 515-233-2100

Below this is a table of Pricing Agreements:

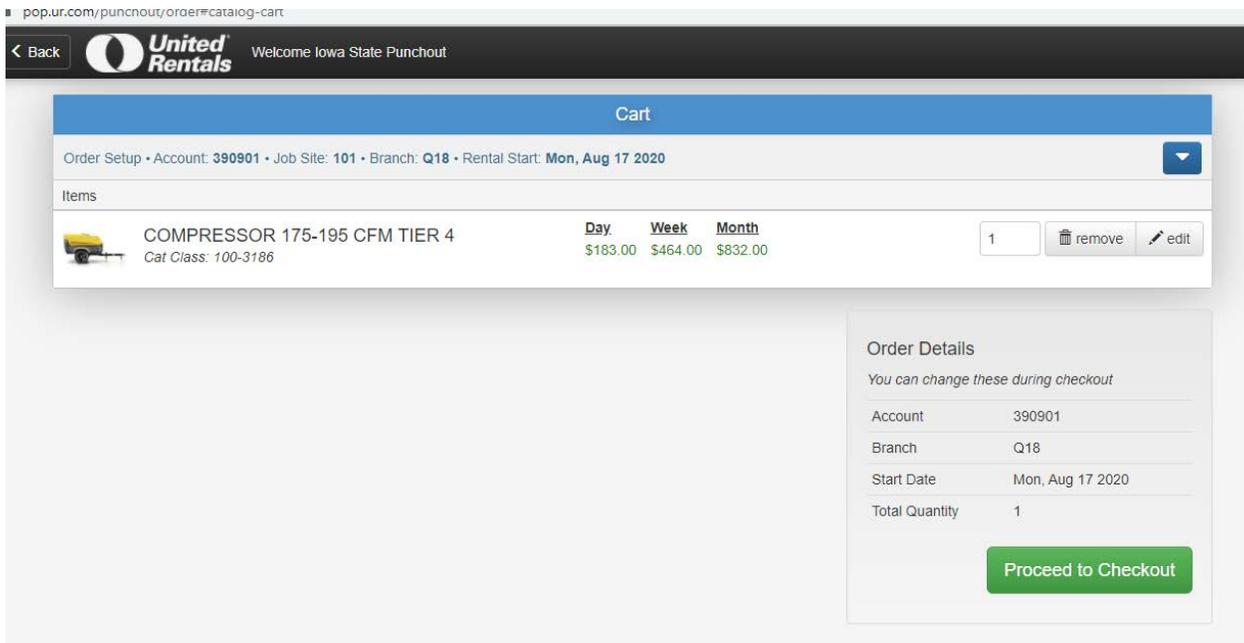
Item	Day	Week	Month	Action
COMPRESSOR 155-175 CFM DIESEL Cat Class: 100-3175 * Pricing Agreement	\$105.00	\$266.00	\$638.00	+
COMPRESSOR 175-195 CFM Cat Class: 100-3185 * Pricing Agreement	\$105.00	\$266.00	\$638.00	+
COMPRESSOR 175-195 CFM TIER 4 Cat Class: 100-3186 * Pricing Agreement	\$183.00	\$464.00	\$832.00	+
COMPRESSOR 350-395 CFM DIESEL Cat Class: 100-3350 * Pricing Agreement	\$231.00	\$556.00	\$1,418.00	+
AIR HOSE 3/4" X 50' Cat Class: 110-2400 * Pricing Agreement	\$12.00	\$22.00	\$47.00	+
SCRUBBER FLOOR RIDE ON PROPANE Cat Class: 500-3020 * Pricing Agreement				+

- 4) Click on equipment you want to rent
- 5) Verify quantity, click on "Add to Cart". You will be taken back to main page so you can add additional equipment if necessary.

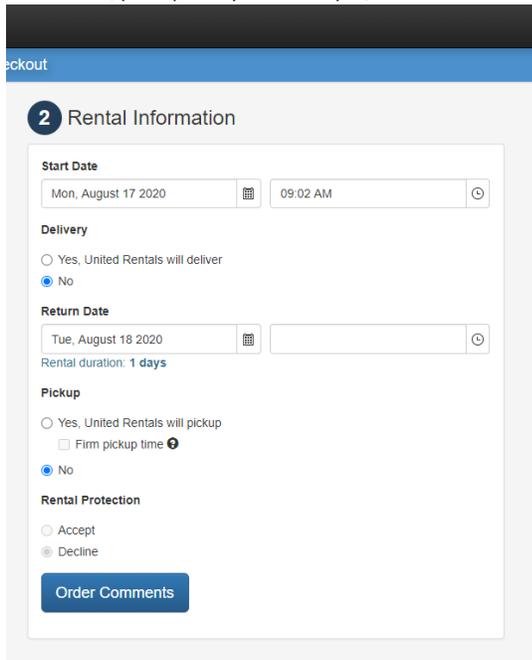
The screenshot shows the "Equipment Details" page for a COMPRESSOR 175-195 CFM TIER 4. It displays the following information:

- Order Setup • Account: 390901 • Job Site: 101 • Branch: Q18 • Rental Start: Mon, Aug 17 2020
- COMPRESSOR 175-195 CFM TIER 4
Cat Class: 100-3186
- Day: \$183.00
- Week: \$464.00
- Month: \$832.00
- Quantity: 1
- Buttons: + Add to Cart

When you have all the rental equipment you need, click on cart icon at the bottom of page



- 6) Click proceed to check out.
- 7) Enter start and return dates as well as start/return times.
 - a. Cost of rental is based on start and return time frame.
- 8) All orders start as an "ISU pickup" (Pickup = No) if you need the item delivered/picked up by United Rentals, select "Yes, United Rentals will deliver/pickup". If you select yes, on either Delivery or Pickup, the cost will be added to the order.



