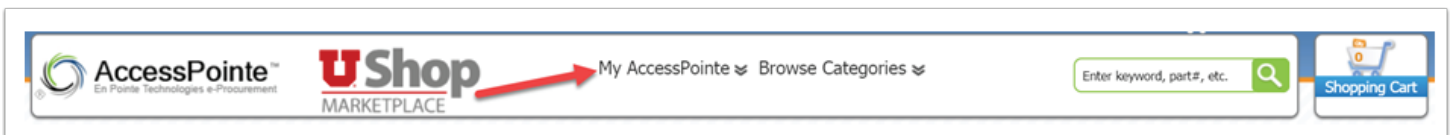


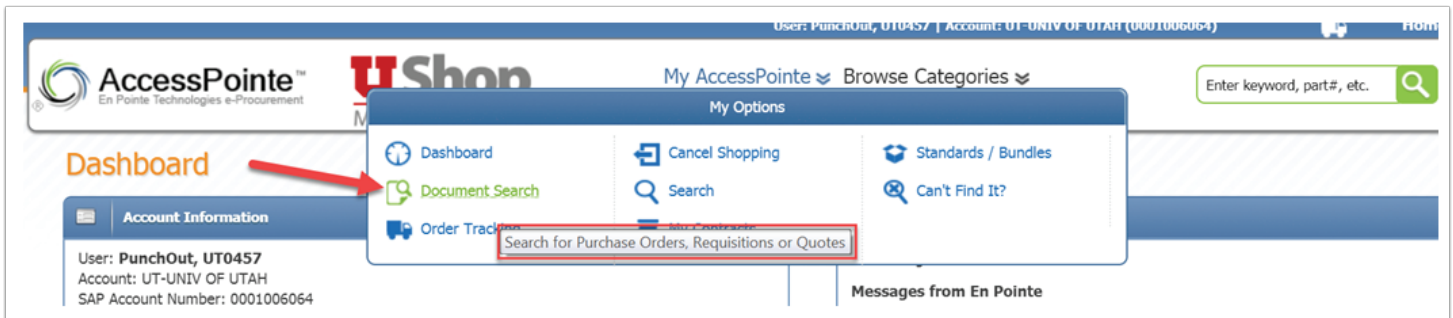
1. Click on the En Pointe Punch-out tile.



2. Open the dropdown menu titled "My AccessPoint".



3. Select "Document Search" to search for Purchase Orders, Requisitions or Quotes.



(continued on next page)

4. Type your quote number in the Keyword field.

Select "Quote from En Pointe" as the Document type. Indicate the Active Date Range.

The image shows a web-based search interface with three main sections: Document Search, Document Type, and Date Range. A red arrow labeled "Quote number" points to the Keyword input field in the Document Search section, which is also marked with a circled "1". In the Document Type section, the radio button for "Quote from En Pointe" is selected and highlighted with a red box, marked with a circled "2". In the Date Range section, the "Activate Date Range" checkbox is checked, and the "From" and "To" date fields are filled with "9/26/2017" and "10/10/2017" respectively, both highlighted with a red box and marked with a circled "3".

Document Search

Keyword 1

Document Type

Quote from En Pointe 2

Date Range

Activate Date Range

From 3

(MM/DD/YYYY)

To

(MM/DD/YYYY)