

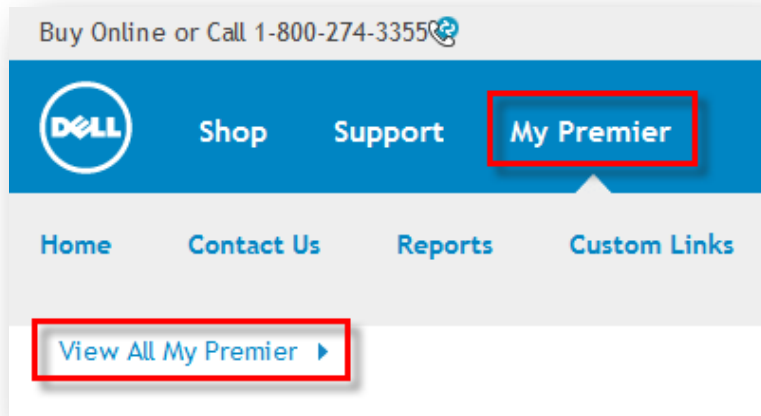
Punchout Quote to Order

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

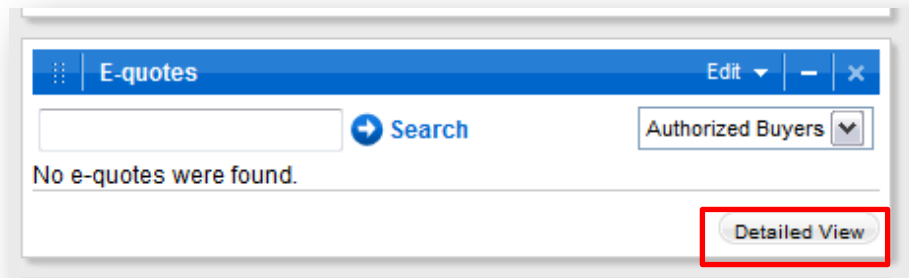


Dell Punchout Quote to Order

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.)

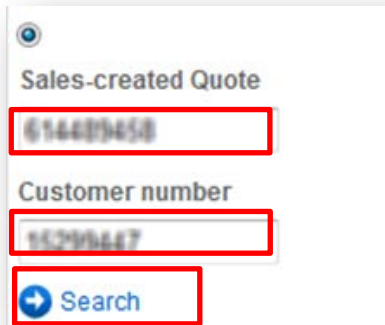


3. On the eQuotes tab, click **Detailed View**. (For eQuotes, enter the number. Click **Search**.)



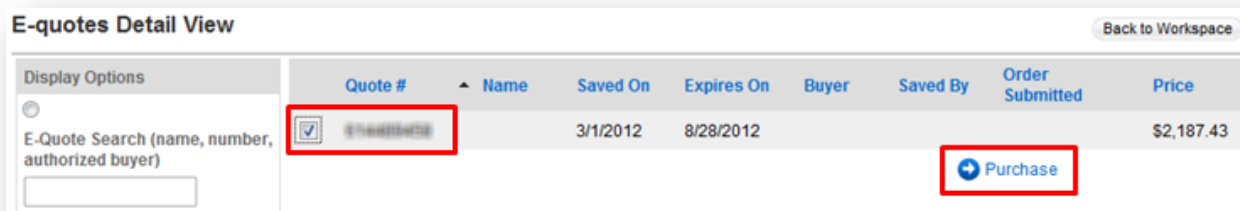
Dell Punchout Quote to Order

4. Enter the **Sales-created Quote Number** and the **Customer Number**. Hit **Search**.



A screenshot of a search form titled "Sales-created Quote". It contains three input fields: "Sales-created Quote" with the value "614489458", "Customer number" with the value "15298447", and a "Search" button with a magnifying glass icon. All three elements are highlighted with red rectangular boxes.

5. Check the box to select the Quote and click **Purchase**.



A screenshot of the "E-quotes Detail View" interface. It features a table with columns: Quote #, Name, Saved On, Expires On, Buyer, Saved By, Order Submitted, and Price. A search filter is visible on the left. The first row of the table is highlighted, and a checkbox next to the quote number "614489458" is checked. A "Purchase" button with a plus icon is located below the table. A "Back to Workspace" button is in the top right corner.

Display Options	Quote #	Name	Saved On	Expires On	Buyer	Saved By	Order Submitted	Price
<input type="radio"/> E-Quote Search (name, number, authorized buyer)	<input checked="" type="checkbox"/> 614489458		3/1/2012	8/28/2012				\$2,187.43

Dell Punchout Quote to Order

6. Click **Create Order Requisition**.

Quote Summary

Please review the accuracy of this information before proceeding to checkout.

Quote Details

Dell quote number: 1018963327185
Dell customer number: 121249138
Dell sales representative: YOONIE YOO
Dell sales representative phone: (800) 450-3355 - 58347
Date of quote: June 18, 2014 10:15 AM CST

Billing Address	Shipping Address
1018963327185 121249138 YOONIE YOO (800) 450-3355 - 58347 June 18, 2014 10:15 AM CST	1018963327185 121249138 YOONIE YOO (800) 450-3355 - 58347 June 18, 2014 10:15 AM CST

[Create Order Requisition](#)

Description

Note: The Billing and Shipping addresses displayed will NOT be passed back in the Order Requisition.

Dell Punchout Quote to Order

7. Complete the **Shipping and Handling Method** and **Trade Compliance**. Click **Continue**.

Shipping & Handling Method

Shipping Option
Shipping option refers to the time it takes for your order to arrive after it has shipped - it does not include the time it takes us to process and have your order built/prepared for delivery.

No Charge - Lowest Cost 3-5 Day Delivery

* Trade Compliance


I WILL NOT export this order outside the United States.
 I WILL export this order outside the United States.

The export of any product and software purchased from Dell must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

[Continue](#)

8. Verify the requisition details. Click **Submit Order Requisition**.

VERIFY & SUBMIT ORDER REQUISITION

Secure Shopping Guarantee  powered by VeriSign

SHIPPING > PAYMENT > **VERIFY & SUBMIT ORDER REQUISITION**

Your Order Requisition is nearly complete. Please review the following details and edit if necessary. Select "Submit Order Requisition" (bottom right) to submit.

Unless you have a separately signed agreement between you and Dell that specifically applies to this order, by clicking on the "Submit Your Order" button, you agree to Dell's [COMMERCIAL TERMS OF SALE](#) (for purchases meant for internal use), or the [RESELLER TERMS OF SALE](#) (for purchases meant for resale), as well as Dell's [WARRANTY](#) and applicable [SERVICE DESCRIPTION\(S\)](#). THESE TERMS CONTAIN IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, INCLUDING LIMITATIONS OF LIABILITY. These terms are hereby fully incorporated into the transaction and are available in hardcopy from Dell upon request.

Purchase Order View

[Submit Order Requisition](#)

Need help?

Email: Global_B2B_Support@dell.com