- 9) If you would like to enter comments for United Rentals, please enter your comments at this stage in the process. Click on the blue "Order Comments" button under the section on the right labeled "2: Rental Information". Comments could be information such as contact person, phone number, etc.
 - a. Do not enter anything in the "Memo to Supplier" field in Workday because they do not receive that field since they have the "Order Comments" in the checkout page in their catalog.

1 Account Information

Account
 IOWA STATE UNIVERSITY

Job Site
 2105 E LINCOLN WAY, AMES (101)

Job Site Contact
 BRANDON .

Job Site Phone
 (515) 294-0307

Job Site details	Branch
ISU WAREHOUSE 2105 E LINCOLN WAY AMES, IA 50010-6527 BRANDON . 515-294-0307	Q18 2108 E LINCOLN WAY AMES, IA 50010-6559 515-233-2100

Requisition Codes Allocation Codes

2 Rental Information

Start Date
 Mon, August 17 2020 09:02 AM

Delivery
 Yes, United Rentals will deliver
 No

Return Date
 Tue, August 18 2020
 Rental duration: 1 days

Pickup
 Yes, United Rentals will pickup
 Firm pickup time
 No

Rental Protection
 Accept
 Decline

Order Comments

3 Order Review

Items	Day	Week	Month	Estimated Rental: \$183.00
 COMPRESSOR 175-195 CFM TIER 4 Cat Class: 100-3186	\$183.00	\$464.00	\$832.00	1 [remove] [edit]

Order Details

Reservation Number	New
Rental Duration	1 days
Total Quantity	1

	Subtotal
Rental	\$183.00
Transportation	\$0.00
Rental Protection	\$0.00
Tax	\$0.00
Miscellaneous	\$3.66
Total Estimated Cost	\$186.66

Punchout Your Order

10) Verify everything is correct and then click "Punchout Your Order"

11) In the Workday "Internal Memo" field enter the beginning & ending rental dates as well as the business purpose for your purchase. This is needed so that Risk Management can add the rental to the Inland Marine Policy for short term rentals.

Need to change your order?

If you need to make any changes to an order that has already been placed (i.e. change rentals dates, pickup time, etc.) please call John King at 515-208-6016 as he will need to make the changes in the United Rentals system.

Short notice/quick turn-around rental request? **

For short notice/quick turn-around rental requests (i.e. entered order at 2 pm and want to pick up rental at 8 am the next day), contact John King at 515-208-6016 or the United Rentals Ames Branch at 515-233-2100 to verify that United Rentals has the equipment available for the date you need. Once the date has been verified, ask John/United Rental staff person to create a "Rental Only Quote" (not a reservation) so you can use the quote number to pull up the details in cyBUY (quote will be emailed to you).

Got a Rental Only Quote?

1. Once in cyBUY, click on the blue "Edit Quote" button at the top of the first screen and enter the quote number provided to you (via email) then click ok.
2. Click on the cart (at the bottom of the page) and the quoted item will show up and you can complete the order.

PunchOut Order Catalog

Order Setup • Account: **390901** • Job Site: **70** • Branch: **Q18** • Rental Start: **Mon, Sep 28 2020** • Rental ... Edit Quote

Our Most Popular Equipment

	COMPRESSOR 175-195 CFM <i>Cat Class: 100-3185 * Pricing Agreement</i>	Day \$106.00	Week \$266.00	Month \$638.00	+
	SCISSOR LIFT 19' ELECTRIC <i>Cat Class: 300-2000 * Pricing Agreement</i>	Day \$140.00	Week \$256.00	Month \$451.00	+
	BOOM 60-64' TELESCOPIC <i>Cat Class: 310-6026 * Pricing Agreement</i>	Day \$389.00	Week \$1,029.00	Month \$2,490.00	+
	LIGHT TOWER,6KW <i>Cat Class: 320-4000 * Pricing Agreement</i>	Day \$99.00	Week \$241.00	Month \$529.00	+
	FORKLIFT VARIABLE REACH 6000# 40-49' <i>Cat Class: 233-1170 * Pricing Agreement</i>	Day \$374.00	Week \$1,056.00	Month \$2,229.00	+
	GENERATOR 19-29 KVA <i>Cat Class: 240-3131 * Pricing Agreement</i>	Day \$211.00	Week \$536.00	Month \$1,181.00	+

Cart 1

Looking to rent several items for an extended period of time?

- a. Contact John King at 515-208-6016 for additional discounts if you will be renting multiple pieces of the same equipment for an extended length of time (i.e. renting 14 spot coolers for 4 weeks) as the vendor may offer a quantity discount.

If you received a quote with a discounted rental price

- a. Make sure that the item shows up as a line item under the Price Agreements category
- b. If item doesn't show up, contact Wendy Foster – ISU Procurement at 515-294-8806 to see if the item can be added to the list of available equipment.
- c. When placing the rental order in cyBUY select the line item that matches the United Rentals description/number (even if the pricing doesn't match) and enter the number of units needed.
- d. Make sure to note the United Rentals quote/reservation number in the "Order Comments" section of the rental information page. This will let United Rentals know that they need to change the pricing in their system before an invoice is sent.
- e. Also enter the United Rentals quote/reservation number in the Workday "Internal Memo" field along with your business purpose and the time frame the items will be rented so that the rental can be added to an insurance policy by Risk Management