Punchout Quote to Order

Instructions for accessing a Non-catalog / Sales-created quote from Dell Punchout
Dell Punchout Quote to Order

1. Punchout to Dell catalog.

2. Click **My Premier.** Then, click on **View All My Premier.** (if this option is not available, please contact your Sales team to have it enabled.)

3. On the eQuotes tab, click **Detailed View.** (For eQuotes, enter the number. Click **Search.**)
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4. Enter the **Sales-created Quote Number** and the **Customer Number**. Hit **Search**.

5. Check the box to select the Quote and click **Purchase**.
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6. Click **Create Order Requisition.**

Note: The Billing and Shipping addresses displayed will NOT be passed back in the Order Requisition.
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7. Complete the **Shipping and Handling Method** and **Trade Compliance**. Click **Continue**.

8. Verify the requisition details. Click **Submit Order Requisition**.
Need help?

Email: Global_B2B_Support@dell.com